

Sacramento Valley Charter School
Transaction Report
July 23 - August 21, 2019

| | | |
|--------------------------|---|---------------------------|
| Total for Miscellaneous | UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous | \$ 100.00 |
| Total for Transportation | UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation | \$ 39,315.00 |
| TOTAL | | <u><u>\$39,415.00</u></u> |

5

Sacramento Valley Charter School
Check Detail
 July 24 - August 21, 2019

| Date | Num | Name | Memo/Description | Amount |
|------------|------|------------------------------|--|-----------------|
| 07/30/2019 | 3774 | Houghton Mifflin Harcourt | practice books- Grade 1- 5th | 3,183.23 |
| 07/30/2019 | 3775 | Jones School Supply Co. Inc. | awards for honor roll students | 212.96 |
| 07/30/2019 | 3776 | MetLife | Life, LTD,ADD | 289.91 |
| 07/30/2019 | 3777 | Wave Broadband | Phone and internet service | 466.77 |
| 07/30/2019 | 3778 | Great America Financial | copier lease | 615.66 |
| 07/30/2019 | 3779 | Curriculum Associates | Ready common core reading instructional Grade 1- 8th | 3,823.51 |
| 07/30/2019 | 3780 | Amazon.Com | Biometric time clock | 565.99 |
| | | | office supplies | 78.10 |
| | | | reading books for 3rd grade | 432.02 |
| | | | classroom supplies | 455.15 |
| | | | | 1,531.26 |
| 07/30/2019 | 3781 | Houghton Mifflin Harcourt | Go Math books Grade 1- 6th | 2,836.12 |
| 08/08/2019 | 3782 | Department of Motor Vehicles | Buses registration | 88.00 |
| 08/09/2019 | 3783 | Scholastic | Scholastic news- 3rd grade science | 326.22 |
| 08/09/2019 | 3784 | Victoria Dali | Invoice for July | 1,890.00 |
| 08/09/2019 | 3785 | US Bank | Learning without tears program - 1st grade | 317.94 |
| | | | facebook ad | 60.26 |
| | | | Microsoft monthly fee | 32.00 |
| | | | Drug testing- Bus driver | 90.00 |
| | | | classroom supplies | 20.00 |
| | | | | 520.20 |
| 08/09/2019 | 3786 | The UPS Store | Mailed CUM files | 104.40 |
| 08/09/2019 | 3787 | | Voided | 0.00 |
| 08/09/2019 | 3788 | TIAA Bank | copier lease | 99.99 |
| 08/09/2019 | 3789 | Heinemann | New reading program - Grade 3rd- 8th | 5,955.54 |
| 08/09/2019 | 3790 | Sikh Temple | Remaining loan balance | 25,000.00 |
| 08/09/2019 | 3791 | Young, Minney & Corr, LLP | Legal services regarding Special Education plan | 54.15 |
| 08/19/2019 | 3792 | California Choice Builder | Dental & vision premiums | 741.45 |

21

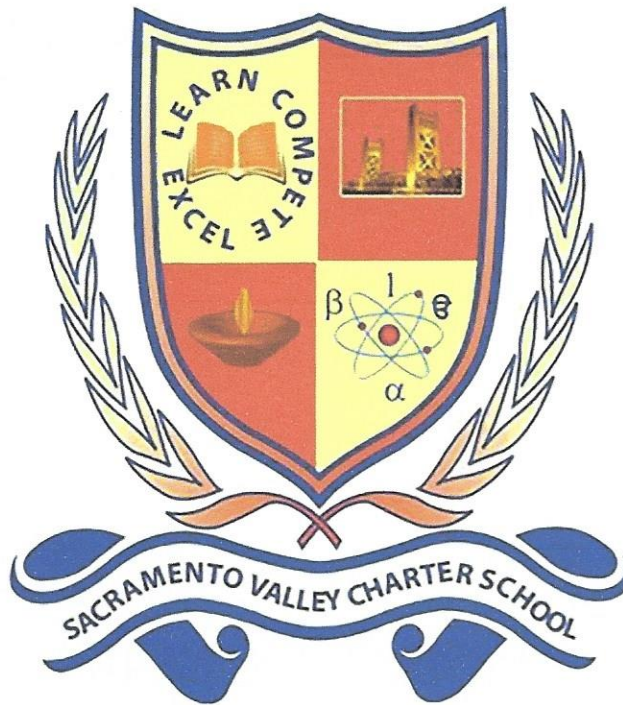
| | | | |
|------------|---------------------------------|---|------------------------|
| 08/19/2019 | 3793 | Voided | 0.00 |
| 08/19/2019 | 3794 Katharine Whittall | reimbursement for classroom supplies | 52.85 |
| 08/19/2019 | 3795 Preet Cheema | reimbursement for classroom supplies | 104.76 |
| 08/19/2019 | 3796 Amazon.Com | Magnetic whiteboard, bulletin boards, projectors, screens | 3,455.41 |
| | | classroom chairs & other supplies | 2,756.62 |
| | | office supplies | 105.48 |
| | | refund on office supplies | -46.89 |
| | | | <u><u>6,270.62</u></u> |
| 08/20/2019 | 3797 A Clean Rite Carpet & Tile | carpet & cots cleaning | 460.00 |

Policies/Plans/Handbooks

- 1) Student Discipline Procedures
- 2) Personnel-Employment, Health & Safety
 - Administration of Medication
 - Board Policy AB 1522 Sick Leave
 - Communicable Disease Prevention
 - Drug-Free Workplace
 - Exposure Control Plan for Blood-Borne Pathogens
 - Fingerprinting and Background Checks
 - First Aid, CPR and Health Screening
 - Immunizations and Physical Examinations
 - Mandated Child Abuse Reporting
 - Nut-Free School
 - Payroll Policy
 - Safe Facilities
 - Sick Leave Accruals and Carryover
 - Sick Leave Balance Transfers
 - Student Accidents
 - Tobacco-Free Environment
 - Tuberculin Examinations
 - Weapons and Dangerous Instruments
- 3) Pupil Promotion and Retention
- 4) Risk Management
- 5) Transportation Safety Plan
 - Transportation Policy
 - Bus Scheduling and Routing
- 6) School Safety Plan

NOTE: Approved Board Policies can be found at www.sacvalleycharter.org, click on the SVCS Board tab, scroll down to the Board Policies section, and select the Policy.

