

AGENDA

REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO VALLEY CHARTER SCHOOL

2301 Evergreen Avenue, West Sacramento, California 95691

July 24, 2019

6:00 p.m.

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

The Sacramento Valley Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at Sacramento Valley Charter School in the School Office at 2399 Sellers Way, West Sacramento, CA 95691 and viewed online at <https://www.sacvalleycharter.org/board-meetings-2017-19.html>.

I. OPEN SESSION

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _____.

B. ROLL CALL

	Present	Absent
Chamkaur Dhatt	_____	_____
Narinder Thandi	_____	_____
Darshan Mundy	_____	_____
Surjit S. Dhillon	_____	_____
Bhajan S. Bhinder	_____	_____

II. APPROVAL OF THE MEETING AGENDA

III. APPROVAL OF MEETING MINUTES: Regular Meeting June 5, 2019

IV. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes* and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. *Persons requiring and interpreter shall receive a maximum of six (6) minutes.

B. FOR INFORMATION: BOARD/STAFF DISCUSSIONS: Board and staff discuss items of mutual interest.

V. CONSENT AGENDA ITEMS: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

VI. PUBLIC HEARINGS

VII. ITEMS SCHEDULED FOR ACTION

A. BUSINESS (5 minutes)

1. Approve Revenue and Expense Reports

B. CURRICULUM AND INSTRUCTION

C. PERSONNEL

D. PUPIL SERVICES (15 minutes)

1. Update on Transportation Services
 - A. Air conditioning on existing Buses
 - B. Sell/Trade in existing for new buses with air conditioning
 2. ← C. Replacing worn-out rug with tiles in the front office

VIII. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

A. BUSINESS (60 minutes)

1. Board Policies – First Reading
 - A. Student Discipline
 - B. Student Safety
 - C. Pupil Promotion and Retention
 - D. Personnel and Payroll
 - E. Risk Management
 - F. Fiscal Policies
2. School Plans - Review
 - A. Transportation Safety Plan
 - B. School Safety Plan

B. CURRICULUM AND INSTRUCTION (10 minutes)

1. Principal's Report: This is a presentation of information which has occurred since the previous Board meeting. This also includes ongoing efforts for student performance and enrollment update.

C. PERSONNEL (10 minutes)

1. Staffing Update 2019-20

D. PUPIL SERVICES (5 minutes)

1. Update on Transportation Services

IX. ITEMS FROM THE BOARD

X. ADJOURNMENT

The meeting was adjourned at _____

MINUTES

REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO VALLEY CHARTER SCHOOL

2301 Evergreen Avenue, West Sacramento, California 95691

June 5, 2019

6:00 p.m.

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

The Sacramento Valley Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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I. OPEN SESSION

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 6:05 PM.

B. ROLL CALL

	Present	Absent
Chamkaur Dhatt	<u>X</u>	_____
Narinder Thandi	<u>X</u>	_____
Darshan Mundy	<u>X</u>	_____
Surjit S. Dhillon	_____	<u>X</u>
Bhajan S. Bhinder	_____	<u>X</u>

II. APPROVED THE MEETING AGENDA as motioned by N. Thandi, seconded by D. Mundy and approved 3-ayes, 0-noes, 2-absent

III. APPROVED MEETING MINUTES for the Regular Meeting April 10, 2019, Regular Meeting May 8, 2019 and Special Meeting May 15, 2019 as motioned by N. Thandi, seconded by D. Mundy and approved 3-ayes, 0-noes, 2-absent

IV. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes* and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation. *Persons requiring and interpreter shall receive a maximum of six (6) minutes.

