

**Ridgecrest Charter School
Board Policies**

Policy	Description	Adopted
Still to Correct		
BP1220	School Audit Advisory Committee	6/28/2002
BP3327	Revolving Cash	
AR 3327	Revolving Cash	
	Promotion/Retention Policy	
	Curriculum Committee Policy	
	Budget Process Policy	
	Filling Board Vacancies	
BP 0001	Board Governance Board Meeting	
BP 0004	Classroom and School Visitation and Removal	
BP 0005	Board Governance	
Community Relations		
BP 1240	Volunteers	10/10/2002
AR 1240	Volunteers	10/10/2002
BP 1312.1	Student Complaint	02/10/2005
BP 1312.3	Uniform Complaint Procedures	10/13/2005
BP 1321	Solicitation of Funds	12/12/2001
AR 1321	Solicitation of Funds	12/12/2001
E 1312.3	Uniform Complaint Form	
BP 1330	Use of School Facilities	09/09/2004
AR 1330	Use of School Facilities	09/09/2004
E1330	Use of School Facilities	10/10/2002
Administration		
BP 2312	Copyrights and Patents	02/10/2005
BP 2313	Student Access to Networked Information	02/10/2005
AR 2313	Student Access to Networked Information	02/10/2005
BP 2314	Copyright Compliance	02/10/2005
AR 2314	Copyright Compliance	02/10/2005
Business and Operations		
BP 3100	Budget	10/10/2002
AR 3100	Budget	10/10/2002
BP 3290	Gifts, Grants, Bequests, and Donations	11/10/2003
AR 3290	Gifts, Grants, Bequests, and Donations	11/10/2003
E 3290	Acknowledgement of Tax Deductible Donation	11/10/2003
BP 3350	Travel	10/10/2002
AR 3350	Travel	10/10/2002
BP 3400	Management of Assets	10/10/2002
AR 3400	Management of Assets	10/10/2002
BP 3452	Student Activity Funds	10/10/2002
BP 3516	Disaster Preparedness	10/10/2002

AR 3516.1	Fire Drills and Fires	10/10/2002
AR 3516.2	Bomb Threats	10/10/2002
AR 3516.3	Earthquake Emergency Procedure System	10/10/2002
SOP 3516	General Emergency Action Plan	06/10/2004
BP 3516.5	Heat Index Policy	11/10/2003

Personnel

BP 4030	Prohibition of Harrassment	02/10/2005
BP 4111	Certificated Recruitment-Selection	02/10/2002
AR 4112.1	Certificated Personnel-Contracts	02/10/2002
BP 4113	Certificated Assignment	10/10/2002
AR 4113	Certificated Assignment	10/10/2002
BP 4115	Certificated Evaluation/Supervision	10/10/2002
AR 4115	Certificated Evaluation/Supervision	10/10/2002
BP 4115	Personnel Evaluation/Supervision	10/10/2002
AR 4115	Personnel Evaluation/Supervision	10/10/2002
BP 4117.2	Personnel Resignation	10/10/2002
AR 4117.5	Personnel Resignation	10/10/2002
BP 4117.3	Certificated Reduction	09/12/2002
AR 4117.3	Certificated Reduction	09/12/2002
AR 4117.4	Certificated Dismissal	10/12/2002
BP 4118	Certificated Personnel Disciplinary Action	10/10/2002
AR 4118	Certificated Personnel Disciplinary Action	10/10/2002
BP 4119.11	Personnel Sexual Harassment	09/12/2002
AR 4119.11	Personnel Sexual Harassment	09/12/2002
BP 4151	Employee Compensation	10/10/2002
BP 4161	Employee Leave	09/12/2002
AR 4161.1	Personal Illness/Injury Leave	09/12/2002
BP 4215	Classified Personnel Evaluation and Supervision	05/06/2004
E 4215	Classified Evaluation Report	05/06/2004

Students

BP 5111.1	Admissions and Enrollment	06/30/2005
BP 5113	Absences and Excuses	10/10/2002
AR 5113	Absences and Excuses	10/10/2002
BP 5123	Academic Acceleration	10/10/2002
BP 5142	Student Safety	11/10/2003
AR 5142	Student Safety	11/10/2003
BP 5144	Student Discipline	10/10/2002
AR 5144	Student Discipline	10/10/2002
BP 5144.1	Student Expulsion	11/18/2002
BP 5260	Staff Access to Networked Information	02/10/2005
AR 5260	Staff Access to Networked Information	02/10/2005
E 5260	Student Internet Use Agreement	02/10/2005

Instruction

BP 6141	Curriculum Development	10/10/2002
BP 6145	Extracurricular Activities	10/10/2002
AR 6145	Extracurricular Activities	10/10/2002
BP 6145.2	Athletic Competition	10/10/2002
AR 6145.2	Athletic Competition	10/10/2002
BP 6153	School Sponsored Trips	10/10/2002
AR 6153	School Sponsored Trips	10/10/2002
BP 6158	Independent Study	10/10/2002

Facilities

Ridgecrest Charter School

Community Relations

Volunteer Assistance

The Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

The Administrator or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing, fingerprinting and criminal records checks.

Volunteers shall act in accordance with school policies, regulations and school rules. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Administrator or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteer maintenance work shall be under the supervision of the school maintenance personnel and be limited to those projects which do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, meet a specific need, comply with established building and safety codes, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

Legal Reference:

Education Code

3502	Volunteer aides
35021.1	Automated records check
44010	Sex offense; definition
44227.5	Classroom participation by college methodology faculty
44814	Duty-free lunch periods
44815	Noncertificated supervision
45125	Fingerprinting requirements
45340-45349	Instructional aide act, especially:
45344.5	Instructional aide; proficiency in basic skills
45347	Instructional aides as classified employees
45349	Volunteers
45360-45367	Teacher aides
49406	Examination for tuberculosis

Government Code

3100-3109	Oath or affirmation of allegiance
3543.5	Prohibited interference with employees' rights

96100-96114 Academic Volunteer and Mentor Service Act of 1992

Health and Safety Code

1596.871 Fingerprints of individuals in contact with child day care facility clients

Labor Code

3364.5 Persons performing voluntary services for school districts

Penal Code

290.4.1 Information re sex offenders

Code of Regulations, Title 5

18168 Personnel duties with infants and toddlers

Code of Regulations, Title 22

101170 Criminal record clearance

Attorney General Opinions

62 Ops. Cal. Atty. Gen. 325 (1979)

Court Decisions

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Policy Adopted:10/10/02

Ridgecrest Charter School**Community Relations****Volunteer Assistance**

Definitions

Volunteer nonteaching aides may supervise students during lunch and/or breakfast periods or may serve as nonteaching aides under the immediate supervision and direction of certificated personnel to perform noninstructional work which assists certificated personnel in the performance of teaching and administrative responsibilities. (Education Code 35021, 44814, 44815)

Volunteer instructional aides may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. An instructional aide need not perform his/her duties in the physical presence of the teacher, but the teacher retains responsibility for the instruction and supervision of students in his/her charge. (Education Code 45343, 45344)

Facilities project volunteers may work on short-term facilities projects pursuant to Governing Board policy.

Sex Offender Checks

Before authorizing any person to serve as a volunteer nonteaching aide or a volunteer instructional aide, the Administrator or designee shall ask a local law enforcement agency to conduct an automated records check or call the Department of Justice to determine that the individual is not a registered sex offender. Volunteers shall be informed that the school is conducting this records search.

Tuberculosis Testing

All volunteer instructional aides shall submit evidence that they are free from active tuberculosis at least once every four years pursuant to Education Code 49406. (Education Code 45106, 45347, 45349, 49406)

All volunteers in child care and development programs shall be tested for tuberculosis within 60 days before or within seven days after the volunteer service begins. Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis. (5 CCR 18168)

Fingerprinting

All volunteers in child care and development programs shall be fingerprinted for criminal record clearance if they have contact with children. (Health and Safety Code 1596.871)

Basic Skills Proficiency

All volunteer instructional aides shall give evidence of basic skills proficiency. (Education Code 45344.5, 45349)

Volunteer Facilities Projects

All volunteer facilities projects shall have approximate start and completion dates and must be approved by the principal in advance.

Projects approved by the principal shall also be approved in advance by the Administrator or designee if they involve the following types of work:

1. Alterations, additions or repairs to buildings and grounds

2. Construction involving wall or roof penetration, drilling or nailing
3. Structural modifications
4. Electrical, electronic, plumbing, or heating and cooling work
5. Painting
6. Installation of carpet
7. Installation of playground equipment and benches
8. Installation of sprinkler systems
9. Paving
10. Installation of marquees and signs
11. Tree planting, pruning or removal

The Administrator or designee shall ensure that the above projects comply with health and safety codes, building codes, fire codes, environmental laws and agreements with employee bargaining units. The school will provide on-site assistance and supervision for such projects, depending upon their complexity and the expertise of the volunteers. Projects shall be inspected upon completion to ensure that the work was done satisfactorily. Electrical, electronic, heating, ventilation, air conditioning, plumbing, welding and structural work must be done by a licensed contractor or performed under the supervision of a skilled school maintenance employee with knowledge of the trade involved.

Workers' Compensation

Unsalaries volunteers shall be considered employees of the school for workers' compensation insurance purposes. If injured while serving as volunteers in the school, they should file workers' compensation insurance forms provided by the school office.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Students

Student Complaints

Notification

Students who wish to file a complaint against personnel, another student or a program may notify their teacher or the Principal.

Procedures

Depending upon the nature of a complaint the pupil will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, administration will undertake a responsible inquiry into the pupil's complaint to ensure it is reasonably and swiftly addressed. When appropriate a written statement of the pupil's complaint will be obtained from the student.

Confidentiality

Complainants will be notified that information obtained from the pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution

The administration will investigate student complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Policy Adopted: 2/10/05

Ridgecrest Charter School

Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the School is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The School shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sexual orientation, color, national origin, ancestry, sex, race, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The School shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

Annually, the School shall send a letter to employees, parents or guardians, school advisory committees, and other interested parties notifying them of the complaint procedures. This letter shall include the process of identifying the complaint and steps toward mediation and appeal.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Director shall distribute full information about these procedures.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Director shall initiate a mediation process before beginning a formal compliance investigation. The Director shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Director on a case-by-case basis.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Legal Reference:

Education Code

200-262.3	Prohibition of discrimination
8200-8498	Child care and development programs
18100-18179	School libraries
35146	Closed sessions
35160	Authority of governing boards
44670.1-44671.5	School personnel staff development and resource centers
48985	Notices in language other than English
49060-49079	Student records
49490-49560	Child nutrition programs
51513	Personal beliefs
52800-52863	School-based coordinated programs
54000-54041	Economic impact aid programs
54400-54425	Compensatory education programs
54460-54529	Compensatory education programs
56000-56885	Special education programs

59000-59300 Special schools and centers
64000 Consolidated application process

Government Code
54957-54957.8 Closed sessions

Code of Regulations, Title 5
3080 Application of section 4600-4671
4600 – 4671 Uniform Complaint Procedures
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

United States Code, Title 20
1221 - 1232g General Education Provisions Act
1681 – 1688 Discrimination based on sex or blindness, Title IX

Code of Federal Regulations, Title 34
100.1 - 100.13 Nondiscrimination

Penal Code
422.6 Interference with constitutional right or privilege

Policy Adopted

10/13/05

Ridgecrest Charter School

Community Relations

Uniform Complaint Procedures

Compliance Officers

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure school compliance with law:

Director
Ridgecrest Charter School
325 South Downs Street
Ridgecrest, CA 93555
(760) 375-1010
(760) 375-7766 (fax)

The Director shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Director.

Notifications

The Director shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of school complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Director shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

The above notification shall state that complainants may seek help from the county office of education:

Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301-4533
(661) 636-4630

Procedures

The following procedures shall be used to address all complaints which allege that the School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1 - Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the School.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, school staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2 - Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3 - Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the School's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4 - Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the School's investigation and decision, as described in Step #5 below. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the School's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5 - Final Written Decision

The report of the School's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the School shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)

3. Within fifteen (15) days of receiving the local agency written decision, notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of school expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the School's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the School's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the School's decision and must include a copy of the locally filed complaint and the School's decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by the School when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

A complainant may pursue available civil law remedies outside of the district'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 discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation Adopted 10/13/05

RIDGECREST CHARTER SCHOOL
325 S. Downs, Ridgecrest, California 93555
(760) 375-1010 **** Fax (760) 375-7766

Dear Parents, Staff, and Community:

Re: Uniform Complaint Procedure

The RCS Governing Board recognizes that the School is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs.

As the designated compliance officer of the School I shall investigate and seek to resolve complaints at the local level. The School shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

1. Unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or physical or mental disability, or
2. Failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Director on a case-by-case basis.

I can ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by me.

Complaint Mediation

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Director shall initiate a mediation process before beginning a formal compliance investigation. The Director shall ensure that mediation results are consistent with state and federal laws and regulations.

Compliance Officer

The Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Anne Jacobson, Director
Ridgecrest Charter School
325 South Downs Street
Ridgecrest, CA 93555
(760) 375-1010

Procedures

Step 1 - Filing of Complaint:

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the school using the *Uniform Complaint Form*.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

Step 2 - Mediation:

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3 - Investigation of Complaint:

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the School's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4 - School Response:

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the School's investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5 - Final Written Decision:

The report of the School's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the School shall arrange a meeting at which a community member will interpret it for the complainant.

Compliance officers shall maintain a record of each complaint as required for compliance with the 5 CCR 4632.

Appeals to the California Department of Education

If you are dissatisfied with the School's decision, you may appeal in writing to the California Department of Education within 15 days of receiving the School's decision. With good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district'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 discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with the California Code of Regulations, Title 5, Section 4622.

Basis for Direct State Department of Education Intervention

The California Department of Education may directly intervene in the complaint without waiting for action by the School when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

I hope this information will be useful and beneficial to you. If you have any questions, please feel free to call me.

Sincerely,

Director

Ridgecrest Charter School

Uniform Complaint Form

To: Anne Jacobson, Director
325 South Downs Street
Ridgecrest CA 93555
(760) 375-1010

From: Name(s) _____

Address _____

State and Zip _____

Telephone (Home) _____ (Work) _____

Program(s) Concerned (please check below):

1) _____ A violation of federal or state law or regulation governing the following program(s):

- _____ Adult Education (Education Code Sections 8500-8538 and 52500-52616.5)
- _____ Child Nutrition (Education Code Sections 49490-49560)
- _____ Child Care and Development (Education Code Sections 8200-8493)
- _____ Consolidated Categorical Aid (Education Code Section 6400(a))
- _____ Migrant Education (Education Code Sections 54440-5445)
- _____ Special Education (Education Code Sections 56000-56885 and 59000-59300)
- _____ Vocational Education (Education Code Sections 52300-52480)
- _____ No Child Left Behind Act (school safety planning, 20 U.S.C. Section 7114(d)(7))

OR

2) _____ Discrimination in programs receiving state financial assistance based on one of the following:

- | | |
|-----------------------------------|-------------------------------------|
| _____ Ethnic group identification | _____ Physical or mental disability |
| _____ Religion | _____ Sexual Orientation/Gender |
| _____ Age/Sex/Color/Race | _____ Ancestry/National Origin |

Nature of Complaint: (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint. Attach additional sheets, if necessary.):

Uniform Complaint Form

Page 2

Have you spoken with any district personnel regarding this complaint? Yes No

If so, what are their names?

What was the result of the discussion?

Signature: _____

Date: _____

Please return this form to:

Anne Jacobson, Director
Ridgecrest Charter School
325 South Downs Street
Ridgecrest CA 93555

Ridgecrest Charter School

Community Relations

Solicitation of Funds From and By Students

Solicitations on Behalf of Charitable Organizations

The Governing Board recognizes that participation in fund-raising for nonprofit, nonpartisan charitable organizations can help students develop a sense of social responsibility.

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law. (Education Code 51520)

Solicitations on Behalf of the School

With the approval of the Administrator, official school-related organizations may organize fund-raising events involving students.

The Administrator shall ensure that parents/ guardians are informed of the purpose of all fund-raisers benefiting the school or school groups. After the fund-raiser is held, parents/guardians shall be told how much money was raised and how it was spent. Parents/guardians shall be encouraged to offer their suggestions for the use of money raised to improve school facilities or to finance supplementary educational experiences.

All Solicitations

Whether solicitations are made on behalf of the school or on behalf of another charitable organization, the Board particularly desires that no students shall be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in fund-raising.

Legal Reference:

Education Code

- 51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the governing board)
- 51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

Business and Professions Code

- 17510-17510.7 Solicitations

Revenue and Tax Code

- 6361 Sales tax exemption for certain sales

Code of Regulations, Title 8

- 11706 Dangerous activities and occupations

Ridgecrest Charter School

Community Relations

Solicitation of Funds From and By Students

All selling or soliciting activities must be approved at least 15 days before the activity. If the event involves a contract with a commercial vendor, the contract shall be reviewed by the Administrator.

In order to minimize interruptions to regularly scheduled instruction, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

The Administrator shall ensure that letters are sent to parents/guardians regarding all fund-raising activities.

No more than ___ fund-raisers shall be held at any school site during any one school year.

All fund-raising activities must be concluded within the duration of ___ school days unless special provisions are made with the Administrator.

Individual awards or other incentives which identify donors/ participants shall not be used.

In keeping with the concept that school-sponsored activities should raise social awareness as well as funds, at least one of each school's yearly fund-raisers shall be held for the benefit of a worthwhile humanitarian cause rather than to finance school trips or equipment.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

Door-to-Door Sales

8 CCR 11706, allows minors under 16 to engage in door-to-door sales only under the following conditions:

1. The minors must work in pairs, as a team, on the same or opposite side of the street.
2. The minors must be supervised by an adult, with one adult for every crew of ten or fewer minors.
3. The minors must be within the sight or sound of their adult supervisor at least once every 15 minutes.
4. The minors must be returned to their respective homes or meeting places after each day's work.

Letters sent to parents/guardians regarding such activities may include the following additional suggestions:

1. Students should not be out after dark selling or soliciting funds for school activities.
2. Students are not to sell or solicit funds outside of their immediate neighborhood.

Students in grades ___ shall not be involved in any door-to-door sales or solicitations.

Ridgecrest Charter School

Community Relations

Use of School Facilities

The Governing Board recognizes that school facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

All school-related activities (clubs, class events etc.) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on a first-come, first-served basis.

OPTION 1: (Direct costs)

The Board believes that the use of school facilities should not result in costs to the school. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act.

Fair Rental Value

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the school's students. (Education Code 38134)

Legal Reference:

Education Code

10900-10914.5
38130-38138

Community Recreation Programs

Civic Center Act: use of school property for public purposes

Attorney General Opinions

79 Ops.Cal.Atty.Gen 248 (1996)

Court Decisions

Lamb's Chapel v. Center Moriches Union Free School District (1993) 113 S.Ct. 2141

Cole v. Richardson, (1972) 405 U.S. 676, 92 S.Ct. 1332

Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S.Ct. 1772

ACLU of So. Calif. v. Board of Education of San Diego, (1963) 59 Cal .2d 224

ACLU of So. Calif. v. Board of Education of Los Angeles, (1963) 59 Cal .2d 203

ACLU of So. Calif. v. Board of Education of San Diego, (1961) 55 Cal .2d 906

ACLU of So. Calif. v. Board of Education of Los Angeles,(1961) 55 Cal .2d 167

Management Resources:

CDE Legal Advisories
1101.89

School District Liability and "Hold Harmless" Agreements, LO: 4-89

Policy Adopted: 10/10/02
Policy Revised: 9/9/04

Ridgecrest Charter School

Community Relations

Use of School Facilities

Application for Use of Facilities

The Administrator or designee shall maintain application procedures and regulations for the use of school facilities which: (Education Code 38133)

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on school grounds, and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of school work.