Sacramento Valley Charter



Student Discipline Procedures

2019-2020

Principal: Dr. Amrik Singh

Office Hours: 8 a.m.- 4 p.m.

2301 Evergreen Avenue / 2399 Sellers Way

West Sacramento, CA. 95691

Phone: (916) 596-6422

Website: sacvalleycharter.org

Email: info@sacvalleycharter.org

SUSPENSION AND EXPULSION POLICY AND PROCEDURES

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

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

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

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

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

(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii)."

- Education Code Section 47605(b)(5)(J)

Policy

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it will be reviewed and amended from time to time in consultation with employees, parents, and legal counsel to comport with applicable law. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent

damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary disenrollment policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Principal's office.

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

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

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

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any of grades 4 to 8, inclusive.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and

judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

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

Internet or is currently posted on the Internet.

- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Brandishing a knife at another person
- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
- d) Committing or attempting to commit a sexual assault or committing a sexual batter as defined in Education Code Section 48900(n).

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.

- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terrorist threats against school officials and/or school property which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat,

and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone,

wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
 - w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.

4. Non-Discretionary Expellable Offenses: State law mandates the Board of Directors to expel students as indicated in Education Code Section 48915 (c) for:

- a) Sale, possession or furnishing of a firearm.
- b) Brandishing a knife at another person.
- c) Selling a controlled substance.
- d) Sexual assault or battery.
- e) Possession of explosives.

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

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Principal's designee with the student and his or her parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense in accordance with Education Code Section 47605(b)(5)(J)(i). This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be

contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Principal or Principal's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Principal or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

D. Authority to Expel

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

A student may be expelled either by the neutral and impartial Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Board as needed. The Administrative Panel shall consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Charter School's governing board. Each entity shall be presided over by a designated neutral hearing officer. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Charter School Board shall make the final decision.

E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Charter School

Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- 1) The date and place of the expulsion hearing;
- 2) A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
- 3) A copy of the Charter School's disciplinary rules which relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
- 5) The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing;
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

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

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

48980.3

2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

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

H. Presentation of Evidence

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

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

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

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

I. Written Notice to Expel

The Principal or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Principal or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: a) The student's name b) The specific expellable offense committed by the student

J. Disciplinary Records

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

K. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

L. Expelled Pupils/Alternative Education

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

M. Rehabilitation Plans

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

N. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Principal or designee and the pupil and parent/guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

O. Notice to Teachers

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

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

1. Notification of District

The Charter School shall immediately notify the District and coordinate the procedures in this policy with the District of the discipline of any student with a disability or student who the Charter School or District would be deemed to have knowledge that the student had a disability

2. Services During Suspension

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

3. Procedural Safeguards/Manifestation Determination

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

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

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

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

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

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

4. Due Process Appeals

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

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five

(45) day time period provided for in an interim alternative educational setting unless the parent and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

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

5. Special Circumstances

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

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

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

6. Interim Alternative Educational Setting

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

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

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

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

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to the Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.

c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

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

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

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

Approved by Sacramento Valley Charter School Board of Directors 08/___/2019

While a tree nut/peanut ban not required by State law, SVCS' Board and Administration has established this policy for the management of students and staff with a severe and/or life-threatening allergy to tree nuts/peanuts.

When an enrolled student(s) has an allergy, many schools designate a peanut/tree nut free classroom(s) and table in the dining area as well as signs alerting people to the presence of a person with a nut allergy in the school. Alternatively, other schools have adopted a school-wide tree nut/peanut ban.

To reduce the administrative burden and reduce the risk of exposure, SVCS has chosen to implement a school-wide tree nut/peanut ban.

To reduce the risk of exposure for enrolled student(s) and staff with peanut/tree nut allergies, SVCS will

1. post a sign at each main point of entry to the school and at the cafeteria entrance, alerting people/visitors to the presence of a person in the building with a peanut/tree nut allergy (but not identifying the person);
2. prohibit the sale of peanuts/tree nuts at the school;
3. maintain peanut/tree nut-free meal preparation, meal serving and dining areas ; and,
4. maintain all other campus facilities (classrooms, offices, restrooms, storage areas, staff rooms, etc.) as peanut/tree nut free.
5. notify parents of this policy in the Parent Handbook and notify all school staff (including food service staff) of this policy in the Employee Handbook.