B. FOR INFORMATION: BOARD/STAFF DISCUSSIONS: Board and staff discuss items of mutual interest.

V. CONSENT AGENDA ITEMS: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

VI. PUBLIC HEARINGS

VII. ITEMS SCHEDULED FOR ACTION

A. BUSINESS (30 minutes)

1. Approved the Revenue and Expense Reports as motioned by D. Mundy, seconded by C. Dhatt and approved 3-ayes, 0-noes, 2-absent

2. Approved the SB 1436 Salary and Benefits Disclosure as motioned by C. Dhatt, seconded by N. Thandi and approved 3-ayes, 0-noes, 2-absent
3. Approved the 2019-20 Teaching Staff Salary Schedule as motioned by N. Thandi, seconded by D. Mundy and approved 3-ayes, 0-noes, 2-absent
4. Approved the 2019-20 Education Protection Account (EPA) Spending Plan as motioned by N. Thandi, seconded by C. Dhatt and approved 3-ayes, 0-noes, 2-absent
5. Approved the 2019-20 Local Control Accountability Plan (LCAP) as motioned by D. Mundy, seconded by N. Thandi and approved 3-ayes, 0-noes, 2-absent
6. Approved the 2019-20 Budget as motioned by D. Mundy, seconded by N. Thandi and approved 3-ayes, 0-noes, 2-absent
7. Approved a Business and Fiscal Services Agreement for July 1, 2019 – June 30, 2020 as motioned by N. Thandi, seconded by D. Mundy and approved 3-ayes, 0-noes, 2-absent
8. Approved three Chevron gas cards for bus, van and general as motioned by D. Mundy, seconded by N. Thandi and approved 3-ayes, 0-noes, 2-absent

B. CURRICULUM AND INSTRUCTION

C. PERSONNEL

VIII. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

A. BUSINESS (10 minutes)

1. Board Policies
2. Safety Update

B. CURRICULUM AND INSTRUCTION (10 minutes)

1. Principal's Report: The Principal presented information which has occurred since the previous Board meeting and included ongoing efforts for student performance as well as an enrollment update.

C. PERSONNEL (10 minutes)

1. Staffing Update 2019-20

D. PUPIL SERVICES (5 minutes)

1. Update on Transportation Services

IX. ITEMS FROM THE BOARD

X. ADJOURNMENT

The meeting was adjourned at 7:40 PM as motioned by N. Thandi, seconded by D. Mundy and approved 3-ayes, 0-noes, 2-absent.

Sacramento Valley Charter School Transaction Report

June 6 - July 22, 2019

Memo/Description	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 33,105.00
Deposit		
PPA - Solar power purchase agreement \$7,250, Property tax exemption \$17,967.39, US bank rebate \$223.53		
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous	\$ 25,440.92
Total for 8590 - CSFGP SB740	V RESTRICTED REVENUE:6030 - CSFGP SB740:8590 - CSFGP SB740	\$ 14,801.46
TOTAL		<u>\$ 73,347.38</u>

Sacramento Valley Charter School
Check Detail
 June 5 - July 23, 2019

Date	Num	Name	Memo/Description	Amount
06/07/2019	3746	Sukhdeep Kaur	reimbursement for supplies	10.91
06/07/2019	3747	California Choice Builder	Premiums for June	773.67
			Premiums for July	768.67
				1,542.34
06/07/2019	3748	Mobile Ed. Production	"Mr. Peace- Diversity" assembly for next school year	945.25
06/07/2019	3749	Prabhjot Singh	Bhangra coaching	900.00
06/07/2019	3750	Quill.com	card stocks for office	76.83
06/07/2019	3751	Victoria Dali	Invoice for May	2,800.00
06/07/2019	3752	Young, Minney & Corr, LLP	Legal services regarding MOU with WUSD	217.07
06/12/2019	3753	Sikh Temple	Rent for the month of June	20,445.00
06/19/2019	3754	LifeTouch NSS	remaining balance for yearbooks	160.70
06/19/2019	3755	The UPS Store	Livescan	74.00
06/19/2019	3756	WageWorks	Cobra services	40.00
06/19/2019	3757	TIAA Bank	Copier lease	99.99
06/19/2019	3758	WageWorks	2019-20 plan renewal	100.00
06/19/2019	3759	Internal Revenue Service	copies of tax exempt status application	26.20
07/05/2019	3760	Wave Broadband	phone and internet service	460.27
07/05/2019	3761	Great America Financial	copier lease	615.56
07/05/2019	3762	MetLife	Life,LTD,ADD	263.39
07/08/2019	3763	Serve 3 Network	New phone service, 1-yr wifi cloud subscription, Network setup for new rooms	5,210.84
07/08/2019	3764	California Choice	health insurance premiums for August	6,420.87
07/17/2019	3765	Victoria Dali	Invoice for June	1,250.00
07/17/2019	3766	Houghton Mifflin Harcourt	1st & 2nd grade teacher manual for Go- Math	260.76
07/17/2019	3767	WageWorks	Cobra services for June	40.00