Any persons applying for the use of school property on behalf of any society, group or organization shall present written authorization from the group providing insurance coverage to make the application.

Persons or organizations applying for the use of school facilities shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 38131, 38132)

1. Public, literary, scientific, recreational, educational or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool, elementary, and middle school age
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
9. Other purposes deemed appropriate by the Governing Board

Restrictions

School facilities shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use of school facilities or grounds which is inconsistent with their use for school purposes or which interferes with the regular conduct of school or school work
3. Any use which is discriminatory in the legal sense
4. Any use which involves the possession, consumption or sale of alcoholic beverages or any restricted substances on school property

Damage and Liability

Groups or persons using school facilities shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups other than those that promote youth and school activities shall be required to include the school as additional insured on their liability policies.

The Administrator or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Regulation Adopted: 10/10/02
Regulation Revised: 9/9/04

Ridgecrest Charter School

Community Relations

Use of School Facilities

Part 1

(Fill in school name) SCHOOL

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that , _____ the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____

Ridgecrest Charter School

Copyrights and Patents

The copyright and patent laws of the United States are based on Article 1, Section 8, of the Constitution, which empowers Congress” . . . to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.”

The objectives of this policy are to preserve for School employees the incentives for creative effort provided by the copyright and patent laws, and yet enable the School to effectively carry on its operations. This policy shall apply to all employees of the Ridgecrest Charter School.

Copyrights

A copyright can be obtained on the author’s original work, provided the requirements of the copyright laws are met. The term of the copyright is for the life of the author plus 50 years. The following types of material can be copyrighted.

1. Book - The term “book” includes substantially any verbal work not included in one of the other classes of copyrighted material. It can be on a single sheet or a card; typewritten or duplicated; and can include a single poem, recipe, tabulated form of information, program of study, curriculum guide, tests, written evaluative instruments, etc.
2. Periodical or contribution to a periodical
3. Musical composition
4. Map
5. Work of art or a model or design for a work of art
6. Reproduction of a work of art
7. Drawing or plastic work of a scientific or technical character.
8. Photographs
9. Print, pictorial illustration or label used for article of merchandise
10. Motion picture
11. Sound recording
12. Tests, inventories, and evaluative instruments
13. Curriculum guides and programs of study

Rights to copyrightable material developed by a School employee shall belong to the employee where either of the following applies:

1. The material is not of such a nature to be normally usable in school curriculum, activities, or operation.
2. The material (even though usable by the School) was developed on the employee’s own time, was outside the scope of the employee’s work activities for the School, and was not resulting from work specifically assigned by or undertaken for the School.

Rights to the copyrightable material shall belong to the School if:

1. The material is of such a nature as to be usable by the School in its normal operations or in conducting the business or activities of the School , and the material was developed by the employee in the normal course of the employee’s work activities or resulting from the employee’s work specifically assigned by or undertaken for the School, whether or not done during regular working hours or on the employee’s own time.

The employee can request and obtain from the School, subject to the provisions of section “below, a release of the rights in the copyrightable material specified in section above, where any one of the following applies:

1. The copyrightable material is of such a personal nature that copyright ownership by the School would be inappropriate.
2. The copyrightable material is an artistic, literary, music or other expression of the employee, sufficiently distinctive and sufficiently related to individual creative talents of the employee, that copyright ownership by the School would be inappropriate.
3. The work from which the copyrightable material resulted was undertaken primarily for use or application in the curriculum, activities or operations of the School, but the copyrightable material was developed or created by the employee or employees in such a form that it has substantial use or application beyond the School use initially contemplated.

A request by a School employee for a release of rights to copyrightable material shall be directed to the Principal of the School, shall be in writing, and shall specify specifically the material for which the release is requested, preferably by submitting two copies of such material with the request. The request shall normally be granted, subject to the following conditions:

1. The School shall retain an irrevocable, royalty free license to use the copyrightable material for its own curriculum, activities and operations, except where it would be inappropriate to do so under Sections A and B above.
2. Where the School does make use of the copyrightable material under its license retained under Section above, the only obligation of the School is to take reasonable care to insure that the proper copyright notice is placed on the first publication by the School of such copyrightable material. The School does not accept any further obligation or responsibility, or accept any liability with regard to any subsequent publication of the material, nor with regard to any printing, reprinting, publishing, copying, vending, translating, delivering, or performing of the material, whether or not done by the School, any employees or agents thereof, or by others, nor for any act which might be an infringement of the copyright.

In those special instances where a School employee is specifically assigned to produce material which is expected to be copyrightable and to have significant use beyond the use made by the School itself, copyright ownership shall be in the School. The School and the employee or employees creating such material shall negotiate an agreement to share on an equitable basis income that may be forthcoming because of use of such material outside the School, taking into consideration the time, effort, and creative contributions of the employee or employees beyond what would be expected in the normal course of work, and the relative contribution of the School, such as expenditures, use of facilities, etc.

Patents

A patent may be obtained for a new and useful invention which is either a machine, article of manufacture, process, composition of matter, ornamental design, or plant produced asexually, provided it meets the requirements of patentability. The term of a patent is seventeen years from the date of issue and the patent cannot be renewed.

Except as specified in Section~ below, any patentable invention made by a School employee and any patent obtained thereon shall be the property of the employee. Where the invention was made by the employee in the normal course of the employee's work for the School or in the course of work specifically assigned by or undertaken for the School, the School shall retain an irrevocable, royalty free license only for use in the School's own curriculum, activities, and operations.

In those special instances where a School employee is assigned to a specific project where it is reasonably expected that a patentable invention or inventions may result, and it is reasonably expected that a patentable invention or inventions may result, and it is further expected that such invention or inventions would have substantial use outside the School, then the patent rights to such invention or inventions shall belong to the School, and the School and the employee or employees in whose name or names the patent application or application are filed shall negotiate an equitable agreement to share in any income that might be realized from the invention or inventions.

Ridgecrest Charter School

Student Access to Networked Information Resources

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened, prior to use, by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy requires that all such materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileservers in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy and will honor the goals for selection of instructional materials contained therein.

Filtering software is now in use on all computers with access to the Internet. This blocks or filters access to visual depictions that are obscene, contain child pornography, or are harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding minors without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff. Chat rooms and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves. Regional networks such as WEDNET require agreement by users to acceptable use policies outlining standards for behavior and communication.

Use of the network resources must be in support of educational goals. The school reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system.

Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Such acts constitute a violation of policy and will lead to discipline as provided therein.

Access to telecommunications will enable students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Ridgecrest Charter School supports and respects each family's right to decide whether or not to apply for independent access.

The Board authorizes the Principal to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Policy Adopted: 2/10/05

Ridgecrest Charter School

Student Access to Networked Information Resources

Program Development

In order to match electronic resources as closely as possible to the approved School curriculum, School personnel will continue to review and evaluate resources in order to organize and create web pages and menus of materials which comply with Board guidelines listed in Board Policy governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the School network prior to gaining access to that network, either as an individual user or as a member of a class or group.

All students and their parents will be required to review and agree to the rules governing access to Internet resources. The review will be required:

- for all first time users (typically the beginning of grade 3), and
- all students at the beginning of grade 6 and 8.

Individual buildings may, at their discretion, require more frequent review.

As much as possible, access to School information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Filtering software is in use to block access to visual depictions that are obscene, contain child pornography, or are harmful to minors. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the School computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with School standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on School servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud.

Sanctions

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be involved.

Regulation Adopted: 2/10/05

Ridgecrest Charter School

Instruction

Copyright Compliance

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

1. THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the school encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of school staff to abide by the schools copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for School staff to violate copyright requirements in order to perform their duties properly. The school cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the schools procedures or is permissible under the law should contact the Principal or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17)

Policy Adopted: 02/10/05

Ridgecrest Charter School

Instruction

Copyright Compliance

Staff may make copies of copyrighted school materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the principal. Staff members who fail to follow this procedure may be held personally liable for copyright infringement.

Authorized Reproduction and Use of Copyrighted Material in Books and Periodicals

In preparing for instruction, a teacher may make or have made a single copy of:

1. A chapter from a book;
2. An article from a newspaper or periodical;
3. A short story, short essay or short poem; or
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include the notice of copyright present in the original work.

A. Brevity

1. A complete poem, if less than 250 words and if printed on not more than two pages, may be copied; excerpts from longer poems cannot exceed 250 words;
2. Complete articles, stories or essays of less than 2500 words may be copied. Excerpts from prose works of not more than 1000 words or 10% of the work—whichever is smaller—may be copied, but in any event, a minimum of 500 words may be copied.
3. Each numerical limit set forth above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph;
4. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied.
5. “Special” works cannot be reproduced in full under any circumstances; however, an excerpt of not more than two published pages containing not more than 10% of the words in the text of such special work may be reproduced. What constitutes a “special” work is not clearly defined; however, special works include children’s books combining poetry, prose or poetic prose with illustrations and which are less than 2500 words in their entirety. For a further discussion on what constitutes a “special” work, see Agreement on Guidelines for classroom copying in Not-for-Print educational institutions with respect to books and periodicals.

B. Spontaneity - Copying should be at the “instance and inspiration” of the individual teacher; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect - Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story, essay or two excerpts from the same author may be copied, and no more than three works or excerpts can be copied from a collective work or periodical volume during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. The numerical limitations set forth above do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

Notwithstanding any of the foregoing, the copyright law prohibits using copies to create, replace or

substitute for anthologies, compilations or collective works. There shall be no copying of or from works intended to be ‘consumable’ in the course of study or of teaching. “Consumable” works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority”, and students cannot be charged more than actual cost of photocopying.

Teachers may use copyrighted material in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy (containing the notice of copyright present on the original work) of:

1. An unpublished work which is in its collection solely for purposes of preservation and security or for deposit for research use in another qualified library or archives.
2. A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright present in the original work and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement and the library shall not make a copy if it has notice of any other use. The foregoing reproduction right shall not apply to musical works, motion pictures or other audiovisual works (other than an audiovisual work dealing with news), or pictorial, graphic or sculptural works (other than pictorial or graphic works published as illustrations, diagrams or similar adjuncts to works of which copies are reproduced hereunder).

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

Authorized Reproduction and Use of Copyrighted Music

For academic purposes, other than performance, teachers may make a single copy of an entire performable unit (section), movement, aria, etc. from a printed musical work that is (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, for purposes of preparing for instruction.

A teacher may make multiple copies not exceeding one copy per pupil for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided that purchased copies shall be substituted in due course.

A teacher may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.

A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.

Copying cannot be used to create, replace or substitute for anthologies, compilations or collective works; copying of consumable works is prohibited. Copying for the purpose of performance is prohibited, except in

the case of an emergency as set forth above, and copying for the purpose of substituting for the purchase of music is prohibited, except as set forth in the first and second paragraphs above. All copies must include the copyright notice appearing on the printed copy.

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

If the requirements of the foregoing paragraph are not satisfied, performances of nondramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided that:

1. The performance is not for a commercial purpose;
2. None of the performers, promoters or organizers are compensated; and
3. (1) There is no direct or indirect admission charge; or (2) Admission fees are used for educational or charitable purposes only; provided that the copyright owner has not objected to the performance.

All other musical performances require permission from the copyright owner.

Off-Air Recording of Copyrighted Programs

Television programs transmitted by television stations for reception by the general public without charge (hereinafter referred to as "broadcast programs") may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant instructional activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days—not counting weekends, holidays, vacations, examination periods or other scheduled interruptions.

Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes or any other non-evaluation purpose after the ten (10) day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. __

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Video Rentals or Videos Purchased for Home

Videos may only be rented for classroom use from agencies or companies which allow for such use. Many retail video rental stores have strict license agreements prohibiting use with large, non-home audiences. These restrictions may also apply to the use of videos purchased for home use. Staff is expected to review and honor these agreements.

Authorized Reproduction and Use of Copyrighted Computer Software and CD-ROM Products

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school shall comply with the copyright laws and any usage agreements that are applicable to the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and license agreements between the vendor and the school shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless such use is permitted by the applicable license agreement;
- A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the school shall make a back-up program in accordance with the terms of the applicable license agreement or 17 U.S.C. and 117 and attest that the program will be used for replacement purposes only;
- The principal is authorized to sign a software license agreement on behalf of the school. A copy of said agreement shall be retained by the principal.

Copying Limitations

Circumstances will arise when staff is uncertain whether or not copying is prohibited. In those circumstances, the Director or designated copyright compliance officer should be contacted. The following prohibitions have been expressly stated in guidelines agreed to by representatives of educators and authors/publishers:

1. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
2. Unless expressly permitted by agreement with the publisher and authorized by school action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
3. Staff shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, computer software or other copyrighted material except as permitted by district procedure;
 - Copy or use the same item from term to term without the copyright owner's permission;
 - Copy or use more than nine instances of multiple copying of protected material for one course in any one term;
 - Copy or use more than one short work or two excerpts from works of the same author in any one term; or
 - Copy or use protected material without including the notice of copyright present in the original work and the following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.

Regulation Adopted: 02/10/05

Ridgecrest Charter School**Business and Noninstructional Operations****Budget**

The Governing Board accepts responsibility for adopting a sound budget that is compatible with the school's vision and goals. The Board shall establish and maintain a reserve that meets or exceeds the requirements of law.

The Board encourages public input in the budget development process and shall hold public hearings in accordance with law.

A budget advisory committee under the direction of the Administrator or designee shall review budget proposals at regular intervals and report its findings and recommendations to the Board. This committee shall be composed of members of the community and staff appointed by the Administrator.

The Administrator or designee shall determine the manner in which the budget is developed and shall schedule the budget adoption process in accordance with the single budget adoption process.

Legal Reference:

Education Code

1620.1630	County office of education budget approval
33127	Development of standards and criteria for local budgets and expenditures
33128	Standards and criteria
33129	Standards and criteria; use by local agencies
35035	Powers and duties of superintendent
35161	Powers and duties, generally, of governing boards
42103	Public hearing on proposed budget; requirements for content of proposed budget; publication of notice of hearing
42103.3	Public budget information; CDE sampling and suggested improvements
42122-42129	Budget requirements
42132	Resolutions identifying estimated appropriations limit
42602	Use of unbudgeted funds
42610	Appropriation of excess funds and limitation thereon
45253	Annual budget of personnel commission
45254	First year budget of personnel commission

Government Code

7900-7914	Expenditure limitations
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Code of Regulations, Title 5

15440-15452	Criteria and standards for school district budgets
15467-15479	Criteria and standards for county office of education budgets

Business and Noninstructional Operations

Budget

The school budget shall be prepared annually from the best possible estimates that individual schools and school administrative staff can provide. Appropriate consolidation shall occur as the budget progresses through the various levels of review.

The school budget shall be developed in accordance with standards and criteria for fiscal accountability adopted by the State Board of Education. (Education Code 33129)

Before adopting the budget, the Governing Board shall hold a public hearing. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. (Education Code 42127)

Any area resident may appear at the public hearing and speak to the proposed budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. (Education Code 42103) Sufficient time shall be allowed so that the budget can still be adopted by July 1.

The Administrator or designee shall file the adopted budget with the County Administrator no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

No later than 45 days after the Governor signs the annual Budget Act, the Administrator or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the State Board of Education disapproves the school's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. (Education Code 42127)

On or before September, 8, the Board shall revise the budget to include:

1. Changes after July 1 related to income and expenditures, and
2. Any response to the County Superintendent's recommendations.

The budget and supporting data shall be maintained and made available for public review.

Before revising the budget, the Board shall hold a second public hearing. The budget shall be available for public inspection at least three working days before this hearing.

An agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected.

Any area resident may appear at the public hearing and speak to the budget or any item on the budget. The hearing may conclude when all residents who so desire have had the opportunity to be heard. Sufficient time shall be allowed so that the revised budget can be adopted by September 8.

Budget review committee formation, convening procedures and timelines are set forth in Education Code 42127.1-42127.3. Education Code 42127.4 provides that until agreement and final approval are reached, the school continues to operate either on the basis of the previous year's budget or on the basis of the current year's unapproved adopted and revised budget, whichever contains a lower total spending authority. October 31 is the deadline for completing the budget review committee's work.

AB 1708 (Ch. 924, Statutes of 1993) amended Education Code 42127.3 to expand the County Superintendent's authority and duties related to a school with a disapproved budget. AB 1708 also added Education Code 42127.9, which allows the Board to appeal to the Superintendent of Public Instruction regarding any changes adopted by the County Superintendent in the school's budget.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Gifts, Grants, Bequests, and Donations

The Governing Board may accept any bequest, donation (gift) of money or property on behalf of the school. While greatly appreciating suitable donations, the Board discourages any gifts that may directly or indirectly impair its commitment to providing equal educational opportunities for all school students.

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the school's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of school philosophy and operations. If the Board feels the school will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular school criteria.

All gifts, grants and bequests shall become school property. Donors are encouraged to donate all gifts to the school rather than to a particular school. At the Administrator's discretion, a gift may be used for a particular event or subject area.

Gifts and services of direct or closely related instructional value may be donated upon approval by the Administrator.

Legal Reference:

Education Code	
1834	Acquisition of materials and apparatus
35162	Power to sue, be sued, hold and convey property
41030	School may invest surplus monies from bequest or gifts
41031	Special fund or account in county treasury
41032	Authority of school board to accept gift or bequest; investments; gift of land requirements
41035	Advisory committee
41036	Function of advisory committee
41037	Rules and regulations

Ridgecrest Charter School

Business and Noninstructional Operations

Gifts, Grants, Bequests, and Donations

Education Code 41030 allows the school to invest gift monies not immediately needed. Education Code 41031 requires that such funds be placed in a school special fund in the county treasury and designated as the Foundation Trust Fund. Funds donated for specific purposes must be placed in a separate account in that trust fund. Boards that place money in a Foundation Trust Fund pursuant to these laws must adopt related rules and regulations and appoint an advisory committee to advise the Board about investments to be made; see Education Code 41035, 41036 and 41037.

Education Code 41032 specifies that when a gift of land is donated with the understanding that it will be used for school purposes and is subsequently found unusable, the Board may have the land reconveyed to the donor without consideration to the school, provided that the rights of any bona fide purchaser or encumbrancer of the land are not affected.

Education Code 41032 authorizes the Board to accept gifts and to prescribe conditions for their acceptance. Criteria listed in this optional policy may be revised as desired.

A donor may impose restrictions and conditions on the use of a gift. Unless the conditions are illegal, the school will be subject to those conditions if it accepts the gift.

Regulation Adopted: 11/10/03

Ridgecrest Charter School

Acknowledgement of Tax Deductible Donation

This acknowledgement is provided by Ridgecrest Charter School in accordance with section 170 (f) (8) of the Internal Revenue Code as amended by the Omnibus Revenue Reconciliation Act of 1993.

_____ made the following charitable donation to the above named tax-exempt organization in [year]:

_____ Cash in the amount of \$ _____ .

_____ The following described goods or service _____

valued at \$ _____ .