Approved by Sacramento Valley Charter School Board of Directors 08/___/2019

1. Pay periods are twice per month for days 1 – 15 and 16 – end of month. Paychecks are directly deposited into individual employee bank accounts based on the routing information provided by the employee. For the 2019-20 school year, all physical pay checks will be distributed and direct deposits issued within three days after the last working day of the pay period (i.e. pay period ends 10/15/19, pay date is 10/18/19). For the 2020-2021 and future school years, all physical pay checks will be distributed and direct deposits issued within five days after the last working day of the pay period (i.e. pay period ends 10/15/20, pay date is 10/20/20).
2. General Policies:
 - a. All hourly employees are required to submit a time sheet, which must be received by the School Office staff no later than close of business on the 15th and last day of the month. Payment to all hourly employees will be based on the approved time sheets.
 - b. Salaried staff do not submit timesheets. Absences and sick leave used by salaried staff is documented on an excel spreadsheet as the activity happens and is entered into ADP each payroll by the Fiscal Clerk, as applicable.
 - c. All additions or changes in payroll must be received from the employee in writing (by email or text message is acceptable). All individualized changes to an employee's status including salary or wage, job title, working status, address, name change or fringe benefits must be in writing and, when applicable, on the required form and signed by the employee.
 - d. No advances on salaries or loans to employees will be made.
 - e. Employees are paid within the school's operating days; accordingly, pay deferrals (that would allow for checks in July, for example) are not permitted.
 - f. Discrepancies will be resolved timely. Employees must present support for the discrepancy and staff will verify that a discrepancy has, in fact, occurred. In the event SVCS owes additional funds to an employee, the transaction will be processed through ADP with SVCS making net payment via a manual check. In the event an employee is over paid, SVCS will collect the overpaid funds on the next payroll run (or payroll runs if collection at once will be a hardship. However, repayment shall be completed within the same calendar year as the overpayment for 1099 reporting purposes). In the event an employee terminates employment so any reason prior to full repayment, any remaining balance will be deducted from the final pay check.
 - g. Payroll checks will be direct deposited to employees. Check stubs will be available within 5 (five) working days. Employee's checks will not be given to anyone except

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the employee, unless written consent is received by the Principal, or designee, in advance of the payroll. Note: The Principal or designee cannot accept verbal permission to distribute an employee's paycheck to another party.

- h. A new employee will not be put on payroll without the Principal's approval, a W-4 Form, an I-9 Form, TB clearance, verified credential/other license required by the position, and acceptable results of the fingerprint/background clearance.
- i. All payroll will be processed on a computerized system. Currently, all payroll is processed by ADP.
- j. Payroll deductions will be made for FICA, Federal and State Income Taxes, applicable health benefits, any other amounts required by State or Federal law and any other amounts as directed in writing by the employee (i.e. 403(b) contributions). These accumulated deductions will be submitted to the proper entity on or before their due date.
- k. If a salaried employee terminates employment prior to the completion of the duty days per their at-will employment agreement, the difference between the amount earned and the amount paid will be calculated. Any amount due to the employee will be paid on their final check and any amount due from the employee will be deducted from their final check.
- l. Health Benefits include consist of medical, dental, vision and life/LTD/ADD. SVCS currently pays 100% of the employer's selected base plan for full-time employee-only medical, vision and dental as well as the employee-only premiums for \$50,000 of life/add coverage and LTD coverage based on estimated earnings/rate per hour.
 - i. For more expensive plans and/or dependent coverage, employee's pay the additional cost spread over the remaining payroll periods for the year.
 - ii. In order to receive benefits for the month of July when school is not in session, SVCS continues to pay the employee-only premiums as described in k. above. Employees with plans exceeding the base plans and/or for their dependents coverage will have accumulated enough deductions during the course of the school year to cover these costs in July.
 - iii. In the event that an employee who has been paying additional premium expense terminates employment, the difference between collected and due will be calculated and the amount due will be paid on the employee's final check or deducted from the employee's final check.

26/

Approved by Sacramento Valley Charter School Board of Directors July 2012; Updated 08/___/2019

1. No person shall be employed by the Charter School unless they have submitted proof of a risk assessment (pursuant to AB1667) or an examination within the last sixty (60) days that they are free of active tuberculosis by a physician licensed under Chapter 5 of Division 2 of the Business and Professions Code. The cost of preemployment screening is borne by the applicant.
2. If deemed necessary by a licensed physician, the examination shall consist of any x-ray of the lungs or an approved intradermal tuberculin test, which, if positive, shall be followed by an x-ray of the lungs.
3. All employees/volunteers shall be required to undergo this risk assessment and/or examination at least once every four (4) years, with the exception of "food handlers" who shall be examined annually. The cost of the follow up exam for employees/volunteers is borne by the charter school.
4. An applicant who was previously employed in another California school district or public school, private or parochial school may fulfill the tuberculosis examination requirement by either producing a certificate showing that he/she was examined within the last four years and found to be free of active tuberculosis or by having his/her the previous school district or school employer verify that it has on file a certificate which contains that evidence.
5. Once an employee/volunteer has a documented positive test for tuberculosis infection conducted pursuant to this subdivision which has been followed by an x-ray, the foregoing examination is no longer required, and a referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow-up care.
6. The Principal or designee may exempt from tuberculosis testing requirements those employees/volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students.
7. In the event it becomes necessary for an employee to have an x-ray examination as a follow-up to a skin test, the Charter School will make arrangements for the examination and bear the expense. If the employee chooses to have his or her own physician for this purpose, the Charter School will pay toward the cost of the examination an amount equal to the rate charged by the physician designated by the Charter School.
8. This policy shall also include student teachers serving under the supervision of a designated master teacher and all substitute employees.
9. Any child leaving the United States for a vacation to a country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure MUST call the County Tuberculosis Clinic for a TB screening upon return.
10. The Principal shall monitor the requirements stated herein and ensure that all employees and/or volunteers are in compliance, including notifying the Board that his or her certification has been updated as required under this Policy. An employee that fails to comply with the

Approved by Sacramento Valley Charter School Board of Directors July 2012; Updated 08/___/2019

requirements stated herein may not be on campus fulfilling job duties until such time as compliance occurs. The Board may consider releasing a noncompliance employee from his or her employment or placing that individual on leave depending upon the circumstances.

11. If the Board determines by resolution, after hearing, that the health of pupils in the Charter School would not be jeopardized thereby, this section shall not apply to any employee who files an affidavit stating that he or she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his or her knowledge and belief he or she is free from active tuberculosis. If at any time there should be probable cause to believe that the affiant is afflicted with active tuberculosis, he or she may be excluded from service until the governing board is satisfied that he or she is not so afflicted.