07/17/2019	3768 Scholastic	Reading Books for 3rd grade	69.09
07/17/2019	3769	Voided	0.00
07/17/2019	3770 TIAA Bank	Copier lease	119.99
07/17/2019	3771 The UPS Store	Live scan for new hires	135.00
07/17/2019	3772 US Bank	awards for award assembly	43.50
		Microsoft fee	31.94
		Facebook ad	22.16
		fuel for vans	304.93
		breakfast for honor students	329.44
		stamps	390.00
		lunch grocery	537.26
		staff meeting breakfast	384.45
		5th grade field trip to movie theatre	193.00
		TKS Bootcamp Bundle for KDG- 2019-20 School year	155.66
		classroom supplies	154.20
			<u>2,546.54</u>
07/17/2019	3773 Andrea Anaya	Reimbursement for classroom supplies/ previous issued check # 3734 damaged in mail	76.76

Personnel/Employment / *Health & Safety*

Safe Facilities

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

Sacramento Valley Charter School will be housed in a facility that meets California Building Code requirements (Part 2 (commencing with Section 101) of Title 24 of the California Code of Regulations), as adopted and enforced by the local building enforcement agency jurisdiction over the area in which the Charter School is located.

SVCS will provide appropriate training for the staff to maintain safe and secure school facilities.

Inspections will be performed to ensure that daily operations do not compromise facility safety and health in any manner. This will include maintaining safe access/egress paths (both routine and emergency), access to emergency equipment, eliminating obstructions to airflow, etc.

*Covered w/ Street
Safety*

Student Transportation

Bus Scheduling and Routing

Approved by Sacramento Valley Charter School Board of Directors 07/2012; Updated
08/___/2019_____

Student bus scheduling and routing, governed by SVCS Board Policy, are as follows:

1. Eligible students are scheduled for bus transportation between home and school. This is done in accordance with state law and rules and regulations for school bus transportation.
2. Students must ride the same bus five (5) days a week. Students will be bused back to the same place he/she is scheduled to be picked up unless a written variance has been submitted and approved.
3. Requested bus stop changes must fit into a regular and manageable routing acceptable to the bus driver (safety/time tables), School Secretary (scheduling/time tables), the Transportation Director (CHP approved) and the Principal. At the beginning of year, bus routes will be revisited by the transportation team and re-evaluated for possible changes by the end of September. The routes and stops will remain the same until a second evaluation in January with possible changes by end of that month.

*Covered
w/
Student
Safety*

Approved by Sacramento Valley Charter School Board of Directors 07/2012; Updated
08/___/2019

Staff and Bus Drivers

1. Teachers will escort students to the bus at the end of the day.

Non-Bus Riders:

2. Students not riding the bus will be released to a parent/guardian.
3. Students may only be released to siblings/other responsible adults with prior written authorization.
4. A student who is typically picked up by parents will be brought to the office by the classroom teacher in the event his/her parent is late. An attempt will be made by office staff or teacher to contact the parent(s).
5. Parents are responsible for their student's safety once school has released the child into their care. Parents are to keep child(ren) under control while escorting to private car or walking. Private cars are to be parked on the west side of the school.
6. The bus loading zone defined as the Sellers Way area of the school and is to remain free of private cars between 8:00-8:30am and 2:45-3:15pm.