_____ The donee organization either did not provide any goods or services in return for the above contribution, or provided only intangible benefits,

OR

_____ The donee organization provided the donor with the following goods and/or services in return for the above contribution:

- description of good/services _____
- estimated value of goods/services _____

Dated this _____ day of _____, [year] as approved by the Board of Trustees of the Ridgecrest Charter School.

Ridgecrest Charter School
Tax ID Number: 33-0963233

By: _____
Administrator

Ridgecrest Charter School

Business and Noninstructional Operations

Travel Expenses

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the school.

The Administrator may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Administrator shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use school credit cards while attending to school business. Under no circumstances may personal expenses be charged on school credit cards.

Legal Reference:

EDUCATION CODE

- 44016 Travel expense
- 44032 Travel expense payment
- 44033 Automobile allowance
- 44802 Student teacher’s travel expense

Policy Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Travel: Approval Procedure and Responsibilities

I. Conference Requests

It is Governing Board policy to consider employee requests to attend conferences, meetings, seminars or in-services consistent with school goals and objectives.

A. Conference requests

Conference requests and the process outlined below shall be the responsibility of the individual employee.

1. All attendees shall complete the Travel/Conference Request Form
2. Obtain the following signatures or authorization:
 - a. Administrator to ensure that the cost of travel is within the budget and is consistent with site goals and objectives.
 - 1) Administrator shall have the option of requiring individuals to share a report on the conference.
 - 2) If the categorical funds are being used to finance the conference, it shall be addressed in the site plan and referenced on all expenditures.
 - b. Administrator to ensure that the cost of travel is consistent with district goals and objectives. All out-of-state travel shall be presented to the Governing Board for approval prior to making any travel arrangements. Explanation to the Board shall include a complete explanation: purpose of the conference, location, time and date, and the persons requesting to travel. Approved travel request shall be submitted to the Administrator so request can be presented to the Governing Board at the next scheduled Board Meeting.
 - c. Administrator to ensure that a substitute is available when necessary.
3. After obtaining all necessary authorizations, attendees shall make all necessary arrangements as outlined in the next section.

II. Travel Expenses

The site secretary shall provide assistance in making travel arrangements when directed by the Administrator. Furthermore, it shall be the absolute responsibility of individuals to collect all receipts to account for public funds and complete an Expense Claim Form within 10 days of return. All expenses shall be reimbursed in accordance with the following rules and regulations:

A. Conference

Conference or registration fees shall be reimbursed. In the case that a conference accept purchase orders when securing registration, the attendee shall submit a copy of the approved conference request with all conference information attached to the secretary 10 working days before the deadline to register. Revolving cash checks can be used to pay for advance conference fees.

B. Travel

1. Mileage

- a. Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage at the current IRS allowable rates by completing the mileage reimbursement form.
- b. Actual mileage will be paid for all approved trips. Mileage shall begin and/or end at the

employee's regular place of work or from the employee's home, whichever is the shorter distance. Mileage shall not be paid for home-to-school/office travel.

2. Air Travel

Employees who fly to meetings or conferences shall be reimbursed the cost of the air fare. Economy, standard, tourist, or similar air fare rates are allowed. The use of any mode of transportation may be allowed except that the district shall make reimbursement for transportation resulting in the least cost.

3. Taxi

Employees may find it necessary to utilize taxicabs. Full reimbursement will be made when taxis are used for school business. When four or fewer people are traveling, the school will appropriate mileage reimbursement for one vehicle only per conference.

4. Rental Cars

Employees may find it necessary to utilize rental cars. Full reimbursement will be made when it is the only reasonable mode of transportation available and prior approval was obtained from the Administrator. When four or fewer people are traveling, the school will appropriate reimbursement for one vehicle only per conference.

5. Incidentals

Other incidental minor costs incurred during performance of official duties may be approved by the Administrator provided such costs are explained in detail. Telephone, FAX, or telegram expenses are permitted for school business purposes only. Valet parking is to be avoided as much as possible. Reasonable portage or baggage handling costs are allowed. Generally, all claims for reimbursements must be itemized on the Expense Claim and supported by receipts or invoices. When cost of gratuities are claimed on the form and receipt was not issued or made available by the vendor, then state "receipts not available".

C. Meals

The district shall reimburse employees for all necessary meals while they are traveling or attending approved conferences and meetings subject to the following limitations:

I. Meals and gratuity for meals shall be reimbursed at a maximum of \$40.00 per day.

2. Unless specified, meal reimbursements cannot exceed the following listed rates:

- a. Breakfast \$8.00
- b. Lunch \$12.00
- c. Dinner \$20.00

3. Meals in the immediate area shall not be reimbursed unless they are during an official organizational function that would receive approval if the meeting was held outside the immediate area. A completed Expense Claim Form, along with receipts for meals, is required to claim reimbursement.

3. Full per diem is authorized when travel begins prior to 7:00 a.m. from home or work place and ends upon return to home or work place after 7:00 p.m.

4. Reimbursement of individual meals for an employee on travel status for less than a full 24-hour period may be given:

If travel begins before	And ends after	These meal allowances may be claimed
7:00 a.m.	9:00 a.m.	Breakfast
10:00 a.m.	2:00 p.m.	Lunch
5:00 p.m.	7:00 p.m.	Dinner

5. Tips will be reimbursable; not to exceed 15% of the cost of the meal.

6. Reimbursement shall be based upon the listed per diem rates, not to exceed \$40.00 per day or the daily rates by major cities as determined by The Department of General Services (DGS), whichever is greater. The DGS web site is www.policyworks.gov/perdiem.

7. Banquets which are a part of the conference, for which there is a prescribed fee, and for which

there was prior approval, may exceed a meal limitation. In this case, a meal will be reimbursed at actual cost. If the banquet fee is included in the conference registration fee, it cannot be claimed as part of the per diem rate.

8. Meals for conferences shall not exceed the above listed rates. For conferences that are two days or less, receipts are required and shall be attached to the completed Expense Claim Form upon completion of the travel.

D. Lodging

Reimbursement for lodging shall not exceed the hotel rates where the conference is being held or the DGS lodging rate at that or the nearest city. When two or less people of the same gender are traveling, the school will appropriate lodging reimbursement for one room only per conference. Additional rooms will be considered if there are extenuating circumstances or concerns that are discussed with the Administrator.

E. Nonreimbursable Costs. Some examples of non-reimbursable expenses are listed below.

1. Personal expenses such as room service, phone calls, personal mileage, etc.
2. Instructional material and supplies (requisition is required in order to purchase materials and supplies)
3. Cost related to spouse or invited guests
4. Alcoholic beverages
5. Tips (except for meals)
6. Entertainment

F. Travel Advance

Outlined below are various options for advance payments designed to assist and encourage individuals to attend conferences necessary to meet individual aspirations as well as school goals and objectives. Should all of the options listed below be deemed unacceptable or unmanageable, then the viability of attending a particular conference should be considered.

1. Travel Advance. Per diem shall be advanced in full. Travel advances may be requested on travel requiring three or more days by completing the Travel/Conference Request Form and submitting it to the Administrator. The request shall also be accompanied by a copy of the brochure or registration form which describes the conference, workshop, meeting, or other responsibility.

Request for advance shall be made at least fifteen (15) days prior to the first day of the meeting or conference. An advance payment shall be deducted from the subsequent travel/conference expenses claims. All receipts are required upon return, when submitting the final claim for reimbursement. Meal reimbursement will be based on the listed rate or the DGS rate, whichever is higher. Thus, receipts for meals are not required to be collected.

2. Travel less than three days. For travel that is two or less days, advance may be drawn by completing the procedure outlined in 1 for travel advance and provide an official quote from vendors (hotel, rentals, etc.).
3. Reservations may be secured anytime after complete approval of conference request. If a school credit card is necessary when securing reservations, the individual shall complete a requisition and attach to it all the necessary vendor information (vendor name, address, telephone number, inclusive date(s) of stay). The secretary will make the necessary arrangements to secure reservation. Therefore, it shall be the responsibility of the individual to coordinate any changes with the secretary.
4. Allow 10 working days for processing of advance payment. Generally, all checks for advance payment shall not be issued sooner than two days prior to departure. Should a check be necessary earlier than two days prior to departure, the individual must inform the Administrator at the time when the request for advance payment is submitted.

5. When school funds are advanced, the person who requested the advance funds shall within ten (10) days after the return from the meeting or conference file an Expense Claim Form with the Administrator. The expense form shall be accompanied by receipts for all expenditures. In the event that receipts are not available for items such as taxi fare, limousine fare, bridge fare, etc., a statement shall be filled out showing these expenditures and the date the expenditures were made.

III. Travel Reimbursements

It is Governing Board policy to reimburse employees for actual and necessary expenses incurred while using private vehicles or attending pre-approved or authorized meetings and conferences.

- A. Complete Necessary Forms. Without exception, all employees shall submit a completed Expense Claim Form report within 10 days of return.
 1. Complete Expense Claim Form and attach all pertinent receipts (i.e. air fare, lodging, registration fees, car rentals, parking, taxi, cab, etc.). Total of all receipts shall agree with the total being claimed less any advance payment.
 2. For mileage reimbursements, complete a request for mileage reimbursement form.
 3. Obtain Administrator's signature.

IV. Governing Board Members

Governing Board members are authorized to attend the following type conferences or meetings with actual and necessary expenses reimbursed:

Within the State of California

Meetings called by the State Superintendent of Public Instruction.

Regular or committee meetings of the California Legislature.

Meetings or conferences of any society, association, or organization for which the Governing Board has approved membership.

Meetings of accreditation, councils, or commissions of California public agencies or related federal agencies.

Visitations to schools in the State of California for the discussion of any school matter of interest to the school.

Any meeting within the state deemed by the Board to relate to public school matters.

Meetings with other governmental agency officials which are of concern to the school.

Outside of State

Meetings with representatives of the United States Government to discuss school business.

Attend conferences concerned with education, federal legislation, or federal appropriations to public schools.

Visits school for the discussion or observation of school matters deemed by the Board to relate to public school matters.

Out-of-State Travel

Notwithstanding any other provision of this policy, all out-of-state travel shall be presented to the

Governing Board for approval with a complete explanation of the school purpose to be served and persons authorized to travel out-of-state.

Regulation Adopted: 10/10/02

Ridgecrest Charter School**Business and Noninstructional Operations****Management of School Assets/Accounts**

In order to oversee the school's financial integrity, the Governing Board desires to have a clear picture of the school's current financial condition readily available at all times. Audits and quality control reviews shall be conducted in accordance with law.

The school's accounting system shall provide ongoing internal controls and a means of ascertaining that the school's income and expenditures are in keeping with the adopted budget.

Legal Reference:

Education Code	
14500-14508	Financial and compliance audits, especially:
14503	Standards; use of audit guide; independent auditors; quality control reviews
14505	14504.2 Quality control reviews Withholding percentage of audit fee until certification of conformance to audit guide; appeal
35035	Powers and duties of superintendent
35250	Duty to keep certain records and reports (accurate account of expenditures and receipts)
41010	Accounting system; requirements for Accounting Manual
41011	Accounting system requirements
41012	Uniform cost accounting procedure to determine allowances for handicapped minors
41013	Transfers from district general funds; accounting rules and regulations
41014	Requirement of budget accounting
41020	Requirement for annual audit
41020.3	Review of annual audit
41020.5	Audit not in conformance
42600	District budget limitation on expenditures
42601	Transfers between funds to permit payment of obligations at close of year
42603	Transfer of special or restricted funds moneys
42647	Drawing of warrants by district on county treasurer; form; reports, statements and other data

Government Code

53995-53997 Obligation of contract

Policy Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Management of School Assets/Accounts

Accounts

The school's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)

The Administrator or designee shall ensure that funds are encumbered in the school accounting records immediately after an expenditure is committed for subsequent payment.

Audit

By April 1 of each year, the Governing Board shall provide for an audit of all school accounts, any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy. The Administrator or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

The audit shall be conducted in accordance with General Accounting Office standards for financial and compliance audits. (Education Code 14503)

The audit shall identify all expenditures by source of funds and shall contain: (Education Code 41020)

1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller
2. A summary of audit exceptions and management improvement recommendations
3. A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor

The Administrator or designee shall file the report of the audit with the Department of Education, and the State Controller no later than December 15. (Education Code 41020)

By January 31 of each year, the Board shall review, at an open meeting, the annual school audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

Quality Control Reviews

The independent auditor shall complete a quality control review every three years in accordance with General Accounting Office standards. (Education Code 14503)

Ridgecrest Charter School

Business and Noninstructional Operations

Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the school. Minutes shall be kept of student organization meetings and shall properly reflect all financial activities.

Student funds shall be managed in accordance with sound business procedures designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

With Governing Board approval, student funds shall be held or invested in one of the following ways:

1. Deposited or invested in a federally insured bank or savings and loan; or in a state or federally insured credit union. (Education Code 48933)
2. Invested in U.S. savings bonds or obligations. (Education Code 48933)
3. Loaned to other school student organizations or invested in school property improvements pursuant to Education Code 48936.

Student funds shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the certificated employee who is the student organization advisor and a student organization representative. (Education Code 48933)

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The Administrator or designee shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts as part of school's annual audit by a certified public accountant or licensed public accountant. Auditing cost shall be paid from school funds. (Education Code 41020)

Legal Reference:

Education Code	
41020	Requirement for annual audit
48930-48938	Student body organization

Policy Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Emergencies and Disaster Preparedness Plan

In order to save lives and protect property, all school staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events that threaten to result in a disaster.

The Administrator or designee shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. The Administrator or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes.

The principal or designee shall augment the school plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Administrator.

School and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters
3. Bomb threat or actual detonation
4. Attack or disturbance by individuals or groups

The Administrator or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communications system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Administrator or designee shall use state-approved Standard Emergency Management System guidelines when updating school and site-level emergency and disaster preparedness plans.

The Administrator or designee shall consult with city and/or county agencies so that school and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each school.

Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Administrator or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Administrator or designee shall provide for CPR inservice training to be offered at least once a year for school staff.

Legal Reference:

Education Code	
32000-32004	Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)
32040	Duty to equip school with first aid kit
35295-35297	Earthquake emergency procedures
38051	Operating overloaded bus
38132	Mass care and welfare shelters

46390-46392 Emergency average daily attendance in case of disaster
49505 Natural disaster; meals for homeless students; reimbursement

Government Code

3100 Public employees as disaster service workers
8607 Standard emergency management system

Code of Regulations, Title 5

550 Fire drills
560 Civil defense and disaster preparedness plans

Code Of Regulations, Title 19

2400 et seq. Standardized Emergency Management System Regulations

Policy Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Emergencies and Disaster Preparedness Plan

The school disaster preparedness plan shall be available to staff, students and the public in the office of the Administrator and in the office of each principal. Individual school site disaster plans shall be provided to each teacher and shall be available for public inspection at the principal's office. The principal shall make certain that students and staff are familiar with their site plan.

The Governing Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's needs. (Education Code 38132)

Release of Students

The following procedures shall be followed in releasing students in the event of an emergency or disaster:

1. The principal or designee shall receive authorization from the Administrator or designee before releasing students.
2. Individual students shall not leave a school site without receiving permission from the principal or designee.
3. If possible, staff shall release students only to persons authorized on the student emergency card.
4. In absence of an emergency card or in an emergency in which reference to the emergency card is impossible, individual students shall be released, upon presentation of identification, to parents/guardians, persons authorized by the parents/guardians, or to authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student.
5. The principal or designee shall record the release of all students.

Role of Staff

School staff are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

During an emergency, staff shall fulfill the following roles:

1. The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she shall have authority to use discretionary judgment in emergency situations which do not permit execution of prearranged plans. The principal or designee shall:
 - a. Direct evacuation of buildings
 - b. Arrange for transfer of students when their safety is threatened
 - c. Inform the Administrator or designee of all emergency actions taken as soon as possible
 - d. Schedule periodical fire drills and other disaster preparedness exercises and keep appropriate records
 - e. Post directions for fire drills and civil defense drills in classrooms, multipurpose rooms, etc.
2. Teachers shall be responsible for supervision of students in their charge. Teachers shall:
 - a. Direct evacuation of students in their charge in accordance with the principal's instruction
 - b. Give the DROP command as necessary

- c. Take attendance, stay with the students and provide supervision
 - d. Report missing students to the principal or designee
 - e. Send students in need of first aid to the school nurse or a person trained in first aid
3. Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:
- a. Survey and report damage to the principal
 - b. Direct rescue operations as required
 - c. Direct fire-fighting efforts until regular fire-fighting personnel take over
 - d. Control main shutoff valves for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines
 - e. Disburse supplies and equipment as needed
4. The school secretary and secretarial staff shall:
- a. Report a fire or disaster to the appropriate authorities
 - b. Answer telephones and monitor radio emergency broadcasts
 - c. Provide for the safety of essential school records and documents
 - d. Assist the principal as needed
5. The school nurse shall:
- a. Administer first aid
 - b. Supervise the administration of first aid
 - c. Organize first aid and medical supplies
6. The cafeteria manager shall direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.
7. The bus driver(s) shall:
- a. Supervise students if a disaster occurs while they are on the bus
 - b. Issue the DROP command as necessary while students are on the bus
 - c. Transfer students to a new location when directed by the principal
 - d. Assist the custodian in damage control

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Fire Drills and Fires

Principals shall hold fire drills at least once a month in all elementary and middle schools and at least twice each school year in all high schools. (5 CCR 550)

1. Whenever the fire signal is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
3. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of the Administrator or designee.

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals.
2. The principal or designee shall call 911.
3. Students and adults shall leave the building and go directly to outside assembly areas.
4. Staff shall give students clear direction and supervision and help retain calm.
5. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to any injured students.
6. If the fire is extensive, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Bomb Threats

Receiving Threats

Any staff member receiving a telephoned bomb threat shall try to keep the caller on the line so as to gather information about the location and timing of the bomb and the person(s) responsible. He/she should also try to determine the caller's gender and age and should take note of any distinctive features of voice or speech and any background noises such as music, traffic, machinery or other voices.

Staff members who customarily receive telephone calls or handle packages shall receive training related to bomb threats.

Procedures

1. Any employee who receives a bomb threat shall immediately call 911 and also report the threat to the principal or designee. If the threat is in writing, he/she shall place the message in an envelope and take note of where and by whom it was found.
2. Any student or employee seeing a suspicious package shall promptly notify the principal or designee.
3. The principal or designee shall immediately use fire drill signals and institute standard evacuation procedures as specified in the emergency plan.
4. The principal or designee shall turn off any two-way radio equipment that is located in a threatened building.

Law enforcement and/or fire department staff shall conduct the bomb search. School police officers may assist in this search. No other school staff shall search for or handle any explosive or incendiary device.

Except for school police officers, no staff or students shall reenter the threatened building(s) until the law enforcement and/or fire department staff advises the principal or designee that reentry is safe.

Any student who makes a bomb threat shall be subject to disciplinary procedures.

Regulation Adopted: 10/10/02

Ridgecrest Charter School**Business and Noninstructional Operations****Earthquake Emergency Procedure System**

The Administrator or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following: (Education Code 35297)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A DROP procedure in which students and staff members:
 - a. Take cover under a table or desk
 - b. Drop to their knees
 - c. Protect their head with their arms
 - d. Face away from the windows
3. Protective measures to be taken before, during and after an earthquake
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system

School disaster plans shall outline roles, responsibilities and procedures for students and staff.

DROP procedures may be expanded to ensure that students get under stationary desks or tables where available, or otherwise get next to an inside wall or under an inside doorway. Students should stay in the drop position until the emergency is over or until further instructions are given.