12. The Principal may exempt a pregnant employee from the requirement that a positive tuberculin test be followed by an x-ray of the lungs, for a period not to exceed 60 days following completion of the pregnancy.

28/

Approved by Sacramento Valley Charter School Board of Directors 08/___/2019

The Charter School desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

Possession of Weapons

In order to maintain order and discipline in the Charter School and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with charter school policy and the law, Board policy and administrative regulations.

The Principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon.

Reporting of Injurious Objects

The Charter School encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

Approved by Sacramento Valley Charter School Board of Directors 08/21/2019

The Board of Directors expects students to progress through each grade within one school year. To accomplish this, the instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

When high academic achievement is evident, the principal or designee may recommend a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. At the beginning of the student's school career and during the school year, the principal or designee shall identify students who are at risk of being retained and students who should be retained in accordance with the following criteria:

Each student shall be identified based on his/her grades.

The following other indicators of academic achievement will also be used to assess acceleration:

- The State Standardized Testing and Reporting Program
- Teacher recommendation

Decisions about retention of Special Education students will be based on the criteria of their IEP's and their performance level.

When a student is identified as being a risk for retention or is recommended for retention, the principal or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include but are not limited to: tutorial programs, after-school programs, summer school programs and/or the establishment of a student study team.

Acceleration from Kindergarten to First Grade

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the principal or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work.

Admission shall be subject to the following minimum criteria:

1. The student is at least five years of age.
2. The student has attended a public-school kindergarten class for an amount of time deemed reasonable for school personnel to evaluate his/her ability.
3. The student has shown advanced general academic ability for his/her age group.
4. The physical development and social maturity of the student are consistent with his/her advanced academic ability.
5. The parent/guardian of the student has filed a written statement to the school approving the placement in first grade.

Continuation in Kindergarten

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the school agree that the student should continue in kindergarten for not more than one additional school year. Consideration for retention in kindergarten will be based on mastery of kindergarten language arts standards. Whenever a student continues in kindergarten for an additional year, the Sacramento Valley Charter School Kindergarten Retention form must be signed by the parent/guardian and the Principal or designee, stating that the student shall continue in kindergarten. A copy shall be placed in the student's cumulative folder.

Retention at Other Grade Levels

The Principal or designee shall identify students who are at risk of being retained or who should be retained in grade levels first through eighth. A student may not be retained more than one time.

Students in first and second grade shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students in grades 3-8.

A. PROMOTION

- A student who meets the criteria for promotion will be promoted.

B. RETENTION (Considerations to be made in Trimester 1)

- A parent/guardian will be informed at the Fall Parent Conference if their child is at risk for retention if the following criteria apply:

A student will be at risk of retention if he/she meets all of the following criteria at his or her grade level:

Retention in Grade 1:

1. Received a "Needs Improvement" in Reading on the current year progress report.

Retention in Grade 2:

1. Received a "Needs Improvement" in Reading on the current year progress report.

Retention in Grade 3:

1. Scored at the "far below basic," "below basic," or "basic" performance level on the tests in writing and mathematics.
2. Received a "Needs Improvement" in reading on the current year progress report.

Retention in Grades 4 and 5:

1. Scored at the "far below basic," "below basic," or "basic" performance level on the CAASPP (Smarter Balanced Assessments) portion of reading or math the previous year.
2. Received a "1" or "2" in reading or math on the current year progress report.

Retention in Grades 6, 7 and 8:

1. Scored at the "far below basic," "below basic," or "basic" performance level on the CAASPP (Smarter Balanced Assessments) portion of reading or math the previous year.
2. Received a "1" or "2" in reading or math on the current year progress report.

C. RETENTION – Considerations for Trimester 2:

Retention in Grades 1-3:

In the 2nd trimester, a student will no longer be at risk of retention if he/she does not have a "Needs Improvement" in Reading.

Retention in Grades 4-8:

In the 2nd trimester a student will no longer be at risk of retention if they have a "C" or better in math or reading.

D. RETENTION - Considerations for Trimester 3:

• **In the spring, a student will be retained if he/she meets the following criteria:**

Retention in Grade 1:

1. Received a "Needs Improvement" in reading at the 3rd trimester.

Retention in Grade 2:

1. Received a "Needs Improvement" in reading at the 3rd trimester.

Retention in Grade 3:

1. Scored at the "far below basic," "below basic," or "basic" performance level in reading or math.
2. Received an achievement grade of "D" or "F" in reading at the 3rd trimester.

Retention in Grades 4 and 5:

1. Scored at the "far below basic," "below basic," or "basic" performance level in reading or math.
2. Received an achievement grade of "D" or "F" in reading at the 3rd trimester.

Retention in Grades 6-8:

1. Scored at the "1," "2" performance level on the CAASPP in reading or math the previous year.
2. Received a "D" or "F" in reading or math at the 3rd trimester.

E. CONDITIONAL PROMOTION

- **Between first and second grade:**

Students who do not meet promotion criteria but who attend a summer remediation program and make successful progress may be promoted to the next grade.

- **All other grade levels:**

Students who do not meet promotion criteria but who attend a summer remediation program and make successful progress in reading or math (depending upon area of concern) may be promoted to the next grade. Students enrolled in a summer remediation program must attend classes with an attendance rate of at least 90%.

- Special consideration may be given to some students who meet the retention criteria but it is determined that retention may not benefit the student.

Identification of Students

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher or, at grades 6-8, the Student Study Team, determines in writing that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for intervention other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement.

Parent Notification:

When a student is identified as being at risk of retention, the Principal or designee shall notify the student's parent/guardian at the following times:

- at the fall parent conference.
- on the report card at the end of each trimester.
- at the second parent conference.

The teacher's evaluation shall be provided and discussed with the student's parent/guardian and the Principal before any final determination of retention or promotion. The Principal or designee shall also provide a copy of the school's promotion/ retention policy to those parents/guardians who have been notified that his/her child is at risk of retention.