Bus Riders:

7. Student bus riders will be released by teachers to board buses.
8. Bus drivers will do a count of students present on bus versus total count of riders signed up for a particular bus.
9. In the event of a discrepancy in the number, the driver will take roll to ascertain which students are inadvertently on the bus.
10. Students not scheduled for bus transportation will be escorted from the bus and released to a school staff member.
11. Bus drivers will have a binder with relevant information, including:
 - a. Transportation variances indicating day(s) of week of variance(s)
 - b. General student information including designated drop-off point
 - c. Parent contact numbers
 - d. Emergency contact numbers
 - e. School phone contact numbers (Office Manager, Principal, etc.)

Parents

1. Parents must indicate that they wish their child to participate in SVCS transportation services to the Office.
2. Parents are required to fill out an "Assigned Bus Stop Location Form" in order to have their child eligible to ride the bus.

Approved by Sacramento Valley Charter School Board of Directors 07/2012; Updated
08/___/2019

3. Parents requesting an ongoing variance in the default transportation routine must fill out a detailed overview of the change(s). This will be kept on file in the office and with the bus drivers.
4. A one-time variance must be requested through the office as soon as possible in order to notify the staff and bus driver in a timely fashion. This variance must include specific details as to the drop-off location.
5. A parent who typically picks up his/her child must notify the school in the event he/she will be more than 15 minutes late.
6. Parents who are running late in picking up their child may opt to have their child take the bus, provided they (1) Have a bus agreement on file with SVCS and (2) Contact the school giving specific instructions indicating their wish for their child to ride the bus for that day only. A child's ability to ride the bus under these circumstances is predicated on the parent's ability to notify the school prior to the bus leaving at the scheduled time.
7. Parents should arrive at their scheduled bus stop 10 minutes early.
8. For your child's safety and to ensure timely delivery of other students, the bus driver will return students to school if parents fail to pick up their student. Parents will be contacted to and instructed to pick up child at school.
9. Parents/Guardians when picking up students from designated bus stop at end of school day will wait for the bus to come to a complete stop, to be flashing red warning lights and the stop sign extended, and all traffic has stopped, before approaching the bus. Any parent/guardian who fails to follow transportation safety guidelines or attempts to block the bus driver in any manner from carrying out his/her duties shall lose bus privileges for the remainder of the year.

Student Safety Personnel

Personnel/Employment

Administration of Medication

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

The Charter School staff is responsible for the administration of medication to students attending school during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician or surgeon, must be assisted by designated school personnel.

In order for a student to be assisted by designated school personnel, the Charter School shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the parent, foster parent, or guardian of the student indicating the desire that the Charter School assist the student in the matters set forth in the statement of the physician and providing a release for the designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the Charter School and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication.

Guidelines:

The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication shall be administered during school hours only if determined by a physician to be necessary.

Designated staff shall keep records of medication administered at the school. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.

Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes).

The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

A student may be subject to disciplinary action if he/she uses auto-injectable epinephrine in a manner other than as prescribed.

Student Safety & Personnel

Personnel/Employment

Communicable, Contagious or Infection Disease
Prevention

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

The Charter School recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the handling and the cleaning up of blood and body fluids.

The Board desires to protect the entire school community without segregation, discrimination or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease.

All students and employees shall be provided appropriate periodic instruction in basic procedures recommended by the State Department of Education and other public health agencies and associations.

Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff. (See "Immunizations / Physical Exams" Policy) Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.

Injuries and Accidents

Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures. (See "Exposure Control Plan for Blood-borne Pathogens" Policy for more information regarding training and exemptions)

First Aid, CPR and Health Screening

The Charter School recognizes the importance of taking appropriate preventive or remedial measures to minimize accidents or illness at school or during school-sponsored activities. To this end, the Charter School expects parents/guardians to provide emergency information and keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs. Within the Charter School facilities, a First Aid Kit containing appropriate supplies will be present. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist. All teachers are to be certified in adult, child and infant CPR and First Aid and be recertified prior to expiration of certificates. Opportunities for adult, child and infant CPR and First Aid training will be offered to all support staff and volunteers.

Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her. Staff members are prohibited from accepting or following any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed, and such Advance Directives shall not be communicated to staff. The Executive Director, or designee, shall ensure that all parents/guardians are informed of this policy.

Vision, Hearing and Scoliosis Screening

The Charter School shall screen for vision, hearing and scoliosis as required by Education Code Section 49450, et seq., per appropriate grade levels.

Head Lice

To prevent the spread of head lice infestations, Charter School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information. The Principal, or designee, shall send home the notification required by law for excluded students. If there are two or more students affected in any class, an exposure notice with information about head lice shall be sent home to all parents/guardians of those students. Staff shall maintain the privacy of students identified as having head lice and excluded from attendance. Excluded students may return to school when reexamination by a nurse, or designee, shows that all nits and lice have been removed.

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

Application:

This policy applies to all applicants to the Charter Schools and the administration of the school in charge of admissions.

Immunizations:

The Charter School will adhere to all law related to legally required immunizations for entering students pursuant to Health and Safety Code Section 120325-120375, and Title 17, California Code of Regulations Section 6000-6075. California law requires that an immunization record be presented to the school staff before a student can be enrolled in school. The Charter School requires written verification from a doctor or immunization clinic of the following immunizations:

- a) Diphtheria
- b) Haemophilus Influenzae type b
- c) Tetanus
- d) Pertussis (all rising students grade 7 must be immunized with a pertussis vaccine booster called Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis (Tdap).)
- e) Measles
- f) Mumps
- g) Rubella (MMR)
- h) Poliomyelitis
- i) Hepatitis B
- j) Varicella (chickenpox)

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

Exceptions are allowed under the following conditions:

- a) The parent provides a signed doctor's statement verifying that the student is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
- b) A parent may request exemption of their child from immunization for personal beliefs.
- c) Students without an exception on file and who fail to complete the series of required immunizations within 10 days will be denied enrollment until the series has been completed.

Physical Examinations:

All students are to have completed a health screening examination on or before the 90th day after the student's entrance into first grade or such students must have obtained a waiver pursuant to Health and Safety Code Section 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolled in kindergarten. Parent failure to obtain an examination for a student or a waiver will result in the student being denied enrollment. If a student's medical status changes, please

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

provide the school with a physician's written verification of the medical issue, especially if it impacts in any way the student's ability to perform at school.

Dental Examinations:

Education Code Section 49452.8 requires that a student have an oral health assessment by May 31 in either Kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the twelve (12) months before a child enters school also meets this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. An Oral Health Assessment/Waiver Request form can be picked up at the Charter School office to be brought with your child to the dental office.

Personnel/Employment

Student Accidents

*Student
Safety*

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

Although the Charter School makes every reasonable effort to prevent student accidents and injuries, accidents occur. The Principal or designee shall develop procedures to ensure that first aid and/or medical attention is provided as quickly as possible and that parents/guardians are notified of accidents.

Universal precautions shall be observed whenever it is possible that students, employees or others may have contact with blood or body fluids as a result of the accident.

Charter School staff shall appropriately report and document student accidents.

SACRAMENTO VALLEY CHARTER SCHOOL

PUPIL PROMOTION & RETENTION POLICY

Board Policy #

The Board of Directors expects students to progress through each grade within one school year. To accomplish this, 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. As early as possible in the school year and in students' school careers, the principal or designee shall identify students who should be retained and who are at risk of being retained in accordance with the following criteria:

Students shall be identified on the basis of grades. The following other indicators of academic achievement shall also be used:

- The State's 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 recommended for retention or is identified as being at risk 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 for a long enough time to enable 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 with 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 shall 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 for not more than one additional school year. A copy shall be placed in the student's Cumulative Folder.

Retention at Other Grade Levels

The Principal or designee shall identify students who should be retained or who are at risk of being retained at grade levels, 1-8.

A student may not be retained more than one time.

Students in grades 1-2 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.