Earthquake Education

DROP procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 35297)

Students also shall be taught to take the following safety precautions during an earthquake if adults are not present to give specific directions:

1. If you are in the open, stay there.
2. Move away from buildings, trees, and exposed wires.
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Teachers shall have students perform the DROP procedure.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall have students leave the building in an orderly manner when the earthquake is over.

Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken by teachers or other persons in authority and students who are on school grounds:

1. The teacher shall direct students to walk away from buildings, trees, poles or exposed wires.
2. The teacher shall have students perform the DROP procedure, covering as much skin surface as possible, closing eyes and covering ears.
3. Teachers and students shall stay in the open until the earthquake is over or until further directions are given.

Subsequent Emergency Procedures

1. In outside assembly areas, teachers shall provide assistance to any injured students, take roll and report missing students to the principal or designee.
2. The principal shall request assistance as needed from the county or city civil defense office or fire and police departments. He/she shall consider the possibility of aftershocks and shall determine the advisability of closing the school, with the advice of the county or city officials, as appropriate. He/she shall also contact the Administrator or designee for further instructions.
3. The principal shall post guards at a safe distance from all building entrances to see that no one reenters until the buildings are declared safe. Monitors may be custodians, teachers or students.
4. Following the earthquake, the principal and custodian shall inspect all buildings for water and gas leaks, electrical breakages and large cracks or earth slippage affecting buildings. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities at the main valve.
5. Teachers or students shall not light any stoves or burners after the earthquake until the area is declared safe.
6. If the principal believes the school is damaged sufficiently to be a hazard, he/she shall notify the Administrator or designee and ask that the county or city building inspector check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

Regulation Adopted: 10/10/02

Utilities Cut-Off Chart

To be filled out and kept current by the principal or department head at all schools and other school buildings. List each utility cut-off switch, valve, etc., by location (closest room number, etc). Distribute to individuals having responsibility for utility control.

Utility	Area	Location	Action
Electricity			Switch
Gas			Turn valve off to the right
Water			Turn valve off in street
Communication Equipment			

General Emergency Action Plan

This section outlines actions which staff may be called upon to execute in an emergency. The staff must be thoroughly familiar with the contents of this plan.

If a life threatening or pending disaster occurs and the principal/program manager or his/her designee is unable to contact the appropriate persons, then another designee, shall take appropriate emergency actions to save lives and mitigate the effects of the disaster and must direct staff to accomplish such tasks as:

1. Leading the students to safety.
2. Rendering first aid to the students.
3. Communicating with parents, school administration, fire, and police authorities.
4. Maintaining student morale.

The Charter School has cellular phones for use. This allows the key personnel to be in contact with the communication center.

Basic Emergency Signals

There are two emergency signals that should remain standard in emergency situations:

"Take Cover Long HORN held 15 seconds. Students will drop to the floor in front of the lockers (which are in front of the windows).

or

"Evacuate" - Fire signal - Everyone evacuates to the furthest back field (see attached map).

Basic Emergency Actions

Depending on the circumstances, in the absence of orders from his/her superiors, the principal or designee can take anyone or several of the following basic emergency actions:

1. Stand-by
2. Go home
3. Leave the building
4. Take cover = long continuous HORN
5. Drop
6. Directed transportation
7. Convert school

The Action TAKE COVER warning may not be preceded by a school signal, but at the beginning of the disaster itself. The Action TAKE COVER is considered appropriate for, but not limited to, the following:

1. Earthquake - evacuate
2. Attack by intruder - long HORN, lock door, turn out lights, teacher to instruct students to drop and cover under windows.
3. Severe Windstorm (i.e. Tornado) - Take Cover
4. Explosion

Action DROP

The DROP warning at the school shall be designated by a LONG HORN. The DROP warning may not be preceded by a school signal, but the beginning of the disaster itself.

Action **DROP** is appropriate for, but not limited to, the following:

1. Earthquake
2. Surprise Hostile Attack long HORN, take cover

Action DROP consists of

Inside School Building

- a. Command "Drop" is given.
- b. Students and staff immediately take Emergency Services Protective Position under the windows.
- c. Emergency Services Protective Position means drop to knees, clasp both hands behind the neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

Outside Building:

- a. Earthquake, move away from buildings, and take emergency services protective position.
- b. Explosion, Surprise Attack, and unable to get to the M.P. room, if within a few steps of any solid object (tree, ditch, or curbing), get behind it and lie prone with head away from blast; cover head, face, close eyes; and cover ears with forearms. If you cannot get to a secured area, run from the source of the danger.

Students who are unable to respond to a "Drop" command must be physically moved by a teacher or instructional aide.

- Students who are in wheelchairs should be placed on their sides in the chair, unless it is known to be dangerous to that child.
- Move non-ambulatory children to safety first. Then, move ambulatory children as they may keep moving if an adult is not supervising them.
- Place mats or blankets over children to protect them from flying objects if they cannot get under tables.
- DO NOT place children near windows or mirrors.
- Close drapes if in the room. Also turn out lights and lock your doors. Silence is of the utmost importance.
- Any student out of the classroom during a "Duck & Cover" drill should return to the classroom immediately!

Communications

1. The primary means of communication will be by telephone.
2. Each school will have available:
 - a. A list of all telephone numbers at the school, and their locations, and phone numbers for area hospitals, school office and sheriffs office.
 - b. A list of radio receivers and their locations (list AM radio receivers separate from FM radio receivers). In the event of severe weather conditions, listen to radio to determine if school is in session.
3. Each school will monitor a battery-operated radio, dialed to local radio station in the EMERGENCY BROADCAST SYSTEM.
4. Parents will be contacted by telephone. If time does not allow for telephone contact, parents will be contacted through the use of regular radio and television stations, especially the emergency channels.
5. Intra-school communications will be by school telephone. Where possible, leave an open line to the school office, that is covered at all times during the emergency. If school telephones are overloaded, use:
 - a. Pay telephone or most immediate resident phone/or cellular phone.
 - b. Fire, police, or sheriffs department communication.
 - c. Transportation's two-way radio communication system (contact transportation or two-way communication device if possible).

- d. In the event of an office lock down, no intercoms working, use workroom phones.
- e. The Site Administrator will communicate with the media.

Prescribed Emergency Action Guidelines

The disasters to which California is subject vary from one area to another; however, some disasters are common to almost all parts of the state. Preparation should be made for such situations as **Natural Disasters, Violent Events, Man-made Situations, or Medical Incidents.**

Natural Disasters- Flood

Warning of an impending flood and the amount of time available before it arrives will determine the course of action to be taken. The site administrator/manager may initiate any of the emergency actions considered necessary. Listen to T.V. and/or radio for emergency announcements.

Site Action

If a flood watch is called for, the District Emergency Operations Center will do the following:

1. Dispatch the Field Emergency Action Coordinator to the flood watch communications center.
2. Maintain a 24-hour communications watch.
3. Determine potential flood areas.
4. Arrange for a stand-by transportation if evacuation is called.
5. Have Maintenance staff stand by, and prepare for sand-bagging.
6. Keep the Board and appropriate division level personnel informed.

If a flood warning is received or flood watch so indicated, the Emergency Coordinator will:

1. Advise the Superintendent of Schools to consider canceling classes for the duration of the flood emergency.
2. Advise the School sites and public of the steps and actions to be taken to protect students and staff.
3. Provide evacuation transportation to pre-designated sites out of the flood area.
4. Arrange for sand-bagging with Maintenance and Operations.
5. Arrange for emergency food services at the evacuation sites with Food Services.
6. Arrange for Maintenance and Operations emergency services to go in after flood subsides to begin cleanup.

Natural Disasters- Fire

In the event a fire is detected within a site building, the fire alarm will be sounded. This will automatically implement the following action:

Leave Building. The teacher/manager leaves the room last, checking closets and storerooms for stragglers. Staff and students will be assembled at a safe distance from the fire and away from fire fighting equipment (to assigned assembly areas), and roll call taken.

Notify Fire/Police/Sheriff s Department (911). If it is possible to fight small fires without endangering life, do so.

A School Fire

1. Students should be trained to recognize the distinctive fire bell and to vacate the room quickly upon its signal.
2. Students should be trained to use alternate exits. Due to possible blockage of a particular exit or ramp, fire drills should purposefully require a rerouting of pupils to another safe exit or walking area.
3. After making certain that the classroom is completely vacated, each teacher escorts his/her class to its assigned area a safe distance away from the fire and from fire-fighting equipment.
4. Fire drills are a matter of life and death and student conversation should be discouraged.
5. Each teacher should make a rapid check to account for all pupils in his/her charge.

6. Upon hearing the "all clear" bell, classes under the supervision of school personnel will leave the waiting area according to the school plan.
7. It should be emphasized that the lives of students and staff members are of primary importance. Personal belongings, clothing and school records are only of secondary importance. Teachers and students should not return to classrooms to retrieve personal belongings that they forgot during the crisis. Nobody shall return to the classrooms until the "all clear" HORN is sounded.

School Action

Dispatch the Field Emergency Action Coordinator to the location with a handheld radio, or our cellular phone.

1. Establish emergency communications as required.
2. Report status of situation to the EOC Communications Center.
3. Coordinate emergency response from Maintenance and Operations, Transportation, Food Services, Plant Engineering, and Security as required.
4. Act as liaison between the school and utility companies as required.
5. Report status back to the EOC every 30 minutes.
6. Stay on site and function as primary point of contact between the school and all functions.
7. Dispatch structural, mechanical and custodial supervisors to the scene to assess damage.
8. Barricade area (grounds)
9. Board up windows.
10. Brief on-scene coordinator on significant changes every 30 minutes.
11. Proceed with damage repair/clean-up via school personnel and/or contract.

Dispatch Site Secretary who will:

1. Call in a fire investigation expert to protect evidence and conduct investigation.
2. Call in fire construction specialist to assess structural damage.
3. Call in school inventory specialist to verify content loss.
4. Call in Schools Insurance Authority.
5. Make certain that contract work will be on a time and material basis. (If no school policy is already known)
6. Compile data for a comprehensive report on the fire.
7. Provide transportation to a pre-designated evacuation site.
8. Arrange with Food Services for emergency food at the evacuation site.
9. Keep the Superintendent and appropriate division level personnel informed of all activities.

Natural Disasters- Earthquake

The site shall develop a warning system to be disseminated in case of an intense earthquake. If electricity is off, use verbal command, and all students and staff should move to places of safety in the classroom or on the school premises.

There is no warning, but there may be a sharp thud or blast-like shock at the beginning of the quake. The sound and the motion are frightening and can last many seconds. The initial shock is usually the most severe, but aftershocks can be quite strong and continue for some time.

If you hear the school warning bells, remain calm... Remember that the actual movement of the earth is rarely the cause of death or injury. If outside, your main concern is to stay away from buildings, utility poles, trees, and other identified hazards. Inside, shield yourself from flying glass and falling objects.

A major earthquake is a unique disaster. Capable of widespread destruction, it is likely to disrupt family and community for a long period of time. For these reasons, there are a number of special considerations for you in your dual role as disaster worker and family member.

Teacher Responsibilities during a Quake:

Inside the site building:

1. The teacher/manager or other person in authority implements action drop.
2. Avoid glass and falling objects. Move away from windows with large panes of glass and out from under suspended light fixtures. See map for specific direction for evacuation.
3. Implement action leave building when the earthquake is over. Special consideration should be given to exit routes, as many California Schools have architectural ornaments over the main entrances, get away from buildings. DO NOT RUN, PARTICULARLY ON STAIRWAYS. Allow no one to re-enter buildings except those who will assist site administrator/manager.
4. Render first aid, if necessary.
5. Do not light any fires after the earthquake.
6. Avoid touching electrical wires that may have fallen.
7. Take roll.

On the site grounds

1. Move away from utility poles, trees, buildings, other hazards.
2. Take action drop.

On their own

Students and staff should be taught the safety precautions to be taken during an earthquake in the event that an adult is not present. They should be given instructions as follows:

1. Teach action drop
2. The safest place is in the open. If outside, stay there until the earthquake is over.
3. Move away from buildings, trees, and exposed wires. DO NOT RUN.
4. Walking to and from school:
 - a. After the earthquake, if on the way to school, continue to school.
 - b. After the earthquake, if on the way from school, continue home.

Site procedures following an earthquake:

After an interval of 3 or 4 minutes, when all students have properly conformed to the "duck and cover" regulations, the fire drill bell will ring and everyone will vacate the building and stay outside until the "all clear" order is given. Common sense regarding "duck and cover" regulations will be determined by individual classroom teachers.

After vacating a building, students and staff shall not be permitted to re-enter if there is any doubt concerning the safety of the building. In this event, it is recommended that a qualified inspection team from the Emergency team or Maintenance perform structural and safety inspections following the OES guidelines.

Students and/or staff may be allowed to re-enter the building only after it has been determined to be safe.

If students need to be evacuated) they should be housed as follows:

- In another part of the same site (e.g., if only one or two rooms are usable and the building itself has not been damaged).
- The site grounds, if safe and weather permitting.
- Multipurpose room or nearby undamaged site,

Responsible adults should make a rapid visual survey of the immediate neighborhood to make certain walking is safe.

In the event that the site is not usable, signs should be placed at the school site indicating where children are being kept.

If children are picked up by parents or guardians prior to dismissal, a record will be kept by the teacher.

Disconnect electrical * controls and turn off gas valve. Notify Fire Department, of your school jurisdiction, or the County Office of Emergency Services (24 hours), of any break, or suspected breaks, in utilities beyond your control.

Natural Disasters- Severe Windstorm

Warning of an impending windstorm is usually received via radio, television, or civil defense officials. The United States Weather Bureau can usually forecast severe windstorms.

Site Action

If time and conditions permit, Action: Go Home may be implemented prior to the emergency, however, if high winds develop during school hours without sufficient warning, the following emergency actions will be effected:

- Implement Action: Take Cover; students and staff should be assembled inside buildings
- Close windows and blinds
- Evacuate classrooms that bear the full force of the wind
- Avoid the multipurpose room and other enclosures that have long roof spans
- Keep a radio tuned to a local news station so you will have the benefit of current advisory information. We have a battery operated radio located in our emergency carts
- Take roll
- Notify utility companies of any break or suspected break in lines that might present an additional hazard
- Notify School office of action taken

Teachers' Responsibilities

- Implement action take cover. Everyone should be inside.
- Close windows, curtains, and blinds.
- Have students remain near an inside wall of a ground floor.
- Avoid enclosures with long roof spans (e.g., multi-purpose room)
- Classrooms that have the **full** force of the winds will be evacuated.
- If a severe storm continues beyond the regular dismissal time, the children should remain at school until picked up by parents or the storm appears to pose a threat no longer.

Site Action

- Establish emergency communications as required.
- Report status of crisis to the Emergency Services Coordinator.
- Coordinate emergency response from Maintenance and Operations, Transportation, Food Services, Plant Engineering and Security as required.
- Act as liaison between the school and utility companies as required.
- Report status back to the Emergency Services Coordinator every 30 minutes.
- Stay on site and function as primary point of contact between the school and all functions.
- Dispatch structural, mechanical, and custodial supervisors to the scene to assess damage.
- Secure utilities.
- Barricade area (grounds).
- Board up windows.
- Brief on-scene coordinator on significant changes every 30 minutes.
- Proceed with damage repair/clean up via school personnel and/or contract.
- Take pictures and log data pertinent to any future insurance claim.
- Call in school inventory specialist to verify content loss.
- Call in Schools Insurance Authority claims adjuster.
- Make certain that any contract work will be on a time and material basis.
- Provide transportation to a pre-designated evacuation site.
- Arrange for emergency food services at the evacuation site.
- Keep the Superintendent and appropriate division level personnel informed of all activities.

Violent Event- Pupil Disturbances

The principal, acting principal and school office administrators are authorized to direct and order the dispersal of a crowd when that crowd, in the opinion of the principal, (et al.) threatens life or property. Any actions will be carried out in accordance with Penal Code, Section 602.9:

Section 602.9 Penal Code

“Any person who comes into any school building or upon any school ground, or street, sidewalk or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, after being asked to leave by the chief administrative official of that school or any designated agent of the chief administrative official who possesses a standard supervision credential or a standard administration credential or who carries out the same functions as a person who possesses such a credential or in the absence of the chief administrative official, the person acting as the chief administrative official, is guilty of a misdemeanor.”

"The term 'school' as used in this section means any elementary school, junior high school, senior high school or junior college."

"The term 'lawful business' as used in this section means a reason for being present upon school property which is not otherwise prohibited by statute, by ordinance, or by any regulation adopted pursuant to statute or ordinance."

Pre-Emergency Preparedness

- It is suggested that each principal organize site staff to use the most effective leadership in handling disturbances.
- Principals should keep their ear to the ground and encourage the staff to do likewise.
- Establish a procedure of immediate communication to the staff. It is recommended this be done on an individual basis and not a public announcement.
- Additional planned activities which provide for pupil participation is suggested.
- Pupil involvement whenever possible is encouraged.
- The "bull in a china shop" approach is to be discouraged; "keep cool" in a pressure period.
- Use of mature pupils in working with staff and other pupils is a good preventive.
- Uniform policy.

Pupil Disturbance

- Observance of any student not in dress code clothing.
- All available staff report to designated area.
- Immediately notify the school principal and the emergency services coordinator.
- The staff should be given notice at the earliest possible time of proposed action.
- Immediately notify the Superintendent. News releases should be made through the designated Communication's office/representative; however, cooperation with the papers by individual site administrators is in order. All comments should be statements of fact.
- In the event of apparent extensive damage to facilities or danger to pupils, appropriate authorities should be notified.
- Reduction of the school day for the individual school can only be made with the approval of the Superintendent.

Post-Emergency Activity

- If police have been involved, obtain a copy of the report.
- Prepare summary of events for the Superintendent.
- A meeting to be called of school staff and pupil leaders at the earliest possible time following the disturbance to ascertain the details of the problem.

Violent Event- ATTEMPTED ABDUCTION OR HARASSMENT OF PUPIL(S)

Once it has been determined that an attempted abduction has taken place, the following procedures are to be followed:

- Inform Sheriff's Department and/or Police Department and School Security of incident.
- Immediately call parents of pupil(s) involved,
- Notify schools in your area of the incident (see appendix for form to insert with predetermined sites of notification).
- Inform School Emergency Services Coordinator and they will inform the Superintendent and the Deputy Superintendent.
- A "Parent Alert Notice" shall be sent to all parents on the day of the incident if possible or no later than the next day (see appendix for sample notice). Teachers will also remind pupils to be cautious on their way home.
- Information on notice sent home should include:
 - Date and time incident took place.
 - Description of person(s) involved.
 - Description of vehicle if known.
 - Location incident occurred.
 - Grade level of pupil.
- A copy of your Parent Alert Notice, marked "FYI," should always be sent to ALL site administrators in your and other Adjacent Districts, to Elementary and Secondary Education and to either the Police or Sheriff's Departments the same day of the incident.

Violent Event- Hostage/Barricade

A hostage situation demands cool, calm and determined action. Over-emotion, brash acts or heroics can create more irresponsible acts or actions by the suspects.

Pre-Emergency Preparedness

Identifying security needs, developing prevention and intervention techniques, evaluating physical facilities, and providing communication and training for staff and pupils in Emergency procedures are essential components or emergency preparedness. Some site suggestions are to determine:

- Evacuation routes to pre-determined holding areas both on and off the campus must be set up.
- Employees must be pre-instructed in the overall plan, the routes, the evacuation areas and their individual responsibilities.
- Pupil records must be kept up-to-date.