Appeals Process

The Principal's decision to promote or retain a student may be appealed. The burden shall be on the appealing party to show why the teacher's recommendation should be overruled. To appeal the Principal's decision, the appealing party shall submit a written request to the Principal or designee specifying the reasons why the teacher's recommendation should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion. The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her recommendation was based. Within 30 days of receiving the request, the Principal or designee shall determine whether or not to overrule the teacher's recommendation. Prior to making this determination, the Principal or designee may meet with the appealing party and the teacher. If the Education Director or designee determines that the appealing party has overwhelmingly proven that the teacher's recommendation should be overruled, he/she shall overrule the teacher's recommendation. The Principal or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board. The Board may also meet with the appealing party, the teacher and the Principal or designee to decide the appeal. The decision of the Board shall be final. If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections, which shall become part of the student's record.

Remedial Instruction

With the parent/guardian's consent, the Principal or designee may require a student who has been recommended for retention or has been identified as being at risk of retention to participate in a supplemental instructional program. Such programs may be offered during the summer, after school, or Saturdays. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.

These services shall be provided to students in the following priority order:

1. Students who have been recommended for retention or who have been identified as being at risk of retention.
2. Students who have been identified as having a deficiency in mathematics, reading or written expression based on the results of the tests administered under the CAASPP program or teacher recommendation.

Approved by Sacramento Valley Charter School Board of Directors 08/___/2019

It is the policy of the Sacramento Valley Charter School (SVCS) to observe best practices in the management of all risks that threaten to adversely impact SVCS, its assets, functions, objectives, operations or constituents and stakeholders.

Risk Management is part of the strategic, operational and management responsibilities and will be integrated into the strategic and business planning processes.

Risk Management will include:

- Identification of risks and the mitigation or processes to reduce identified risks,
- Mitigation and control of any losses,
- Reduction in the costs of risks, and
- Achievement of best practices.

Representatives from its insurer (currently CharterSAFE) or consultants may be retained from time to time to advise and assist in the risk management process, or management of specific risks or categories of risk.

All SVCS staff are recognized as having a role in risk management vigilance. Staff is invited and encouraged to communicate with the Principal the identification of risks or potential risks and/or offer suggestions to mitigate identified or potential risks.

As agreed to in the Operating MOU with Washington Unified School District, SVCS shall:

- Follow established guidelines applicable to charter schools and consistent with its Charter, employment agreements, and personnel policies in regards to termination of employees, handling sexual harassment complaints and conducting business in a nondiscriminatory manner.
- Comply with applicable local, state and federal laws and regulations.
- Manage risk when utilizing independent contractors.
- Follow safety guidelines mandated in its insurance policy agreement and request a bi-annual risk management audit from its insurer to verify compliance with safety guidelines.

Sacramento Valley Charter School



Transportation Safety Plan

2019-2020

Principal: Dr. Amrik Singh

Office Hours: 8:00 AM – 4:00 PM

2399 Sellers Way/2301 Evergreen Ave

West Sacramento, CA 95691

Phone: (916) 596-6422

Website: sacvalleycharter.org

Email: info@sacvalleycharter.org

Table of Contents

| | |
|---|----|
| Introduction | 3 |
| Transportation Safety Plan - EC 39831.3..... | 3 |
| Walking to and from School Bus Stops... .. | 4 |
| School Bus Danger Zones..... | 5 |
| Procedures for School Staff to Follow to Help Ensure the Safe Transportation of Students..... | 6 |
| Safe Loading and Unloading Procedures..... | 7 |
| Senate Bill 1072 Child Safety Alert System..... | 7 |
| School Bus Signal and School Bus Stops VC 22112... .. | 8 |
| How to Determine if a Student Requires an Escort Pursuant to VC 22112..... | 10 |
| Emergency Evacuations and Safety Instruction..... | 10 |
| School Bus Rules..... | 11 |
| Rules of Conduct for Students Aboard the School Bus 3543.1/AR- 1... .. | 12 |
| Foggy/Reduced Visibility | 12 |

Introduction

Assembly Bill 1297 was authored by Assembly Member Morrow and signed into law by the Governor, October 6, 1997. This law went into effect January 1, 1998 and requires the superintendent of a school district that provides transportation to or from a school or school activity trip to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transportation of students. The law also requires that a copy of the plan to be retained at each school subject to the plan and that this plan be made available upon request to an officer of the Department of the California Highway Patrol.

Transportation Safety Plan (EC 39831.3)

The County Superintendent of Schools, the Superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (3) of subdivision (c) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

(B) Nothing in this paragraph requires a county Superintendent of schools, the Superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

Walking to and From School Bus Stops

It is the responsibility of parents/guardians to ensure their students arrive safely at the assigned bus stop and are ready to load the bus 5 minutes prior to the scheduled pick-up time of the route.

It is recommended that parents/guardians make arrangements to receive students when they are returned to their bus stop at the end of the day.

Parents/guardians and students are encouraged to develop a plan to ensure their student(s) arrives safely home at the end of the day.

- * Go directly to and from the bus stop.
- * Plan the safest route with the fewest streets to cross.
- * If possible cross streets at corners, using crosswalks if available. Look in all directions before crossing and when safe, walk across the street. Always obey traffic signals.
- * Do not run out in the street from between parked cars or shrubbery.
- * Walk to and from school bus stops out of the roadway facing traffic.
- * Never accept a ride from a stranger.
- * Leave home early enough so you do not have to run to catch your bus.
- * Always cross the street the bus is stopped on with the driver as your escort.

The safe loading and unloading of students is our main concern. Therefore, students should be cautious with the walking route chosen to get to the school bus stop. Pupils should stay on sidewalks and walking paths while approaching and leaving school bus stops.