Criteria for Promotion/Retention:

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:

Retention in Grade 1:

If the student meets all of the following criteria:

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

Retention in Grade 2:

If the student meets all of the following criteria:

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

Retention in Grade 3:

If the student meets both of the following criteria:

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:

If the student meets both of the following criteria:

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:

If the student meets both of the following criteria:

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

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

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

Retention in Grade 3

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

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:

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

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.

Retention in Grades 6-8:

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

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 grades 1 and 2:

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 in July 2012;
Updated 08/___/2019_____

The Charter School is committed to providing a drug- and alcohol-free workplace and to promoting safety in the workplace, employee health and well-being and a work environment that is conducive to attaining high work standards. The use of drugs and alcohol by employees, off the job, jeopardizes these goals, since it adversely affects health and safety, security, productivity, and public confidence and trust. Drug or alcohol use in the workplace is extremely harmful to workers.

Accordingly, consistent with this commitment, the Charter School has developed a drug and alcohol policy that applies to all employees. Bringing to the workplace, possessing or using, or being under the influence of intoxicating beverages or drugs on any Charter School premises or at any school-sanctioned activity or function is prohibited and will result in disciplinary action up to and including termination.

The Charter School reserves the right to use appropriate means to provide a safe work environment for its employees. These means may consist of but are not limited to:

- Post-offer, pre-employment drug/alcohol testing;
- Referral to local authorities;
- Referral to employee assistance program;
- Full investigation of accident causes, which includes drug and alcohol testing;
- "For cause" drug testing (reasonable suspicion testing);
- Search of School property;
- Search of employee property, including employee handbags and vehicles, brought onto School property, only in accordance with search policies approved by the Board.

Refusal to submit to a "for cause" drug test or a drug test in connection with an on-the-job injury or accident is cause for immediate termination. No cause or notice is required to terminate an employee pursuant to this policy.

Approved by Sacramento Valley Charter School Board of Directors 8/___/19_____

The Principal or designee shall meet State and Federal standards for dealing with blood-borne pathogens and other potentially infectious materials in the workplace. The Principal or designee shall establish a written "Exposure Control Plan" designed to protect employees from possible infection due to contact with blood-borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Principal or designee shall determine which employees have occupational exposure to blood-borne pathogens and other potentially infectious materials. In accordance with the Charter School's "Exposure Control Plan," employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination.

The Principal or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. Any employee not identified as having occupational exposure in the Charter School's exposure determination may petition to be included in the Charter School's employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Principal or designee who shall evaluate the request and notify the petitioners of his/her decision. The Principal or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

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

Fingerprinting

Sacramento Valley Charter School ("Charter School") shall comply with the applicable provisions of the Education Code, including Sections 44237, 44803.1 and 45125.1.

It is the policy of the Charter School to require fingerprinting and background checks for its employees as required by law prior to employment at the Charter School. All prospective employees must abide by all applicable laws and agree to abide by the policies of the Charter School, including the submission of fingerprints and the approval for the Charter School or its designee to perform background checks. This requirement is a condition of employment.

The Charter School shall also require a fingerprint and background check for school volunteers who will come into contact with students outside of the supervision of a Charter School employee or who work with students in excess of ten (10) hours per week, or who will travel with students for an overnight field trip or a field trip without direct teacher/staff supervisor, prior to volunteering at the Charter School. A school volunteer is defined as an individual working under the direction of a paid Charter School employee to provide a service without compensation on campus while working with or around children. Campus volunteers must abide by all applicable laws and agree to abide by the policies of the Charter School, including the submission of fingerprints and the approval for the Charter School or its designee to perform background checks. The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary. School volunteers are financially responsible for the cost of fingerprinting/background checks.

Additionally, the Charter School may on a case-by-case basis require an entity providing contract services require the entity's employees to comply with the requirements for fingerprinting, unless the Charter School determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee will have limited contact with pupils, the Charter School must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or under the supervision of Charter School personnel.