During Hostage Situation

The Site Administrator:

- Takes charge until police arrive and then works with the police.
- The first concern is the safety of both hostages and those not involved in the situation.
- Isolate the area to prevent the taking of more hostages and to aid the developing of strategies for coping with the situation.
- Notifies authorities (Police) Information to be given to police (if known):
 - Number, race, and sex of suspects
 - Type and number of weapons
 - Number of hostages
 - Number and type of known injuries of hostages and suspects
 - Physical disabilities of suspects
 - Names of pupils or adults being held hostage
 - Medical history of hostages
 - Instructions or demands received

- The type of situation, (barricaded suspect; felon needing escape avenue; hostage situation; political activists needing media's service, etc.)
- Instruct Classroom Teachers to: maintain control of class in either a stay or evacuate situation; make sure that the class roll is present at all times; assist in compiling list of uninvolved pupils/staff as required.
- Be aware of the needs of pupils with chronic medical difficulties.

Post-Emergency Activity

- Obtain a copy of the police incident report.
- The Emergency Services Coordinator and other staff should prepare a summary report while details are still vivid.
- Arrange for counseling of pupils, parents and staff resulting from the incident.
- Arrange for normal activities to resume as soon as possible.

Violent Event- Bomb Threat

The Site Administrator will decide whether to clear the building for the safety of staff and students. If the emergency action of Leave Building is ordered, pupils will move under the full control of their teacher to the farthest edge of the school grounds. Notify the local Police or Sheriffs Department at 911.

No one is to touch or attempt to remove a suspected explosive device, however, identification of a potential explosive device is the responsibility of site staff under the direction of the emergency services coordinator.

Office personnel will search their immediate office area, kitchen and dining areas.

Personnel doing the searching must not move any unfamiliar or suspicious package. If a strange object is found, it should be assumed to be a bomb. Report the object's description and location to the site emergency services coordinator, or person supervising the search procedure.

Mark and block off the danger area to at least 300 feet and wait for police bomb disposal experts.

Bomb Threat Guidelines

Any staff member receiving a bomb threat by telephone or other means will:

- Try to ascertain as much information as possible from the caller or source. Write verbatim responses to the questions on the Bomb Threat Log Sheet.
- The person who receives the bomb threat will be asked to describe the caller's voice, (sex, age, and tone) and whether it was familiar or not. Note all background sounds.
- Let the source do all the talking except for asking the above questions.
- Notify the Site Administrator/Manager or Emergency Services Coordinator.

Anyone discovering a suspicious package, box, or strange device must exercise caution.

- DO NOT ATTEMPT TO TOUCH OR REMOVE THE STRANGE OBJECT.
- Secure area, if object or device is found. Note: Alternative evacuation routes should be developed in school's plan.
- Notify the Site Administrator/Manager or Emergency Services Coordinator.
- Ask students and staff if any suspicious persons have been observed in the area.
- Call 911

Teachers

- Remain with students.
- Count children before leaving classroom and upon arrival at evacuation site.
- Close door on way out of room.

- Scan area as you leave for objects out of place.

Detonation

In the event of a detonation without prior threat or evacuation, or during the evacuation, the situation should be handled as any other disaster or emergency. The Police Department or Sheriff's Department (Dial 911) should be notified immediately and fire and rescue procedures should be initiated.

Dealing with the Media

The Site Administrator will provide information to the press. No other staff will make statements to the press.

The Site Administrator will identify the specific communication area for the press to remain until addressed by designated staff or by emergency personnel.

Members of the media may not interview students.

Explosion

Drop command is to be given immediately in the event of an explosion at the site, or within a school or site building. If the explosion occurs within the building, or threatens the building, the Site Administrator/Manager or Emergency Services Coordinator will then implement:

- Leave Building
- Sound the fire alarm.
- Move to evacuation area as designated by map and maintain control of students/staff.
- Render first-aid if necessary.
- Notify the Fire/Police/Sheriff's Departments (911).
- If it is possible to fight small fires without endangering life, do so.
- Take roll call.
- Notify School Emergency Services.

Violent Event- Rabid, Stray or Vicious Animal at or in the Vicinity of the School

The animal Control Center shall be notified immediately. Teachers will be notified to hold all students within classrooms and await further instructions. All doors should be closed. Students outside of the building will be quietly and cautiously sent into the building and secured in a room behind closed doors.

Notify School Emergency Coordinator

Violent Event- Major Crime Scene

Whenever any Major Crime Scene is imminent or in progress, the "Take Cover Bell" will be sounded. The "Take Cover Bell" is a duck and cover signal. In such cases, or in the event of an incident without the Red Alert signal, the students and staff should be informed to immediately institute "duck and cover."

- The proper position in the "duck and cover" drill is a crouching position with face in the crook of the right arm and the left hand held across the back of the neck.
- Students and staff should be trained to move quickly from location of great hazard to locations of possible greater safety from flying glass, or propelled objects, such as bullets, etc. Taking a "duck and cover" position under tables or desks may be all that can be attempted.
- Students who are at lunch during a Fire Drill need to report to the field where, your fifth period class would be. Students who are at lunch during a Duck & Cover Drill need to report immediately to the M.P. room, sit on the floor, and follow the instructions that will be given to you by our Noon Duty supervisors. Our Noon Duty supervisors will be responsible for locking all outside doors once all the students are contained in the M.P. room. The all-clear for both a Fire Drill and a Duck & Cover Drill will be a Bullhorn sounded over the P.A. system.

Site Action

- Call 911 to inform local authorities of situation.
- Emergency Services Coordinator should work with emergency team to secure area affected and institute appropriate site response.
- Contact School Emergency Coordinator.

Human Caused Event -Chemical Accident

Warning of a chemical accident is usually received from the fire and/or police departments or from civil defense officials when such accident occurs sufficiently near a site to be a threat to the safety of the operation.

An overturned tanker,, either a truck or a train, a broken fuel line, and an accident in a commercial establishment that uses chemicals are all potential hazards if such accidents occur near the site or if the wind is such that it would carry fumes from such accidents to the site. Whether the accident occurs at the site or off the grounds, the procedure to be followed is as follows:

Site Action

- Emergency Services Coordinator determines the need to implement Action: Leave Building.
- Determine whether the students and staff should leave the site grounds.
- If it is necessary to evacuate the area, move cross-wind, never directly with or against the wind which may be carrying fumes.
- Render first aid as necessary.
- Notify Fire/Police/Sheriff s Departments (911).
- Take roll call.
- Notify School Emergency Coordinator.

Chemical Spills (where evacuation is not possible)

Chemical accidents of disastrous magnitude would include tank truck or train accidents involving toxic gases and fluids. Should such an accident endanger the students or staff, and evacuation not be possible the Site Administrator/Manager or Emergency Services Coordinator or his/her designee will observe the following procedures:

- Have all students/staff report to enclosed area.
- Shut down air conditioners, close doors and windows.
- Determine the need and ability to LEAVE THE BUILDING, and do so, if possible and necessary.
- Determine the need and ability to leave the site grounds, and do so, if possible and necessary.
- Move cross-wind - never up, or downwind - to avoid fumes.
- The staff, should maintain control of the students at a safe distance from exposure to danger.
- Render first aid as necessary.
- Whenever possible, take roll.
- Notify the following:
 - A. Fire Department
 - B. Police Department or Sheriffs Office
 - C. Board
- Students and staff should not return to the site until the area is declared safe by the Fire Department Officials.

School Emergency Coordinator should follow procedures under "Chemical Accident" as appropriate, given the individual circumstances.

Human Caused Event- Fallen Aircraft

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the site, the following is applied as appropriate.

Site Action

- The Site Administrator will determine which emergency action should be implemented. When necessary, teachers will take immediate action to ensure the safety of students if emergency action is necessary.
- Students and staff must be kept at a safe distance from the aircraft, as the aircraft may explode.
- The principal will try to determine whether the aircraft is a military, commercial, or private plane.
- Notify Fire/Police/Sheriff s Departments (911).

Human Caused Event- Nuclear Power Plant Disaster

In the event of a nuclear power plant disaster the County Emergency Operation Center will notify the school office. A siren system would be activated, sounding an alert warning signal (either a 3-5 minute warning sound which is the wartime attack warning signal, or a 3-5 minute steady sound which is the "Attention" or "Alert" warning signal)

Upon hearing this signal, the principal or secretary would turn on a radio or television set to a local news station Instructions as to what protective actions should be taken will be provided over the Emergency Broadcast System. Instructions will be given to activate either the Take Cover plan or an Evacuation plan.

Site Action

If evacuation is ordered, transportation will be provided to a pre-designated evacuation site.

- Arrange for emergency food services at the evacuation site.
- Follow-up as required and keep Governing Board and personnel informed of all activities.

Human Caused Event- Major System Failures

Major system failures sometimes occur which make it difficult, if not impossible, to conduct regular Site activities. Preparations should be made for major system failures such as power, telecommunications, heating system, natural gas, etc.

Site Action

When a major power failure occurs, the site administrator shall contact the appropriate emergency community response agencies and/or school personnel.

When downed power lines are involved, it may be necessary to initiate the "Evacuate" or "Take Cover" signals given the nature and extent of the situation. In any event of downed power lines **DO NOT ATTEMPT TO MOVE OR TOUCH THE LINE UNDER ANY CIRCUMSTANCES**. Always evacuate or close off the area where the downed line is located.

Human Caused Event- Water Outage

Site Action

Notify the Site Administrator.

Notify Maintenance and Operations who will:

- Dispatch plumbing shop and mechanical supervisor to the scene.
- Arrange for portable water and portable toilets as required.
- Coordinate the deployment of additional personnel and equipment as required.
- Notify the utility

Water Contamination

If water contamination is suspected or has been verified, the Site Administrator/Manager or Emergency Services Coordinator will instruct teachers/managers to move students/staff away from drinking fountains or sinks. Do Not Drink or utilize Contaminated Water.

Notify Maintenance and Operations emergency dispatch who will:

- Arrange for potable water as required.
- Notify water quality control board.
- Notify utility.

Human Caused Event- Food Poisoning

An incident of food related poisoning is defined as cluster of individuals who report indicative symptoms following the consumption of food items from a common source.

Site Action

If food poisoning is suspected, the Site Administrator/Manager or will issue an order to cease all food services operations.

- Move staff and students away from all food preparation areas and lock the doors.
- Refer all suspected food poisoning cases to the nurse, or in the case of critical food poisoning, call 911 and report incident.
- Notify School Emergency Coordinator.

Human Caused Event- Accidental Disturbance of Asbestos Containing Material (ACM)

Upon discovery of an accidental disturbance, falling or dislodging of ACM, the Site Administrator/Manager or Emergency Services Coordinator will take immediate action to protect all human life and the environment.

Site Action

- Immediately evacuate all persons from the area.
- Close off and restrict access/entry to the area.
- Immediately turn off, or temporarily modify, the air handling system and restrict other sources of air movement.
- Notify Site Administrator.

SOP Adopted: 10/10/02

Ridgecrest Charter School

Business and Noninstructional Operations

Emergency Schedules

In order to provide for the safety of students and staff, the Governing Board authorizes the Administrator to close a school site, to change the regular school day schedule, or to take any necessary action when adverse weather conditions or other emergencies warrant.

The Administrator shall establish a system for informing students and parents/guardians when the school day schedule is changed or the school is closed.

In the event that students arrive at school when the school day schedule changes or the schedule changes after school has begun, the Administrator shall ensure that supervision is provided in accordance with the procedures specified in the School's emergency and disaster preparedness plan.

The Administrator may provide a means to compensate for lost instructional time later during the year. Students and parents/guardians shall receive timely advanced notice of any resulting changes in the school calendar or school day schedule.

Legal Reference:

Education Code

41422	Schools not maintained for 275 days
46010	Total days of attendance
46100-46192	Attendance; maximum credit; minimum day
46390	Calculation of ADA in emergency
46392	Decreased attendance in emergency situation

Ridgecrest Charter School

Prohibition of Harassment

The Charter School is committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. The School will not condone or tolerate sexual harassment of any type by any employee. This policy applies to all employee actions and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action, if warranted.

The Charter School, as your employer, must take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates the School's policy and prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

Definition of Harassment

Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive racial or ethnic slurs, jokes, or similar conduct.

Definition of Sexual Harassment

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature constitute sexual harassment when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or (2) Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination; or (3) Such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a non-exhaustive list:

- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body;
- Sexually degrading words;
- The display in the workplace of sexually suggestive or offensive objects or pictures.

Preventing Sexual and Other Unlawful Harassment

The Director has the responsibility to maintain a work place free from any form of sexual harassment. Consequently, should the Director become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address and remediate such conduct.

Any employee who has experienced or is aware of a situation, which is believed to be sexually harassing, has a responsibility to report the situation immediately to the Director. A Sexual Harassment Complaint Form may be obtained from the Director or school secretary. The Director will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) is determined to be valid, appropriate remedial action will be taken immediately and such action may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the Director or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of the President of the Ridgecrest Charter School Governing Board.

Investigations and No Retaliation Policy

All complaints of sexual harassment will be investigated promptly, objectively and as confidentially as possible. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for termination.

Policy Adopted: 2/10/05

Ridgecrest Charter School**Certificated Personnel****Recruitment and Selection**

The Governing Board desires to employ the most highly qualified person available for each open position. The Administrator or designee shall develop recruitment and selection procedures which include:

1. Assessment of the school's needs for specific skills, knowledge and abilities
2. Development of job descriptions which accurately describe all essential and marginal functions and duties of each position
3. Dissemination of vacancy announcements to ensure a wide range of candidates
4. Screening procedures which identify the best possible candidates for interviews
5. Interview procedures which determine the best qualified candidate for recommendation to the Board

The Administrator or designee shall recommend only those candidates who meet all qualifications established by law and the Board for the position. Nominations for employment shall be based upon screening devices, interviews, observations and recommendations from previous employers.

No inquiry shall be made with regard to the age, sex, race, color, religion, national origin, medical condition, disability or sexual orientation of a person seeking employment. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.

School employment practices shall not discriminate against legal noncitizen residents. Inquiries to assure employment eligibility shall be made in accordance with Board policy and administrative regulation.

No person shall be employed by the Board without the recommendation or endorsement of the Administrator or designee, who shall present one candidate to the Board for approval per job opening.

Legal Reference:

Education Code

200.261	Prohibition of discrimination on the basis of sex
44066	Limitations on certification requirement
44259	Teaching credential; exception; designated subjects; minimum requirements
44830	Employment of certificated persons
44830.5	Assignment of certificated employees to district; ethnic ratio
44858	Age or marital status in employment positions requiring certification qualifications
44859	Prohibition against certain rules and regulations re residency

Code of Regulations, Title 5

30-31 Affirmative action employment programs

Government Code

12900	Unlawful employment practices
12940-12956	Discrimination prohibited; unlawful practices

United States Code, Title 8

1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

United States Code, Title 42

2000d - 2000d-7 Title VI Civil Rights Act of 1964

2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h - 2000h-6 Title IX, 1972 Education Act Amendments
12101 - 12213 Americans With Disabilities Act

Policy Adopted: 10/10/02

Ridgecrest Charter School

Certificated Personnel

Contracts

When initially employed, certificated employees shall receive a written statement of their employment status and salary. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

Length of Contract (Districts with less than 250 ADA)

Any certificated employee may be offered a contract covering a period of one year. (Education Code 44929.20)

Reemployment Notices

By May 30 of each year, the clerk or secretary of the Board may give, or mail by certified mail with return receipt requested, written notices to probationary and permanent certificated employees requesting that they notify the school of their intent to remain in school service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the school before July 1 that he/she will remain in school service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year. (Education Code 44842)

By April 30 of each year, the clerk or secretary of the Board may give, or mail by certified mail with return receipt requested, written notices to certificated employees of a year-round school who are serving in a track that starts within 14 days of July 1 requesting that they notify the school of their intent to remain in school service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the school before June 1 that he/she will remain in school service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year. An employee who gives notice of resignation after May 31 but before June 30 shall be released from his/her contract within 30 days of the employee's notice, or as soon as a replacement employee is obtained, whichever occurs first. (Education Code 44842)

Employee Notification

By May 15 of each year, each classroom teacher shall notify the Administrator or designee of his/her intent to return to a teaching position for the next school year. (Education Code 44832)

An employee on leave of absence shall notify the school of his/her intent to remain in service the following year in accordance with law, Board policy, and administrative regulation.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Certificated Personnel

Assignment

In order to serve the best interests of students and the educational program, the Administrator or designee shall assign certificated personnel to positions for which their preparation, certification, experience and aptitude qualify them.

Teachers may be assigned to any grade level within the school.

Teachers may be assigned outside the scope of their certificates or fields of study only as allowed by law and when so required in order to meet the needs of the educational program.

The Administrator or designee may assign holders of a credential other than an emergency permit, with their consent, to teach subjects outside their credential authorization in departmentalized classes, pursuant to Education Code 44258.3. The Administrator or designee shall develop procedures which the Governing Board shall use to verify the subject matter knowledge of the teacher before any such assignment is made. These procedures shall be developed with the assistance of subject matter specialists and shall be submitted to the Board for approval.

The Administrator or designee shall periodically report to the Board on the legality of teacher assignments.

Committee on Assignments

The Administrator or designee shall establish a committee on assignments which may grant approval for the voluntary assignment of full-time teachers to teach an elective course outside their credential authorization in an area for which they have special skills or preparation.

Legal Reference:

Education Code

35035

44256-44265.5

44955

Additional powers and duties of superintendent

Credentials and assignments of teachers

Reduction in number of employees

Government Code

3543.2

Scope of representation (re transfer/reassignment)

Policy Adopted: 10/10/02

Ridgecrest Charter School

Certificated Personnel

Assignment

Procedures for Verifying Subject Matter Knowledge

With the involvement of appropriate subject matter specialists, the Administrator or designee shall develop and employ procedures for verifying the subject matter knowledge of teachers assigned to teach in departmentalized classes outside their credential authorization pursuant to Education Code 44258.3. For the purposes of these procedures, subject matter specialists are mentor teachers, curriculum specialists, resource teachers, classroom teachers certified to teach a subject, staff to regional subject matter projects or curriculum institutes or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
 - a. Observation by subject matter specialists
 - b. Oral interviews
 - c. Demonstration lessons
 - d. Presentation of curricular portfolios
 - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the appropriate curriculum framework and the specific content of the school's course of study for the subject at the grade level to be taught.

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Administrator or designee shall notify the exclusive representative of the school's certificated employees. (Education Code 44258.3)

Committee on Assignments

When establishing a committee to consider possible assignments of teachers to elective courses outside their credential authorizations, the Administrator or designee shall submit to the District or State Board of Education a plan which shall include at least all of the following: (Education Code 44258.7)

1. Statements signed by the Administrator or designee and the Governing Board president, approving the establishment of the committee on assignments
2. Procedures for selection of committee membership
3. Terms of office for committee members
4. Criteria for determining teachers' qualifications for assignments

The committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators. (Education Code 44258.7)

The committee on assignments may approve the assignment of any teacher to an elective course outside his/her credential authorization for a maximum of one school year and may subsequently extend the assignment when the teacher and principal apply for extension. Elective courses are courses other than English,

mathematics, science or social studies. All assignments and extensions require approval before the beginning of the semester in which they occur. (Education Code 44258.7)

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Personnel

Evaluation/Supervision

The Governing Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance. The Administrator or designee shall evaluate the performance of certificated staff members in accordance with law and negotiated contracts.