Pupils shall wait at school bus stops in an orderly manner, remain in safe loading areas, and remain in loading area until the driver opens the entrance doors and orders pupils to approach the school bus.

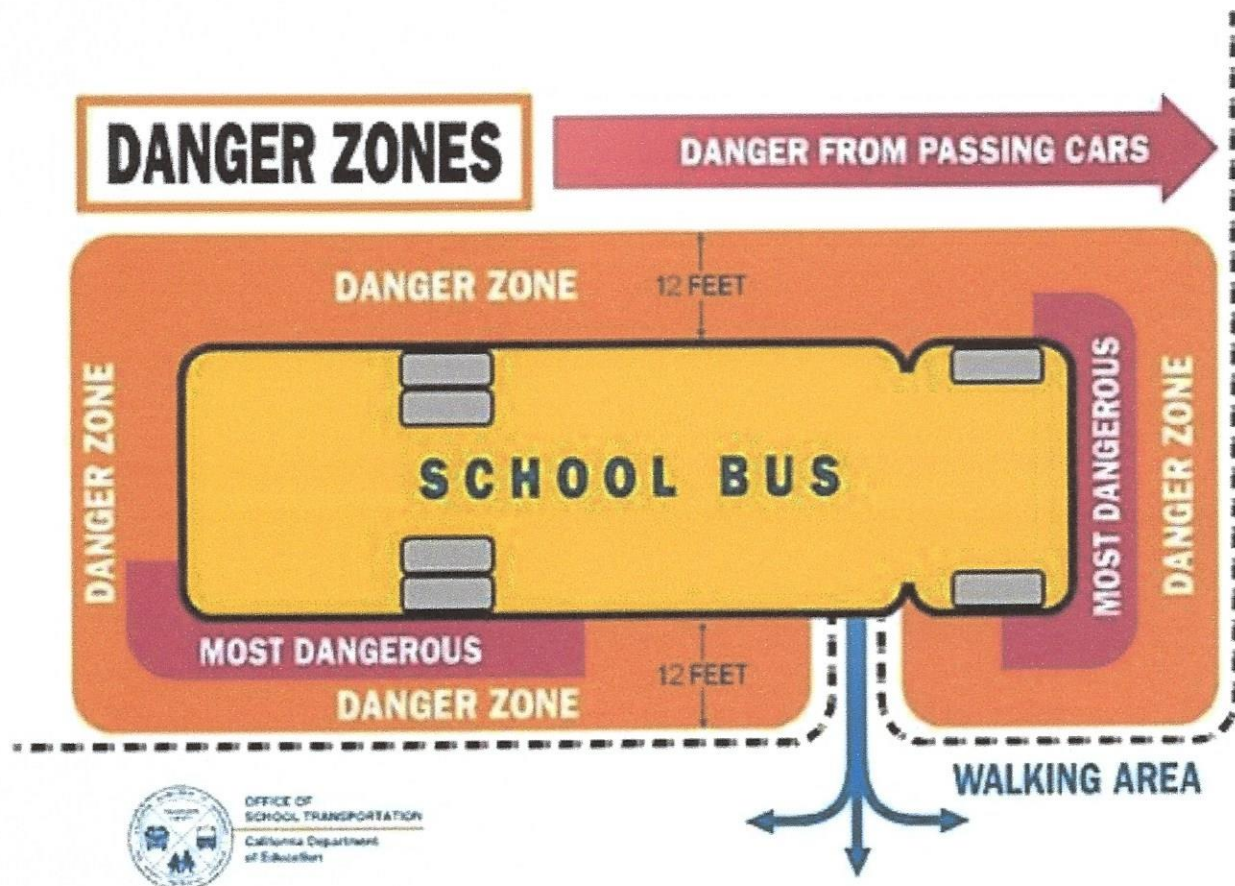
Parent reinforcement of these regulations will help considerably in maintaining a high level of safety and a low level of disciplinary problems.

Parents/Guardians may be responsible for any damage to vehicles or property caused directly by their students.

School Bus Danger Zone

School buses are large commercial vehicles and are difficult to see around because of their size; therefore, they create blind spots where children may be present. Understanding the 12-foot danger zone area around the bus helps keep our children safe. Students should never go under or in front of the bus. Students should store items inside a backpack where they are less likely to be dropped under the bus. If any student needs to cross the roadway in which the bus is traveling upon, the driver shall escort the pupil across the roadway.

Always slow your vehicle when you are around a school bus and stop when the red lights are flashing. Flashing amber lights on the school bus is a warning to slow down and stop for the subsequent red lights flashing signal system on the school bus.



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Procedures for School Staff to Follow to Help Ensure the Safe Transportation of Students

School staff members should always be involved and active in the supervision of the loading and unloading of students at school sites and on activity trips. It is the responsibility of school staff members to ensure that students during the loading and unloading procedures follow all safety rules and regulations as outlined in this safety plan.

School staff members should be thoroughly familiar with these procedures and involved in the enforcement of these procedures. If at any time a staff member is not familiar with these procedures or has questions regarding them, they should contact the Office at (916)596-6422 for assistance.

School staff members shall supervise the loading and unloading of all students. This supervision is intended to help in the prevention of possible injury to students while loading and unloading and is designed to minimize the exposure of students to unsafe conditions while loading or unloading a school bus.

- * Students while on school sites or other trip locations and prior to actually boarding the school bus, shall be the primary responsibility of the school site staff member.
- * Students shall be accountable for their own orderly conduct.
- * Students are not to run, horseplay or deviate from the walking pathways or sidewalks at loading zones.

If a bus is running late to a school site or activity trip or arrives after the students have been waiting to board the bus:

1. School site members shall have students wait in a safe area and in an orderly line or group.
2. Students must remain back at least twelve feet from the school bus as the bus approaches the students.
3. Staff members shall ensure that the students do not approach the bus for loading until the bus comes to a complete stop and the bus driver opens the door for loading.
4. Students are to board in an orderly manner and are not to run, shove or cut into the lines of other students loading.
5. Staff members are to observe the students for violations of these procedures and if needed, in accordance with SVCS policy, discipline any student(s) that are not complying with these procedures.