The Administrator or designee shall ensure that evaluation ratings have uniform meaning throughout the school.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Administrator or designee shall endeavor to assist employees to improve their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

Legal Reference:

Education Code

- 33039 State guidelines for teacher evaluation procedures
- 35171 Availability of rules and regulations for evaluation of performance
- 44500-44508 Peer assistance and review program for teachers
- 44660-44665 Evaluation and assessment of performance of certificated employees (The Stull Act)

Government Code

- 3543.2 Scope of representation

Policy Adopted: 10/10/02

Ridgecrest Charter School**Personnel****Evaluation/Supervision**

The Administrator or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

Certificated staff shall receive information regarding the school's evaluation criteria and procedures upon employment with the school and whenever the negotiated contract is revised.

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for probationary staff and at least every other year for permanent staff. An unsatisfactory evaluation will result in counseling, development of specific objectives, and follow-up evaluations. Permanent employees who receive an unsatisfactory evaluation shall be assessed (Education Code 44664)

Probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

The Administrator or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward school standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments
2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives
4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teacher standards approved by the Board pursuant to Education Code 44662, the Administrator or designee shall so notify the employee in writing and describe the unsatisfactory performance. The Administrator or designee shall confer with the employee, make specific recommendations as to areas needing improvement and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The Administrator or designee may require any instructional employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the school's instructional objectives. (Education Code 44664)

Any employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the school's peer assistance and review program. (Education Code 44664)

Results of an employee's participation in the peer assistance and review program shall be made available as part of the employee's evaluation. (Education Code 44662)

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Personnel

Evaluation/Supervision

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Policy Adopted: 10/10/02

Ridgecrest Charter School

Personnel

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Regulation Adopted: 10/10/02

Ridgecrest Charter School

All Personnel

Resignation

Any school employee who desires to resign his/her position shall submit, in writing, a letter of resignation which indicates the date which the employee intends as his/her last day at work. The Governing Board encourages employees to provide advance notice that is appropriate for the position they hold.

The Board authorizes the Administrator or designee to accept the written resignation of an employee and to set its effective date, which shall not be later than the close of the school year. The resignation shall become effective on the date set by the Administrator or designee and may not be withdrawn by the employee.

If a certificated employee leaves school service during the school year without obtaining acceptance of his/her resignation, or if he/she leaves before the effective date of the resignation, the Administrator or designee shall report this fact, with supporting evidence, to the Commission on Teacher Credentialing.

Legal Reference:

Education Code

35161	Board delegation of any powers or duties
44420	Failure to fulfill contract as ground for suspension of diplomas and certificates
44930	Acceptance and date of resignation
45201	Power to accept resignation

Court Decisions

American Federation of Teachers, Local #1050 v. Board of Education of Pasadena Unified School District, (1980) 107 Cal.App. 3d 829, 166 Cal. Rptr. 89

Policy Adopted: 10/10/02

Ridgecrest Charter School

All Personnel

Termination Agreements

If a termination settlement agreement has been made with an employee, the Administrator or designee shall inform prospective employers, upon request for an employment reference, that an agreement exists and that he/she may only provide information as provided for in the agreement.

Cash settlements made upon the termination of a contract shall never exceed an amount equal to the employee's monthly salary multiplied by the number of months, up to 10, in the unexpired term of the contract. This amount is a maximum ceiling, not to be construed as a target amount for settlement agreements. (Government Code 53260)

Settlement agreements shall not include noncash items other than health benefits, which the school may offer to continue for the unexpired term up to 10 months or until the employee finds other employment, whichever comes first. (Government Code 53261)

Copies of settlement agreements with a Administrator, deputy Administrator, assistant Administrator, associate Administrator or other similar chief administrative officer or chief executive officer shall be made available to the public upon request. (Government Code 53262)

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Certificated Personnel

Personnel Reduction

The Governing Board may reduce the number of certificated personnel, or their hours and wages, due to any of the following conditions: (Education Code 44955)

1. Declining enrollment, provided that the percentage of reduction in probationary and permanent certificated personnel shall not exceed the corresponding percentage of student attendance lost
2. Reduction or discontinuance of programs or services
3. State-mandated modification of the curriculum or
4. The fiscal crisis that may occur after enactment of the Budget Act when the total revenue limit per ADA has not increased by at least two percent (Education Code 44955.5)

The Board recognizes that its authority in the reduction of personnel is subject to legal requirements. Except as otherwise provided by statute, a permanent employee who is certificated and competent to render a service shall not be terminated or given a reduction in hours and wages while a probationary employee or other employee with less seniority is retained to render the service. (Education Code 44955)

To be considered competent, an employee must have academic training and one year of full-time experience in the specialized area to which the school would be able to assign him/her. The school will also consider the recency of the employee's experience.

Legal Reference:

Education Code

44830	Employment of certificated persons
44949	Dismissal of probationary employees
44955	Reduction in number of permanent employees
44955.5	Termination of certificated employees
44956-44959.5	Rights of employees

Government Code

3543.2	Scope of representation
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Court Decisions

- Menagh v. Montebello Unified School District (1993) 20 Cal.App.4th 1846
- Forker v. Board of Trustees (1984) 160 Cal.App.3d 13
- Moreland Teachers Assoc. v. Kurze (1980) 109 Cal.App.3d 648
- King v. Berkeley Unified School District (1979) 89 Cal.App. 3d 1016

Policy Adopted: 9/12/02

Ridgecrest Charter School

Certificated Personnel

Personnel Reduction

For purposes of reduction of certificated personnel, terminations shall generally be in order of least seniority. The school may deviate from terminating or reappointing a certificated employee in order of seniority for either of the following reasons: (Education Code 44955, 44956)

1. To fill a demonstrated specific need for personnel to teach a specific course or courses of study, or to provide services authorized by a services credential with a specialization in either student personnel services or health for a school nurse, when the certificated employee has the necessary special training and experience which others with more seniority do not possess or
2. To maintain or achieve compliance with constitutional requirements related to equal protection of the law

Before assigning or reassigning any certificated employee to teach a subject which he/she has not previously taught, and for which he/she does not have a teaching credential or which is not within the employee's major area of postsecondary study, the Board shall require the employee to pass a subject matter competency test in the appropriate subject. (Education Code 44955, 44956)

Terminated certificated employees shall not be subject to any requirements that were not imposed on employees who continued in service; their period of absence shall be treated as a leave of absence and not considered a break in the continuity of their service. (Education Code 44956, 44957)

Notice and Right to Hearing

When the school needs to reduce the number of certificated staff, the school shall adhere to the notice, hearing and layoff procedures in Education Code 44949 and 44955.

When the Board, during the time period between five days after enactment of the Budget Act and August 15, determines that the total revenue limit per ADA has not increased by at least two percent and that the school therefore needs to reduce the number of certificated staff pursuant to Education Code 44955.5, the Board shall adopt a schedule of notice and hearings, and the school shall otherwise proceed pursuant to Education Code 44949 and 44955. (Education Code 44955.5)

Reappointment

If the number of employees is increased or the discontinued service reestablished, permanent certificated employees under 65 years of age shall have the right to reappointment in order of seniority for 39 months after being terminated. Probationary certificated employees under 65 years of age shall have the same right for 24 months after being terminated, subject to the prior reappointment rights of permanent employees. (Education Code 44956, 44957)

Ridgecrest Charter School**Certificated Personnel****Dismissal**

Permanent Employees

Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Cause and procedures for dismissal are defined by provisions of Education Code 44932 et seq.

Probationary Employees (Schools of 250 ADA or more)

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

At the end of the school year, the Governing Board may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

Probationary Employees (Schools of less than 250 ADA)

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

At the end of the school year, the Governing Board may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

Legal References:

Education Code

44660-44665	Evaluation and assessment of performance
44842	Automatic declining of employment
44918	Substitute or temporary employee; reemployment rights
44929.21	Districts with 250 ADA or more; notice of reelection decision.
44929.23	Districts with daily attendance less than 250
44932-44947	Suspension and/or dismissal of permanent employees
44948	Dismissal or suspension of probationary employees during school year
44948.2	Election to use provisions of Education Code 44948.3
44948.3	Dismissal of probationary employees (over 250 ADA)
44948.5	Dismissal of probationary employees (under 250 ADA)
44949	Cause, notice and right to hearing for dismissal of probationary employee
44953	Dismissal of substitute employees
44955	Reduction in number of permanent employees

Government Code

3543.2	Scope of representation (re duty of district to meet and negotiate regarding causes and procedures for discipline less than dismissal)
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Ridgecrest Charter School**Certificated Personnel****Suspension/Disciplinary Action**

The Governing Board desires that employees understand what is considered unacceptable conduct. Any violation of Board policy or administrative regulations shall be subject to disciplinary action. The Administrator or designee may take disciplinary action as he/she deems appropriate in light of the particular facts and circumstances involved. He/she shall ensure that disciplinary actions are taken in a consistent, nondiscriminatory manner and are appropriately documented.

Legal Reference:

Education Code

44009	Conviction of specified crimes
44010	Sex offense – definitions
44011	Controlled substance offense – definitions
44932	Grounds for dismissal of permanent employee
44933	Other grounds for dismissal
44938	Unprofessional conduct or incompetency; notice of charges
44940	Sex offenses and narcotic offenses; compulsory leave of absence
44940.5	Compulsory leave of absence; procedures; extension; compensation; bond or security; reports
44942	Suspension or transfer of certificated employee on grounds of mental illness
44944	Conduct of hearing
44948.3	Dismissal of employees on probation
45055	Drawing of warrants for teachers
51530	Advocacy or teaching of communism

Government Code

3543.2	Scope of representation
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Penal Code

291	School employees; arrest for sex offense; notice to school authorities
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Court Decisions

Crowl v. Commission on Professional Competence (1990) 225 Cal. App. 3d 334 (275 Cal.Rptr. 86)

Policy Adopted: 10/10/02

Ridgecrest Charter School

Certificated Personnel

Suspension/Disciplinary Action

Disciplinary Guidelines

The Administrator or designee shall prepare written guidelines which identify types of misconduct and possible consequences. Disciplinary guidelines shall describe progressive disciplinary actions which may be taken, including verbal warning, written warning, reassignment, suspension, freezing or reducing of wages, compulsory leave and dismissal.

Suspension Without Pay

When a permanent certificated employee's unprofessional conduct is not considered serious enough to warrant dismissal, he/she may be suspended without pay on grounds of unprofessional conduct, following procedures designated in Education Code 44932.

A certificated employee may be suspended without pay for a specified period as an alternative to dismissal during the school year, following procedures designated in Education Code 44948.3.

Notice of Unprofessional Conduct

Prior to the filing of written charges leading to suspension without pay, the employee shall receive a notice which indicates the nature of his/her unprofessional conduct, cites specific instances of unprofessional behavior, and gives him/her a 45-day opportunity to correct this conduct and avoid suspension. This notice shall also include the employee's evaluation made pursuant to Education Code 44664, if applicable. If the employee demonstrates full remediation during the above 45 days, disciplinary action shall not be taken.

Nonperformance of Duties

Whenever an employee refuses to perform assigned work without an acceptable reason, the Administrator or designee shall deduct from his/her wages an amount reasonably related to the time not worked. (Education Code 45055)

Compulsory Leave

The Governing Board shall immediately place on compulsory leave of absence any certificated employee who is charged with committing: (Education Code 44940)

1. Any sex offense as defined in Education Code 44010
2. Any offense involving the unlawful sale, use or exchange to minors of controlled substances identified in law as a mandatory leave offense

The Board also may require an immediate compulsory leave of absence when a certificated employee is charged with other offenses specified in law. (Education Code 44940)

This leave may extend for not more than 10 days after the entry of judgment in the proceedings. (Education Code 44940)

The Board may extend a certificated employee's compulsory leave by giving him/her notice, within 10 days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. (Education Code 44940.5)

Employee compensation during the period of compulsory leave shall be made in accordance with Education Code 44940.5.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

All Personnel

Sexual Harassment

The Governing Board desires to provide school employees with a working environment that is free from harassment. In order to achieve this end, the Board prohibits sexual harassment of school employees by anyone, in any manner, and shall not tolerate retaliatory action or behavior against a school employee or other person who complains, testifies or otherwise participates in the complaint process pursuant to Board policy and administrative regulations.

For the purposes of this policy, school employees shall include applicants for employment in the school.

Any school employee who permits, engages in or participates in sexual harassment of another school employee or student shall be in violation of this policy and is subject to disciplinary action, up to and including dismissal. An employee shall be deemed to have permitted sexual harassment where he/she has knowledge that a student or an employee has engaged in sexual harassment and fails to report such student or employee to the appropriate authorities, whether or not the victim makes a complaint.

A supervisor, principal or school administrator other than the Administrator or designee who receives a harassment complaint shall promptly notify the Administrator or designee.

Any school employee who feels that he/she has been sexually harassed or who has knowledge of any instance of sexual harassment by another employee or a student, shall immediately contact his/her supervisor, principal, Administrator or designee, or other school administrator, to obtain procedures for reporting a complaint. However, an employee may bypass his/her supervisor in registering a complaint where the supervisor is the alleged perpetrator of the sexual harassment. Employee complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

The Administrator or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff regarding the school's sexual harassment policy, particularly the procedures for registering complaints and employees' duty in availing themselves of the complaint procedure in order to avoid harm
2. Publicizing and disseminating the school's sexual harassment policy to staff
3. Ensuring prompt, thorough and fair investigation of complaints in a way that respects the privacy of all parties concerned, to the extent necessary
4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require subsequent monitoring of developments.

Legal Reference:

Education Code
200-262.4

Prohibition of discrimination on the basis of sex, especially:

Government Code
12900-12996 Fair Employment and Housing Act

Labor Code
1101 Political activities of employees
1102.1 Discrimination: sexual orientation

United States Code, Title 42

2000d - 2000d-7 Title VI, Civil Rights Act of 1964
2000e - 2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2 - 2000h-6 Title IX, 1972 Education Act Amendments

Code of Federal Regulations, Title 34

106.9 Dissemination of policy

Policy Adopted: 9/12/02

Ridgecrest Charter School

All Personnel

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite gender, in the work or educational setting, when (Education Code 212.5):

1. Submission to the conduct is made either expressly or by implication, a term or condition of the other's employment
2. Submission to or rejection of such conduct by the other individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work or academic performance; creating an intimidating, hostile or offensive work or educational environment; or of adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of education, employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the school

Other examples of sexual harassment, whether committed by a supervisor or any other employee, include but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way
7. Cornering or blocking of normal movements
8. Displaying sexually suggestive objects in the educational or work environment
9. Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Notifications

A copy of this policy shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired

3. Appear in any school or school publication that sets forth the school's or school's comprehensive rules, regulations, procedures and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of school information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The school's complaint process available to the employee
5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Commission
6. Directions on how to contact the Fair Employment and Housing Department and Commission

Regulation Adopted: 9/12/02

Ridgecrest Charter School

All Personnel

Employee Compensation

In order to secure and hold staff committed to student learning, the Governing Board recognizes the importance of an attractive compensation package which includes salaries, health benefits and other amenities.

The Board shall adopt separate salary schedules for certificated, classified, and management/supervisory/confidential personnel. These schedules shall comply with law and negotiated agreements and shall be printed and made available for inspection at the school office. Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Administrator or designee.

Legal Reference:

Education Code

44492-44494	Mentor teacher stipends
44977	Salary deductions during absence
45022-45061	Salaries, especially:
45023	Availability of salary schedule
45028	Salary schedule for certificated employees
45030	Salary schedule for substitutes
45032	Power of governing board to increase salaries
45160-45169	Salaries for classified employees
45268	Salary schedule for classified service in merit system districts

Government Code

3540-3549	Meeting and negotiating, especially:
3543.2	Scope of representation
3543.7	Duty to meet and negotiate in good faith

Policy Adopted: 10/10/02

Ridgecrest Charter School

All Personnel

Leaves

The Governing Board shall provide for paid and unpaid full-time and part-time employee leaves of absence in accordance with law, Board policy, and administrative regulation.

The Board recognizes the following justifiable reasons for absence as provided by law:

1. Personal illness or injury
2. Industrial accident or illness
3. Childbirth and recovery, care of newborn, placement of a child with the employee for foster care or adoption of a child
4. Military service
5. Family illness or accident; bereavement; fire, flood or other immediate danger to the employee's home or property; and other personal emergencies
6. Vacations for classified staff and certificated management staff, as applicable
7. Jury duty or required court appearances
8. Religious observances
9. Participation in child's school or day care activities
10. For certificated staff, sabbaticals for purposes of study or travel; for classified staff, sabbaticals for purposes of study or retraining
11. Attendance at work-related meetings and staff development opportunities
12. Compulsory leave

Legal Reference:

Education Code

- | | |
|-------------|---|
| 44036 | Leaves of absence for judicial and official appearances |
| 44037 | Unlawful to encourage exemption from jury duty |
| 44842 | Failure to provide notice or to report to work |
| 44940 | Sex offenses and narcotic offenses; compulsory leave of absence |
| 44962-44988 | Leaves of absence (certificated) |
| 45190-45210 | Leaves of absence (classified) |

Government Code

- | | |
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| 3543.2 | Scope of representation |
|--------|-------------------------|

Policy Adopted: 9/12/02

Ridgecrest Charter School

All Personnel

Personal Illness/Injury Leave

Full-time employees are entitled to 10 days leave of absence for personal illness or injury (sick leave) per school year, with full pay. Part-time employees shall be granted comparable sick leave in proportion to the time they work.

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee who does not complete a given year of service shall be charged for any unearned sick leave used as of the date of termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

Any employee who leaves the school after at least one year of employment and accepts a position in another school, county office of education or community college district within one year shall have transferred with him/her the total amount of accumulated sick leave. The school may not require new employees to waive their leave accumulated in a previous school. (Education Code 44979, 44980)

At the end of the school year employees (fulltime and part-time) may have the option of accepting payment of any unused leave. This leave is subject to a maximum of three days per year. Unused sick leave may also be transferred to a school-sponsored sick leave bank.

Sick leave may be used by employees for:

1. Cases of temporary inability to perform duties because of illness, accident or quarantine, whether or not the cause of absence arises out of and in the course of employment (Education Code 44964)
2. Absences due to pregnancy, miscarriage, childbirth and recovery
3. Cases of personal necessity
4. Medical and dental appointments, in increments of not less than one hour
5. Cases of industrial accidents or illnesses when leave granted specifically for that purpose has expired

An employee shall notify the school of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the school. If the duration of absence becomes shorter than estimated, the employee shall notify the school not later than 3 p.m. of the day preceding the day on which he/she intends to return to work. If failure to so notify the school results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Sick Leave beyond 10 Days

When a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his/her duties due to illness or accident for an additional period up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If the school has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that might have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

The sick leave, including accumulated sick leave, and the five-month period shall run consecutively. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)

After five months, if a certificated employee has exhausted all available sick leave and is not medically able to resume his/her duties, the employee shall be placed either in another position or on a reemployment list. If the employee is on probationary status, he/she shall be placed on the reemployment list for 24 months beginning at the expiration of the five-month period provided pursuant to Education Code 44977; if on permanent status, the employee shall be placed on the reemployment list for 39 months. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed school absence form to his/her immediate supervisor.