Bus drivers need the assistance of school site members to ensure the level of student safety is maximized during loading and unloading.

Safe Loading and Unloading Procedures

Procedures for all pupils to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.

- * Pupils shall follow the instructions of the school bus driver, who is in charge at all times.
- * Pupils shall board and exit the school bus only at bus stops designated by the school district Superintendent or Superintendent's designee.
- * Pupils shall not approach the school bus to board it, or leave their seats to exit it, until the bus comes to a complete stop and the front entrance door has been opened.
- * Pupils shall board and exit the school bus in an orderly manner.

Pupils who require escort pursuant to section 22112 of the Vehicle Code shall:

- * Wait for the bus driver to exit the bus first.
- * After exiting the bus, cross the roadway only when the bus driver tells them it is safe to do so.
- * Walk straight across the roadway between the bus driver and the front of the bus.
- * After crossing, stay clear of the roadway.

Pupils who do not require escort pursuant to section 22112 of the Vehicle Code shall:

- * In an orderly manner, immediately leave the vicinity of the school bus.
- * Stay clear of the roadways.

Procedures for all drivers to follow as they board and exit the appropriate school bus at schools, school bus stops, or trip destinations.

- * School bus drivers shall continuously monitor the safety of their school bus route and school bus stops and report any potential hazards so the route or bus stop can be reviewed for safety by the Transportation Director.
- * School bus drivers shall have authority (13 CCR 14103) of pupils they transport and respond to any observed unsafe behaviors or conditions.

Senate Bill 1072 - Child Safety Alert System

This bill would require, on or before the beginning of the 2018–19 school year, school buses, school pupil activity buses, except as provided, youth buses, and child care motor vehicles to be equipped with a "child safety alert system," which is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

School Bus Signal and School Bus Stops - VC 22112

(a) On approach to a school bus stop where pupils are loading or unloading from a school bus, the school bus driver shall activate an approved amber warning light system, if the school bus is so equipped, beginning 200 feet before the school bus stop. The school bus driver shall deactivate the amber warning light system after reaching the school bus stop. The school bus driver shall operate the flashing red light signal system and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any place where traffic is controlled by a traffic officer or at any location identified in subdivision (e) of this section. The school bus flashing red light signal system, amber warning lights system, and stop signal arm shall not be operated at any other time.

(b) The school bus driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school District Superintendent or the head or Principal of a private school, or authorized by any of those individuals for school activity trips.

(c) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer, the driver shall, before opening the door, ensure that the flashing red light signal system and stop signal arm are activated, and that it is safe to enter or exit the school bus.

(d) When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the school bus driver shall do all of the following:

(1) Escort all pupils in prekindergarten, kindergarten, or any of grades 1 to 8, inclusive, who need to cross the highway or private road upon which the school bus is stopped. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.

(2) Require all pupils who need to cross the highway or private road upon which the school bus is stopped to walk in front of the bus as they cross.

(3) Ensure that all pupils who need to cross the highway or private road upon which the school bus is stopped have crossed safely, and that all other pupils and pedestrians are a safe distance from the school bus before setting the school bus in motion.

(e) Except at a location where pupils are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the school bus driver may not activate the amber warning light system, the flashing red light signal system and stop signal arm at any of the following locations:

(1) School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully stopped or parked.

(2) Where the school bus is disabled due to mechanical breakdown. The driver of a relief bus that arrives at the scene to transport pupils from the disabled school bus shall not activate the amber warning light system, the flashing red light system, and stop signal arm.

(3) Where a pupil requires physical assistance from the driver or authorized attendant to board or leave the school bus and providing the assistance extends the length of time the school bus is stopped beyond the time required to load or unload a pupil that does not require physical assistance.

(4) Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would pose a safety hazard as determined by the school bus motor carrier.

(5) On a state highway with a posted speed limit of 55 miles per hour or higher where the school bus is completely off the main traveled portion of the highway.

(6) Any location determined by a school district or a private school, with the approval of the Department of the California Highway Patrol, to present a traffic or safety hazard.

It is SVCS's intent to educate the staff, students and our community of the changes and requirements of this law. It is imperative that each school site administrator takes time to familiarize themselves with this law and that they educate their staff, students and communities on the specifics of this law and its requirements.

If you or any of your staff, students or community has questions or need additional information, please do not hesitate to contact the Office at 916-596-6422.

How to Determine if a Student Requires an Escort Pursuant to Section 22112 CVC

If a student's home address is located on the opposite side of the street of the actual bus stop, then the student is required by State Law and SVCS Policy to be physically escorted by the bus driver across that street and under the bus drivers' direction and supervision. The bus driver is required to activate the school bus red flashing crossover lights and if so equipped, the stop arm, and physically get out of the bus to assist the students safely across the street. SVCS Policy requires ALL students who cross the street, be physically escorted by the bus driver with crossover lights and signs being activated.

Prior to opening the door at bus stop, the bus driver will verbally ask students if anyone will be crossing the street that the bus is stopped. If any student(s) indicate that they do cross, the driver will then execute the established crossover procedure as prescribed by law for that stop. Students must indicate to the driver they cross either verbally or by a show of hand signal.

Emergency Evacuations and Safety Instruction

Instruction in school bus emergency procedure and passenger safety, CA Ed Code 39831.5

(a) All pupils in pre-kindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school that are transported in a school bus, or school pupil activity bus, shall receive instruction in school bus emergency procedures and passenger safety. The county Superintendent of schools, Superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in pre-kindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by

the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

School Bus Rules

The SVCS Transportation Department has established rules and regulations for students riding school buses. The Transportation Department needs your help to ensure that each student rider is transported safely and efficiently.