The Administrator or designee may, at any time, require additional written verification by the employee's physician or practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

The Administrator or designee may require an employee to visit a physician selected by the school and at school's expense in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis for when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Administrator or designee may, after giving notice to the employee, deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return and stipulating any recommended restrictions or limitations.

Regulation Adopted: 9/12/02

Ridgecrest Charter School

Classified Personnel

Evaluation/Supervision

The Governing Board recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

The Board expects supervisors to gauge employees' on-the-job effectiveness and appraise their major accomplishments and progress in a fair, objective and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school rules and regulations.

The Administrator or designee shall ensure that evaluation ratings have uniform meaning throughout the school.

The Administrator or designee shall ensure that classified employees have access to written rules or procedures related to the evaluation of their performance. (Education Code 45262)

Legal Reference:

Education Code	
45113	Rules and regulations for the classified service in districts not incorporating the merit system
45261	Subjects of rules (merit system districts)
45262	Printing and distribution of rules
Government Code	
3543.2	Scope of representation

Policy Adopted: 5/6/04

**Ridgecrest Charter School
Performance Report- Classified**

First Probationary
 Final Probationary
 Permanent Employee

Distribution	
White:	District Office
Yellow:	Employee
Pink:	Evaluator

Employee Name				Employee No.	Location Name		Location No.
Position Title				Date of Hire	If unscheduled report check here <input type="checkbox"/>	Due Date Mo . Yr.	
Section A				Section B: Record job strengths and superior performance incidents.			
Exceeds Standards	Meets Standards	Requires Improvement	Unsatisfactory	Factor Check List Immediate Supervisor Must Check Each Factor in the Appropriate Column			
				Section C: Record progress achieved in maintaining previously set goals for improved work performance, for personal, or job qualifications.			
				Section D: Record specific goals or improvement programs to be undertaken during next evaluation period.			
				Section E: Record specific work performance deficiencies or job behavior requiring improvement or correction. (Explain checks in column d)			
				Summary Evaluation: Check overall performance			
				<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Requires Improvement			
				<input type="checkbox"/> Meets Standards <input type="checkbox"/> Exceeds Standards			
				1. Observance of Work Hours 2. Attendance 3. Grooming and Dress 4. Compliance with Rules 5. Safety Practices 6. Public Contacts 7. Pupil Contacts 8. Employee Contacts 9. Knowledge of Work 10. Work Judgment 11. Planning and Organizing 12. Job Skill Level 13. Quality of Work 14. Volume of Acceptable Work 15. Meeting Deadlines 16. Accepting Responsibility 17. Accepting Direction 18. Accepting Change 19. Effectiveness Under Stress 20. Appearance of Work Station 21. Operation/Care of Equipment 22. Work Coordination 23. Initiative			

Students

Admissions and Enrollment

Applicability

This policy applies to all applicants to the Ridgecrest Charter School and the administration of the School in charge of admissions.

Policy Statements

1. Diversity

The School strives to attract, enroll, and retain at our school the broadest spectrum of students and families representative of the rich diversity existing in the County and its surrounding Counties.

2. Affirmation of Non-Discrimination

The School will be nonsectarian in its programs, admission policies, employment practices, and all other operations; the School will not charge tuition and the school will not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability or any other basis protected by law.

3. Open Enrollment / Public Random Drawing

Admission is available to any student in California who wishes to attend the School. However, if the number of students who wish to attend the charter school exceeds the School's capacity, attendance, except for existing pupils of the School, shall be determined by a public random drawing. Pupils currently attending the Charter School shall be guaranteed placement for the subsequent year. Preference in the public random drawing shall be extended to the following in order of priority:

- a. Siblings of students currently enrolled in the school
- b. Children of staff and governing board members

4. Minimum Age

State Law requires a child to be five years of age by December 2nd to start Kindergarten. Students who have not reached the age of 5 by December 2nd may start Kindergarten upon turning 5 years old providing the Board determines that the admittance is in the best interests of the child, the parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance and providing there is available space in Kindergarten and parents sign a form to acknowledge that placement at mid-year does not necessarily mean promotion to first grade at the end of the school year.

A student must be age 6 by December 2nd (or have completed one year of Kindergarten) to start 1st grade. A child enrolled in public or private Kindergarten may be deemed ready for first grade by the Board with the consent of a parent or guardian as long as the child is at least five years of age.

5. Immunizations

California law requires an immunization record be presented to the school staff before a child can be enrolled in school. The Charter School requires that written verification from a doctor or immunization clinic of the following immunizations:

- a. Diphtheria.

- b. Measles.
- c. Mumps, except for children who have reached the age of seven years.
- d. Pertussis
- e. (whooping cough), except for children who have reached the age of seven years.
- f. Poliomyelitis.
- g. Rubella.
- h. Tetanus.
- i. Hepatitis B.
- i. Varicella (chickenpox), (persons already admitted into California public or private schools at the Kindergarten level or above before July 1, 2001, shall be exempt from the Varicella immunization requirement for school entry).

Charter School verification of immunizations is to be by written medical records from your doctor or immunization clinic.

Exceptions are allowed under the following conditions:

- a. The parent provides a signed doctor's statement verifying that the child is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- b. A parent may request exemption of their child from immunization for personal beliefs.
- c. Pupils who fail to complete the series of required immunizations within the specified time allowed under the law will be denied enrollment until the series has been completed.

Any child leaving the United States for a short vacation to any country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST receive a TB Screening upon return.

6. Physical Examinations

All pupils are to have completed a health screening examination on or before the 90th day after the pupil's entrance into first grade or such pupils must have obtained a waiver pursuant to Health and Safety Code Section 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to pupils enrolled in kindergarten.

Failure to obtain an examination for your child or a waiver will result in your child being denied enrollment.

If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

7. Enrollment Cut-Off Dates

The following dates are established to control student enrollment into the school and a particular grade level.

- 6th - 8th grade the first day of school.
- K- 5th Grade end of first semester

Procedural Requirements

1. On an annual basis, the Charter School will determine its maximum capacity and offered grade levels for student enrollment, if any.
2. An open enrollment period will be held annually, which is advertised within the school community so that all interested students may have an equal opportunity to apply for admission. A deadline for accepting applications will be clearly stated.
3. Enrollment forms will be sorted by grade, and counted.
4. In the event that capacity is not met at a certain grade level, all students applying for enrollment into that grade will be enrolled and shall be considered an “existing Charter School student” for purposes of this procedure.
5. In the event that the number of enrollment applications exceeds capacity at any grade level, a random, public lottery will be held on a date and location that is published throughout the County and adjacent Counties. The lottery shall be conducted as follows:
 - a. Should more than one grade require selection by lottery, the order that grades are filled will also be determined by lottery.
 - b. Enrollment for each grade will be determined in stages pursuant to the preferences in this policy until capacity is met as follows:
 - Siblings of students currently enrolled in the school
 - Children of staff and governing board members
 - c. Enrollment forms for each grade level will be separated into piles according to their stage and will be counted and numbered. If the number of enrollment forms in each stage would not exceed the grade’s capacity, all students applying for enrollment in that stage will be enrolled and shall be considered an “existing Charter School student”. When a stage is reached where the number of enrollment forms would exceed the grade’s remaining capacity, the matching numbers assigned to the enrollment forms in that stage will be put into a “bingo ball” machine and drawn until capacity is reached. A student whose enrollment form number is drawn will be enrolled and shall be considered an “existing Charter School student”.
 - d. Once all grades are filled to capacity, a waiting list will be drawn for each grade in case a vacancy should arise prior to or during the school year. The order of the waiting list will be determined in the same stages as outlined above (enrollment forms will be redistributed into stages as necessary to account for any students who may now be “a sibling of an existing student”) using an identical method of placing the matching numbers assigned to enrollment forms into a “bingo ball” machine by stage and drawing them until all enrollment forms have been ordered and placed on the waiting list.
6. Enrollment or waiting list confirmations will be mailed. Registration packets will also be mailed at this time and will consist of state-required information, such as immunizations and other School-generated forms.
7. If completed registration information is not submitted by the date required in the Registration Packet the slot will be forfeited.
8. Waiting lists will be maintained for the current enrollment year only. Waiting lists will not carry over to the following year and those applicants on the waiting list must re-apply the following year. No priority can be given to former waiting list applicants for the following year.
9. Any enrollment forms applying for enrollment received after the open-enrollment deadline shall be date and time stamped and either (a) placed on the end of the waiting list for the applicable grade in the

order they are received; or (b) if applying for enrollment in grade that is not yet at capacity the student will automatically be enrolled; or (c) if applying for a grade that is at capacity but which does not yet have a waiting list will be placed in the first position on a waiting list for that grade.

10. Once placed on a waiting list, a student will remain on the list until one of the following occurs:
 - a. The student is accepted into the Charter School as space becomes available and enrolls in the School.
 - b. The parent/guardian requests that the student be removed from the waiting list.
 - c. The school year ends.
11. When a space becomes available in a grade level, the slot will be offered to the first name on the waiting list for that grade level if a waiting list exists for that grade level. The notification will be mailed to the address on the enrollment form and will consist of a written offer letter along with a response form for the parent to return to the Charter School.
12. It is the parent's responsibility to update their contact information continuously with the Charter School. The Charter School shall not be responsible for failure to contact a waiting list parent due to expired contact information. Once notified of an available slot, a parent/guardian will have the following options:
 - a. Accept the available slot. The acceptance must be received by the Charter School within three (3) days of the date of the offer letter in order for the acceptance to be valid.
 - b. Decline the available slot and be removed from the waiting list
 - c. Decline the available slot and be placed at the end of the waiting list
 - d. If the School does not receive a response form within three (3) days, the Charter School will deem the Parent to have declined the available slot and remove the student from the waiting list.
13. If the slot is not accepted or a slot is forfeited due to late registration materials or scheduling of a family orientation and start date for the student, the slot will be offered to the next name on the list and the above procedure will continue until either the slot is filled or the waiting list is exhausted. Parents who have accepted enrollment but who have forfeited their "slot" due to late or missing registration materials or late scheduling of a parent orientation and start date for the student will have the opportunity to be placed at the end of the waiting list
14. In the event a situation arises that is not covered by this procedure, the Board of the Charter School will determine the fairest method for resolution of the issue.
15. Prior to admission, the following must occur:
 - a. If the child has not attended the School before, it is mandatory that the parents provide a birth certificate for the child.
 - b. Parents shall attend a parent orientation.
 - c. Registration packets must be submitted by the date required in the registration packet, including proof of immunizations and physical examination as required by this policy.
 - d. The registration packet shall include authorization for the school to request and receive student records from schools the student has attended or is currently attending.
 - e. The registration packet shall include full disclosure by the parents, current teacher, and current school of any specific needs of the child.

- f. A copy of any existing Student Study Team (SST) evaluations and recommendations for the student shall be provided.
- g. A copy of any existing Individual Education Program (IEP) for the student shall be provided.
- h. Required procedures for the transfer of program between SELPAs shall be followed as applicable.

Adopted: August 12, 2004
Amended: June 30, 2005

Ridgecrest Charter School**Students****Absences and Excuses**

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Education Code 46014)

Unexcused Absences/Truancy

The Administrator designee shall implement positive steps to reduce truancy, such as communication with parents/guardians and the use of student study teams.

The school participates in the county school attendance review board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems.

Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the county probation department.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, the school attendance review board or probation officer may ask the State Board of Education of Schools to request a juvenile court petition on behalf of the student.

For purposes of the CalWORKS program, a student shall be determined to be "regularly attending school" until he/she has been referred by the school attendance review board to the county District Attorney.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

Legal Reference:

Education Code
1740

Employment of personnel to supervise attendance (county superintendent)

2550-2558.6	Computation of revenue limits
37201	School month
37223	Weekend classes
41601	Reports of average daily attendance
42238-42250.1	Apportionments
46000	Records (attendance)
46010-46014	Absences
46100-46119	Attendance in kindergarten and elementary schools
46140-46147	Attendance in junior high and high schools
48200-48208	Children between ages of 6 and 18 years (compulsory full-time attendance)
48216	Immunizations
48240-48246	Supervisors of attendance
48260-48273	Truants
48292	Filing complaint against parent
48320-48324	School Attendance Review Boards
48340-48341	Improvement of student attendance
49067	Unexcused absences as cause of failing grade

Family Code	
6920-6929	Consent by minor

Vehicle Code	
13202.7	Driving privileges; minors; suspension or delay for habitual truancy

Welfare And Institutions Code	
601-601.4	Habitually truant minors
11253.5	Compulsory school attendance

Policy Adopted: 10/10/02

Ridgecrest Charter School

Students

Absences and Excuses

Excused Absences

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/ daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. Participation in religious instruction or exercises in accordance with school policy
 - a. In such instances, the student shall attend at least the minimum school day. (Education Code 46014)
 - b. The student shall be excused for this purpose on no more than four school days per month. (Education Code 46014)

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205)

1. Appearance in court
2. Attendance at a funeral service
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a semester
5. Employment interview or conference

In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours. (Education Code 48205)

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date or dates of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Physician's verification

- a. When excusing students for confidential medical services or verifying such appointments, school staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
- b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician.

Truancy

1. Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Administrator or designee. (Education Code 48260)

The parent/guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)

- a. The student is truant
 - b. The parent/guardian is obligated to compel the student to attend school
 - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296
 - d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy
 - e. Alternative educational programs are available in the school
 - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse
 - g. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7
 - h. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day
2. Upon his/her first truancy, a student may be given a written warning by a peace officer. A record of this warning may be kept at school for at least two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school.
 3. Upon his/her second truancy within the same school year, a student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #5 below.
 4. Upon his/her first or second truancy within the same school year, an appropriate school staff member shall make every effort to hold at least one conference with the student and parent/guardian and may discuss resources available for achieving regular school attendance, which may include:
 - a. Program changes
 - b. Referral of family to community agency
 - c. Referral to school psychologist or student study team
 - d. Modified day
 - e. Independent study
 - f. Special school projects, special programs
 - g. School furlough
 - h. Work-experience education
 - i. Alternative education
 - j. Referral for health checkup, medical examination
 5. Upon his/her third truancy within the same school year, a student may be referred to, and required to attend, an attendance review board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Administrator or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #6 below.
 6. Upon his/her fourth truancy within the same school year, the student shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5)

A habitual truant may be referred to a school attendance review board or to the probation department. (Education Code 48263)

When a student is referred to a school attendance review board or to the probation department, the Administrator or designee shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian will be required, along with a school staff member, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)

If the school attendance review board or probation officer determines that available community services can resolve the problem of the truant or insubordinate students, then the school attendance review board or probation officer shall direct the student and/or the student's parents/guardians to make use of these resources. (Education Code 48263)

If the school attendance review board or probation officer determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the school attendance review board or probation officer or to services provided, the school attendance review board and/or probation officer may notify the county district attorney.

7. If a student in grades 7-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at school, or if a student has been required by the court to attend school as a condition of probation, the school shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse. (Education Code 48267)

The Administrator or designee shall gather and transmit to the State Board of Education of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)

Regulation Adopted: 10/10/02

Ridgecrest Charter School**Academic Acceleration**

Assignment to a higher grade-level will occur only after careful assessment of the student's ability, intellectual growth, emotional development, social competence, and academic achievement. Any change in a pupil's grade level must be in the student's best interest.

In some unique cases, parents may seek grade level advancement for students in grades K-8. The needs of each individual student are of the utmost importance and must be met in the most effective manner possible; therefore, K-8 grade level acceleration will be considered upon compliance with all of the following criteria:

- ❑ Receipt of written request by the principal from parent/guardian requesting their son or daughter "advance" a grade. The Principal should receive this written request no later than the end of the second quarter.
- ❑ Recommendation from current grade level teacher as to in-class/grade performance in core subjects (Language Arts, Reading, and Mathematics). In-class observation and external testing will confirm the developmental readiness of the student.
- ❑ Review of available norm referenced test (pre and post), and posts test for the grade level to be "skipped."
- ❑ The school psychologist or counselor will perform an emotional and social readiness evaluation of the student's ability to deal with issues and students in the proposed grade placement.
- ❑ Conference attended by Principal, current teacher, next year's teacher, and parent or guardian.
- ❑ The academic acceleration decision will be made by the Principal or designee prior to June 30th, and formally communicated to the parents via letter to their home address.

Policy Approved: 10/10/02

Ridgecrest Charter School

Students

Safety

The Governing Board recognizes the importance of providing a safe school environment in order to help ensure student safety and the prevention of student injury. The Administrator shall implement appropriate practices to minimize the risk of harm to students, including practices relative to school facilities and equipment, outdoor environment, educational programs and school-sponsored activities.

Staff shall be responsible for the proper supervision of students during school hours, while at school-sponsored activities when directed by the administrator, and while using contracted transportation.

The Administrator shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy and administrative regulation. Copies of the rules shall be sent to parents/guardians and be readily available at the school at all times.

The Administrator shall ensure that students receive appropriate instruction on topics related to safety, injury prevention and disease prevention.

Legal Reference:

Education Code

8482.8484.6	Before and After School Learning and Safe Neighborhood Partnerships Program
17280-17317	Building approvals (Field Act)
17365-17374	Fitness of school facilities for occupancy
32001	Fire alarms and drills
32020	School gates; entrances for emergency vehicles
32030-32034	Eye safety
32040	First aid equipment
32050-32051	Hazing
32225-32226	Two-way communication devices in classrooms
32240-32245	Lead-free schools
32250-32254	CDE school safety and security resources unit
35183.5	Sun protection
35294-35294.9	Safety plans
44807	Duty of teachers concerning conduct of students to and from schools, on playgrounds, and during recess
44808	Exemption from liability when students are not on school property
44808.5	Permission for students to leave school grounds; notice (high school)
49300-49307	School safety patrol
49330-49335	Injurious objects
49341	Hazardous materials in school science laboratories
51202	Instruction in personal and public health and safety

Government Code

810-996.6	California Tort Claims Act, especially:
815	Liability for injuries generally; immunity of public entity
835	Conditions of liability
4450-4458	Access to public buildings by physically disabled persons

Health and Safe Code

115725-115750	Playground safety
115775-115800	Wooden playground equipment
115810-115816	Playground safety and recycling grants

Public Resources Code

5411 Purchase of equipment usable by physically disabled persons

Vehicle Code

21212 Use of helmets

Code of Regulations, Title 5

202 Exclusion of students with a contagious disease

5531 Supervision of social activities

5552 Playground supervision

5570 When school shall be open and teachers present

14103 Bus driver; authority over pupils

Code of Regulations, Title 22

65700-65750 Safety regulations for playgrounds; definitions and general standards

Court Decisions

Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508

Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Ridgecrest Charter School

Students

Safety

The Administrator shall recommend appropriate practices to protect students from heat illness.

Students shall be allowed proper hydration during the school day.

The Administrator may incorporate heat and sun safety into the curriculum in order to increase students' understanding of the health risks associated with overexposure to heat and ultraviolet radiation and to encourage students to engage in preventative practices.

The Administrator shall check for the following prior to outside activity during hot days, which are defined as **XXXX**:

- 1) Be sure students are drinking water. Replacement by thirst alone is inadequate.
- 2) Test the air prior to outside activity using a wet bulb, globe, temperature index (WBGT index) which is based on the combined effects of air temperature, relative humidity, radiant heat and air movement.