The California Code of Regulations Title 5, Section 14103 states: "Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations."

Rules of Conduct for Students While Aboard the School Bus as Outlined 3543.1/AR-1

1. The bus driver is responsible for the safety and well-being of all passengers. The drivers' directions must be followed at all times.
2. Students are to respect the property at bus stops and conduct themselves in an orderly manner while waiting for the bus and while returning home from the bus stop.
3. Students should not arrive at their bus stops more than five minutes before the bus arrives.
4. The person in charge of loading the bus will determine the order of pupil entrance.
5. Bus windows are not to be lowered more than half way. All body parts are to remain inside the bus. No littering/throwing items from bus windows.
6. Unnecessary noise in the bus, such as loud talking, shouting, singing, and other rowdy behavior may distract the attention of the driver, and therefore is prohibited for the safety of all passengers.
7. Transporting animals on the school bus is contrary to State Law and not permitted, except for service animals.
8. Generally, eating is not permitted on the bus. Exceptions may be made on trips lasting longer than one hour with the understanding that the students will clear the bus of all litter.
9. Any item considered dangerous to the health, safety or welfare of riders may be prohibited by the bus driver. Automobiles must stop when a school bus is flashing its red lights. Pupils crossing the street must do so in front of the bus, as directed by the driver.

ALL SVCS RULES AND REGULATIONS APPLY WHILE ON OR NEAR A SCHOOL BUS!

Failure to abide by one or more of these rules may result in the loss of bus riding privileges.

Each bus driver will be responsible for the bus and for all passengers at all times as stated in Section 14263 of the State Board of Education on Regulations Governing Pupil Transportation, except when students are under the sole jurisdiction of a faculty member at the activity or event which they are attending.

Foggy Day/Reduced Visibility, Vehicle Code 34501.6

School bus drivers have the discretionary authority to discontinue home-to-school, or any activity trip if conditions become unsafe when visibility is reduced to 200 feet or less. If, in the opinion of the bus driver, conditions are so hazardous that the safe operation of the bus is not possible, the driver shall pull off the roadway and if possible, onto the shoulder of the road.

Note: Members of the Public may contact the school office and discuss with the Principal. It is not safe to disclose procedures to outside persons and this document is for internal use. Do not circulate unredacted plan.

SACRAMENTO VALLEY CHARTER SCHOOL



SAFETY PLAN

2019-20 School Year

2399 Sellers Way, W. Sacramento, CA 95691

Office: (916) 596-6422

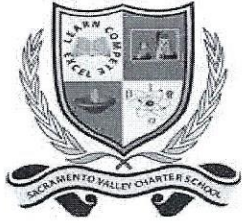
Fax: (916) 372-7249

Dr. Amrik Singh, Principal

SVCS Safety Plan

Table of Contents

| | |
|--|-----------|
| Table of Contents... | 1 |
| Emergency Guidelines... | 2 |
| Child Endangerment... | 2 |
| Missing Students... | 2 |
| Child Abduction... | 2 |
| Child Abuse... | 2 |
| Outside Threats... | 3 |
| Shootings/Riots/Disorder... | 3 |
| Individual/Group Threats... | 4 |
| Bomb Threats... | 4 |
| Soft Lockdown... | 4 |
| Hard Lockdown... | 5 |
| 911 – When & How to Call... | 5 |
| Student Injury... | 6 |
| Life Threatening... | 6 |
| Under the Influence... | 6 |
| Student Death... | 6 |
| Weapons on Campus... | 6 |
| Natural Disaster... | 7 |
| Flood... | 7 |
| Fire... | 7 |
| Earthquake... | 8 |
| Tornado... | 8 |
| Vicious Animals... | 8 |
| Bioterrorism/Gas Leak/Explosion... | 8 |
| Blackout/Power Outage | 9 |
| Parent/Student Check-In Policy... | 9 |
| Dress Code... | 9 |
| Dangerous Pupils Notification Policy... | 11 |
| Discrimination & Harassment Policy... | 11 |
| Suicide Prevention Policy... | 13 |
| Discipline/Suspension/Expulsion Policy... | 13 |
| Pesticide & Toxic Substances Notification Policy... | 33 |
| Transportation... | 34 |



Sacramento Valley Charter School

Principal Report July 24 -August 21, 2019

Professional Development:

Teachers attended two-day professional development on Units of Reading published by Heinemann, Standard-Based Gradebook by Marzano, Study Island by Edmentum.

Transportation Signup: Many parents attended transportation signup on August 6, 2019.

Meet and Greet: More than 200 parents and families attended the Meet and Greet. Parents were informed about SVCS policies about discipline, uniform, food, and transportation. Teachers reviewed with them the curriculum and grading policies.

New Hires: On the resignation of a 4th grade teacher, a new credentialed teacher was hired. The new teacher immediately took up the charge and started working in the classroom.

Katherine Whittall 4th grade teacher in place of Molly Champlin who resigned

Gurwinder Kaur Instructional Assistant First -Grade

Narinder Kaur Instructional Assistant Kindergarten/Punjabi

Joanne Noble Bus Driver Fully licensed

SWEAT Team:

To continue with the PE program through SWEAT this year, all classes will get standard-based physical program every other week for 50 minutes. The proposed cost of the program is \$16,400/ for the whole year.

CAASPP Results of 2018-19

SVCS has perhaps emerged as the best school in Washington Unified School District and Natomas Unified School District based on recent partial release of CAASPP score. English Proficiency of 66% and Mathematics proficiency of 62.5% is the highest in the history of SVCS.

Enrollment for 2019-2020: The school is open for 5 days and the real picture of current enrollment is emerging gradually. Currently, there are 275 students enrolled in school with the highest attendance of 96 percent.