The following precautions are recommended when using the WBGT Index:

Below 65 – Unlimited activity
 65-73– Moderate risk
 73-82 – High risk
 82 plus – Very high risk

Wet bulb temperature measurements should be taken 10-15 minutes before the activity, and the results should be used with a heat index to determine if activities should be started, modified, or stopped.

- 3) An alternative method for assessing heat and humidity is the weather guide or heat index. A Heat Index chart should come from a reputable source like the National Oceanic and Atmospheric Association. Based on the Heat Index chart, the following actions will occur: **XXXXX**

A relative humidity of 35 percent and a temperature of 95 degrees Fahrenheit are likely to cause heat illness, with heat stroke likely.

Environmental temperature and humidity both contribute to dehydration and heat illnesses. Clothing, such as dark, bulky, or rubber protective equipment can drastically increase the chance of heat illness and dehydration. Even dry climates can have high humidity if sprinkler systems are scheduled to run before early morning practices start.

The main problem associated with exercising in hot weather is water loss through sweating. Water loss is best replaced by allowing the student unrestricted access to water. Probably the best method is to have water available at all times and to allow the student to drink water whenever he/she needs it.

Ridgecrest Charter School

Students

Discipline

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. The school shall develop disciplinary rules in accordance with law to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

Staff shall enforce disciplinary rules fairly, consistently and without discrimination.

The Administrator or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.

Legal Reference:

Civil Code

1714.1 Parental liability for child's misconduct

Education Code

35146 Closed sessions
 35291 Rules
 35291.5 School-adopted discipline rules
 35291.7 School-adopted discipline rules: additional employees
 35294-35294.9 School safety plans
 37223 Weekend classes
 44807.5 Restriction from recess
 48630-48644.5 Opportunity schools
 48900-48925 Suspension and expulsion
 48980-48985 Notification of parents or guardians
 49000-49001 Prohibition of corporal punishment
 49330-49334 Injurious objects

Code of Regulations, Title 5

307 Participation in school activities until departure of bus
 353 Detention after school

Ridgecrest Charter School

Students

Discipline

Site-Level Rules

Rules for student discipline shall be developed at each school site. In developing these rules, each school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. The rules shall be consistent with law, Governing Board policy and school regulations. Each school shall file a copy of the rules with the Administrator or designee and Board. (Education Code 35291.5)

These rules shall be revised as necessary and shall undergo the site-level review and adoption process at least every four years. (Education Code 35291.5)

Disciplinary strategies provided in Board policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student for advice and counseling
2. Discussion or conference with parents/guardians
3. Recess restriction
4. Detention during and after school hours
5. Community service
6. Reassignment to an alternative educational environment
7. Removal from the class in accordance with Board policy, administrative regulation and law
8. Suspension and expulsion

Corporal Punishment

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. (Education Code 49001)

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 property. (Education Code 49001)

Recess Restriction

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service

Except when suspension or expulsion is required by law, the Administrator, principal or principal's designee, at his/her discretion, may require a student to perform community service on school grounds during nonschool hours instead of imposing other disciplinary action. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Administrator or designee shall notify parents/guardians, in writing, about the availability of school rules related to discipline. (Education Code 35291)

In addition, at the beginning of each school year, the principal or designee shall notify students and parents/guardians, in writing, regarding school rules related to discipline. Transfer students and their parents/guardians shall receive such notice upon enrollment. (Education Code 35291.5)

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Students

Suspension and Expulsion/Due Process

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

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

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation.

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.

The Superintendent or designee shall notify staff, students and parents/ guardians about the district's zero tolerance policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5)

On-Campus Suspension Program

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other

assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.

Decision not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:

Education Code

212.5	Sexual harassment
233	Hate violence reduction
1981	Enrollment of students
17292.5	Program for expelled students
35146	Closed sessions (re suspensions)
35291	Rules (for government and discipline of schools)
35291.5	Rules and procedures on school discipline
48660-48666	Community day schools
48900-48926	Suspension and expulsion
48950	Speech and other communication
49073-49079	Privacy of student records

Code Of Civil Procedure

1985.1997	Subpoenas; means of production
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Government Code

11525	Contempt
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54950-54962 Ralph M. Brown Act (re closed sessions)

Health and Safety Code

11014.5 Drug paraphernalia
11053-11058 Standards and schedules

Labor Code

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

240 Assault defined
242 Battery defined
243.4 Sexual battery
245 Assault with deadly weapon
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
417.25 Laser scope
422.6 Interference with civil rights; damaging property
422.7 Aggravating factors for punishment
422.75 Protected classes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors or stun guns
868.5 Supporting person; attendance during testimony of witness

UNITED STATES CODE, TITLE 20

6301 – 8962 Improving America's Schools Act, especially:
8921 – 8922 Gun-Free Schools Act of 1994

Policy Adopted: 11/18/02

Ridgecrest Charter School**Staff Access to Networked Information Resources**

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Director to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The School reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Director to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the School and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

Policy Adopted: 02/10/05

Ridgecrest Charter School

Staff Access to Networked Information Resources Procedures

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The School may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research, complete assignments, and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The following behaviors are not permitted on district networks:

- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Violating regulations prescribed by the network provider
- Promoting, supporting or celebrating religion or religious institutions
- Conducting union or employee association business, except as may be agreed to in writing between the union/employee association and the School, and subject to the usage guidelines and conditions contained in this policy. Only current, active employees will be granted school email and voice mail accounts
- Use of the school email and voice mail system for Association business is subject to all generally-applicable rules and conditions for use of school email and communication systems (e.g., no use for obscene, malicious, harassing, commercial, political campaign, defamatory, or illegal communications or purposes) and as identified in this policy and procedure. Every email originating on the school system is identified by its address as a school document. The school reserves the right to suspend or terminate any email or voice mail account without notice for communications that do not exhibit the professionalism expected in more formal school communications.
- The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and /or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account. The School reserves the right to amend its policies and procedures regarding Staff Access to Networked Information Services and acceptable use agreements.

Ridgecrest Charter School
Student Internet Use Agreement

Please read this document carefully before signing.

We are pleased to offer students in the Ridgecrest Charter School access to the computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the teacher/administrator in charge.

Access to the Internet will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the school's intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Ridgecrest Charter School supports and respects each family's right to decide whether to apply for access

Internet Terms and Conditions

- 1) **Acceptable Use** - The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- 2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- 3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Accessing personal e-mail
 - Harassing, insulting or attacking others
 - Sharing confidential information (name, personal address, phone number)
 - Damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, work or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Downloading of files
 - Purchasing of items, materials, goods, etc.
- 4) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the teacher/administrator in charge. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as anyone but yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- 5) **Vandalism** — Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet, or any of the above listed agencies or other

networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

Ridgecrest Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. RCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. RCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

USER/STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate school or legal disciplinary action taken.

User's Name (please print): _____

User's Signature: _____ Date: _____

PARENT/GUARDIAN

As the parent or guardian of _____, I have read the Internet Use Agreement.

I understand this access is designed for educational purposes. However, I also recognize it is impossible for Ridgecrest Charter School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I accept responsibility for conveying acceptable standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I hereby give permission to issue an account for this student.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

Sponsoring Teacher/Administrator (must be signed if applicant is a minor student)

I have read the Internet Use Agreement and agree to promote the Agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher/administrator, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher/Administrator's Name (please print): _____

Signature: _____ Date: _____

Regulation Adopted: 2/10/05

Ridgecrest Charter School

Instruction

Curriculum Development and Evaluation

The Governing Board accepts responsibility for establishing what students should learn. The Board shall adopt a school curriculum which reflects school philosophy, responds to student needs and abilities, and is consistent with the requirements of law. Insofar as possible, this curriculum shall also reflect the desires of the community and the needs of society as a whole.

The Board considers curriculum improvement to be a top priority for the school. Curriculum development and evaluation will therefore be an ongoing process in the school, routinely supported by planned allocations of resources and staff time.

The Board may establish a curriculum review cycle for comparing each area of the curriculum against state model curriculum standards and Board policy.

The Administrator or designee shall establish procedures which ensure that the curriculum development and evaluation process includes input from teachers, administrators, students and parents/guardians from all grade levels, disciplines, schools, special programs and categories of students. The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

The Administrator or designee shall keep the Board informed about student interest and achievement in each area of the curriculum. The Administrator or designee also shall facilitate the Board's efforts to discuss its findings with school staff and students before adopting the school curriculum.

Legal Reference:

Education Code

221.5	Equal opportunity without regard to sex
35160	Authority of governing boards
35160.1	Broad authority of school districts
51050-51057	Enforcement of courses of study
51200-51263	Required courses of study, especially
51225.3	Requirements for high school graduation
51500-51551	Prohibited instruction
51720-51879	Authorized classes and courses of instruction
52000-52049	Improvement of education
52060-52067	American Indian early childhood education program
52160-52178	Bilingual-Bicultural Act
52200-52212	Mentally gifted and talented pupil program
52300-52414	Vocational education
54000-54041	Programs for disadvantaged pupils
54100-54145	Miller-Unruh Act of 1965
56000-56865	Special education programs

Government Code

3543.2	Scope of representation
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Code of Regulations, Title 5

4000-4091	School improvement programs
4301-4320	Bilingual education programs
4400-4426	Improvement of education

Ridgecrest Charter School

Instruction

Extracurricular and Cocurricular Activities

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The school shall encourage and support student participation in extra/cocurricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extra/cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

The Administrator or designee shall ensure that disabled students have access, to the extent possible, to extracurricular and cocurricular activities, student organizations and school-related social events, regardless of the severity or nature of their disabilities.

Extra/cocurricular activities shall be supervised by school employees whenever they are conducted under the name of the school.

ELIGIBILITY REQUIREMENTS

In order to participate in extra/cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

The Administrator or designee may exempt from eligibility requirements extra/cocurricular activities or programs which are offered primarily for the student's academic or educational achievement.

To encourage and support academic excellence, the Board requires students in grades K through 8 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/cocurricular activities.

Students with any "F" grades do not meet eligibility requirements.

The Administrator or designee may grant ineligible students a probation period of not more than one semester.

The Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. In implementing this policy, the Administrator or designee shall help ineligible students regain eligibility.

The Administrator or designee may revoke a student's eligibility for participation in extra/cocurricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35160.5	School policy rules and regulations; requirements; matters subject to regulation
35179	Interscholastic athletics; associations or consortia
48930-48938	Student organizations

CODE OF REGULATIONS, TITLE 5

350	Fees not permitted
5531	Supervision of extracurricular activities of pupils

COURT DECISIONS

Hartzell v. Connell (1984) 35 Cal.3d 899

Management Resources:

CDE LEGAL ADVISORIES

1001.09 Access to School-Related Activities and Events by Disabled Students, LO: 3-90

CDE PROGRAM ADVISORIES

0409.87 Student Requirements for participation

Policy Adopted: 10/10/02

Ridgecrest Charter School

Instruction

Extracurricular and Cocurricular Activities

Extracurricular activities are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school
2. Students participating in the program represent the school
3. Students exercise some degree of freedom in either the selection, planning or control of the program
4. The program includes both preparation for performance and performance before an audience or spectators

Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

Cocurricular activities are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

Any teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California is not an extracurricular or cocurricular activity for purposes of this policy. (Education Code 35160.5)

The grade point average used to determine eligibility shall be based on grades of the previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

In the event a student finds that he/she is academically ineligible to participate in extra/cocurricular activities in the first grading period of the upcoming year, he/she may request that the total spring and summer school grades be used to determine eligibility for the first grading period of the upcoming school year.

When students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades shall be included in the computation of their grade point average.

Receiving an Incomplete shall have no effect on a student's academic eligibility as long as the resolution of the Incomplete would not lower his/her grade point average below 2.0. If the resolution of an Incomplete could lower the student's grade point average to below 2.0, the student shall be considered ineligible until the Incomplete is removed and the grade point average determined.

PROBATIONARY PERIOD

Probation of one semester or less may be authorized by the Administrator or designee.

Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

The principal or designee shall provide written notice to both the student and parent/guardian when a student is ineligible or placed on probation. He/she shall also consult with the student's teachers and suggest a program of remediation to improve the student's academic progress.

Ridgecrest Charter School

Instruction

Athletic Competition

The Governing Board recognizes that the athletic program constitutes an integral component of the educational program, providing participants with an opportunity to promote physical well-being, enhance self-confidence, build school spirit and promote a positive school climate while learning values such as teamwork and sportsmanship. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

Sportsmanship

The Board supports the ideals of sportsmanship, ethical conduct and fair play and commits the school to providing an environment which promotes good sportsmanship.

The Board expects athletes, coaches, spectators and others to demonstrate good sportsmanship during all athletic competition. Students and staff are responsible for maintaining sportsmanlike behavior at all times and may be subject to disciplinary action for improper conduct.

Each school shall adopt and implement appropriate guidelines and rules related to sportsmanship, citizenship and behavior at athletic contests.

Equivalent Opportunity

The school interscholastic athletic program and activities shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Administrator or designee shall ensure that equivalent opportunities for both genders are provided.

The Board encourages all interested students to participate in the athletic program and try out for teams.

California Interscholastic Federation

The Board maintains membership in the California Interscholastic Federation (CIF) and requires that interscholastic athletic activities be conducted according to Board and CIF rules, regulations and policies. The Administrator or designee shall have responsibility for the school interscholastic athletic program while the principal or designee at each participating school shall be responsible for site-level decisions as appropriate.

The Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the school in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the school's goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the school, and individual interpersonal communication and leadership skills.

The Administrator or designee shall ensure that CIF representatives report regularly to the Board on league, section and statewide issues, as well as activities and prospective actions related to athletics.

Student Eligibility

Participation in the school interscholastic athletic program is limited to those students who maintain minimum progress toward completing school graduation requirements, maintain the required grade point average established by the Board for participation in extracurricular and cocurricular activities and meet other school and CIF eligibility requirements.

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

Students shall have a medical clearance before participating in the interscholastic athletic program.

Care shall be taken to ensure that all athletic training and competition is conducted in a manner which will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

Supervision

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training and preparation for competition. Athletic events shall be officiated by qualified personnel.

Legal Reference:

EDUCATION CODE

200-261	Prohibition of discrimination on the basis of sex
17580-17581	Football equipment
33353-33353.5	California Interscholastic Federation; implementation of policies, insurance program
33354	CDE authority over interscholastic athletics
35160.5	District policies; rules and regulations
35161	Powers and duties generally
35179	Interscholastic athletics
48930-48938	Student organizations
49020-49023	Athletic programs; legislative intent, equal opportunity, apportionment, prohibited sex discrimination

CODE OF REGULATIONS, TITLE 5

4900-4962	Nondiscrimination in elementary and secondary education programs receiving state financial assistance
5531	Supervision of extracurricular activities of pupils
5590-5596	Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681 – 1688	Discrimination based on sex or blindness, Title IX
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COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

A Board Member's Guide to CIF and Interscholastic Sports

CIF PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws, 1996-97

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

Rules on Bleeding Players

Ridgecrest Charter School**Instruction****Athletic Competition**

Sportsmanship

Sportsmanship involves taking a loss or defeat without complaint, taking victory without gloating and treating opponents and officials with fairness, courtesy and respect.

Unacceptable behavior at all school contests includes berating an opponent's school or mascot, berating opposing players and making obscene cheers or gestures.

Coaches, athletes, cheerleaders and spectators shall respect the integrity and judgment of sports officials. Words or gestures of complaint about officials' calls are unacceptable.

Equivalent Opportunity

Exclusion on the basis of gender from participation in any extracurricular or athletic program or activity constitutes discrimination. (Education Code 230)

No person shall on the basis of gender be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic or intramural athletics. The school shall not provide athletics separately on such basis. (5 CCR 4920)

The school may provide single-gender teams where selection for teams is based on competitive skills. (5 CCR 4921)

When a school provides only one team in a particular sport for members of one gender but provides no team in the same sport for members of the other gender, and athletic opportunities in the total program for that gender have been previously limited, members of the excluded gender shall be allowed to try out for the team. (5 CCR 4921)

When determining whether equivalent opportunities are available to both genders in athletic programs, the school shall consider, among other factors: (5 CCR 4922)

1. Whether the selection of sports and other extracurricular and cocurricular competition effectively accommodates the interests and abilities of both genders
2. The provision of equipment and supplies
3. Scheduling of games and practice times
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity

Health and Safety

Coaches and appropriate school employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition.

Whenever an athlete incurs an injury or wound that produces bleeding or other bodily fluids, the athlete shall be appropriately treated as soon as possible, using universal precautions.

Parental Notifications

Before a student participates in interscholastic athletic activities, his/her parents/guardians shall receive a notice which:

1. Explains that there is an element of risk associated with all athletic competition and that the school cannot ensure that their student will not be injured, despite the staff's commitment to provide for every participant's health and welfare
2. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the school to and from competitions
3. Explains that it is imperative that the student adhere strictly to all safety rules, regulations and instructions as well as rules and guidelines related to sportsmanship and citizenship

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Instruction

School-Sponsored Trips

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, classrooms may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Administrator or designee.

Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities is overnight, or where the nature of the trip requires a higher ratio, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

Study Trips

In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Where possible, school's insurance carrier will be notified and given a list of field trip locations prior to approval.

Legal Reference:

Education Code

8760	Authorization of outdoor science and conservation programs
32040	Duty to equip school with first aid kit
32041	Field trips
32043	Snakebite kits on field trips
32044	Violations
35330	Excursions and field trips
35331	Provision for medical or hospital service for pupils (on field trips)
35332	Chartered airline transportation
35350	Transportation of students
44808	Liability when pupils not on school property
48908	Duties of pupils; authority of teachers

Ridgecrest Charter School**Instruction****School-sponsored Trips**

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The school shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least ten days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to ten ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Swimming Activities
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
 - c. Owners of private pools must provide a certificate of insurance, designating the school as an additional insured, for not less than \$500,000 in liability coverage.
 - d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
 - e. The ratio of adult chaperones to students shall be at least one to ten. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.
 - f. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
 - g. Emergency procedures shall be included with written instructions to adult chaperones and staff.
 - h. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
 - i. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
 - j. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

Regulation Adopted: 10/10/02

Ridgecrest Charter School

Instruction

Independent Study (Short Term)

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students in grades K-8 and adult education may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be met best through study outside of the regular classroom setting.

The school's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the school's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources as is available to other students in the school.

The Administrator or designee shall determine that the prospective independent study student understands and is prepared to meet the school's requirements for independent study. Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

The Administrator or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.

To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work which shall be as follows:

- | | | |
|--------------------------------|-----------------------------|---------|
| 1. for students in grades K-3: | 1 week | |
| 2. | for students in grades 4-8: | 2 weeks |

When circumstances justify a longer time, the Administrator or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.

When any student fails to complete consecutive independent study assignments, the Administrator or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. Evaluation findings shall be kept in the student's permanent record.

The Administrator or designee shall annually report to the Board the number of students engaged in independent study, the ADA generated, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study.

Legal Reference:

Education Code	
17289	Exemption for building
44865	Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6	Methods of computing ADA
48220	Classes of children exempted
48340	Improvement of pupil attendance
48915	Expulsion; particular circumstances
48917	Suspension of expulsion order
51225.3	Requirements for high school graduation
51745-51749.3	Independent study programs
52000	Improvement of elementary and secondary education: legislative intent
52015	School improvement plans: components of plan
52017	Secondary schools: additional plan components
56026	Individual with exceptional needs

Family Code

6550 Authorization affidavits

Code of Regulations, Title 5

11700-11703 Independent study

Policy Adopted: 10/10/02