Procedures for Background Checks

The Principal shall review Department of Justice reports on prospective employees to determine whether an employee may be employed in accordance with Education Code Section 44237, 44803.1 or 45125.1, except with respect to her or himself, in which case the President of the Charter School Board of Directors will review. The Principal shall review Department of

Personnel/Employment

Fingerprinting and Background Checks

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

Justice reports on prospective contractors and volunteers to determine whether the individual may provide the contract or volunteer services. The Principal shall monitor compliance with this policy and report to the Board of Directors on a yearly basis.

Approved by Sacramento Valley Charter School Board of Directors June 3, 2015;
Updated August __, 2019_____

Board Policy/Administrative Regulation:

- A.** Effective July 1, 2015, under the Healthy Workplace Healthy Family Act of 2014 (AB 1522), an employee who works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave.
- B.** Leave accruals for salaried staff already meet or exceed the minimum requirements. There is no additional requirement for salaried staff.
- C.**
1. Under the new law, all other employees will earn one hour of paid leave for every 30 hours worked.
 2. Accrual begins on the first day of employment or July 1, 2015, whichever is later.
 3. An employee may use accrued paid sick days beginning on the 90th day of employment.
 4. The amount of paid sick leave these employees can use in one year shall be limited to 24 hours or three days, whichever is greater.
 5. Accrued paid sick leave may be carried over to the next year, but shall be capped at 48 hours or six days.
 6. An employee may request paid sick days in writing or verbally and cannot be required to find a replacement as a condition for using paid sick days.
 7. An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.
 8. Unused, accrued paid sick leave shall not be cashed out.
- D.**
1. The school shall display poster on paid sick leave where employees can read it easily.
 2. Written notice of sick leave rights shall be provided to each employee at the time of hire.

3. The Principal/designee will implement a procedure to track sick leave eligibility and accrual.
4. The Principal/designee shall show how many hours/days of sick leave an employee has available on the employee's pay stub or on a document issued the same day as a paycheck.
5. The Principal/designee shall keep records showing how many hours have been earned and used for three years. The records will provide the basis for re-hire hours to be restored when applicable.

Approved by Sacramento Valley Charter School Board of Directors: June 17, 2015;

Updated _____

Effective July 1, 2015, SVCS implemented the following sick leave policy for full-time, salaried staff. This policy meets or exceeds the requirements of the Healthy Workplace Healthy Family Act of 2014 (AB 1522).

- A. Full-time salaried employees on the instructional staff calendar will accrue sick leave at a rate of eight (8) days per year.
- B. Full-time salaried employees on the administrative calendar will accrue sick leave at a rate of ten (10) days per year.
- C. Unused sick leave may be carried over for use in a subsequent year, up to a **20-day** cap. Once this cap is reached, no further accruals will be allowed until some sick time is used.
- D. Absences longer than three (3) days due to illness will require medical evidence of illness and/or medical certification of fitness to return to work. Sick pay may be withheld if misuse is suspected.
- E. Employee pay will be docked for absences in excess of the employee's sick leave balance.
- F. Unused sick leave may be transferred to a subsequent California school employer.
- G. Unused sick leave will not be cashed out.

Personnel/Employment

Sick Leave Balance Transfers

Approved by Sacramento Valley Charter School Board of Directors: June 17, 2015;

Updated _____

- A.** For new full-time employees, the school will accept a maximum transfer of **160** hours sick leave earned from a prior California school district or charter school employer. The prior employer must certify in writing the amount of accumulated sick leave the employee possessed at the time of separation.

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

It is required that any person who enters into employment with Sacramento Valley Charter School must acknowledge that they are aware of the provisions of Sections 11164-11174.3 of the Penal Code regarding mandated reporting requirements as defined in this document. Mandated reporters must report suspected child maltreatment immediately when they have reasonable suspicion to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

The Charter Schools shall provide training to all personnel regarding the obligations as mandatory reporters and the steps required to report suspected abuse.

Procedures

Definition: The following situations are reportable conditions: physical abuse; sexual abuse, sexual assault, sexual exploitation; child exploitation, child pornography, child prostitution; neglect; extreme corporal punishment resulting in injury; willful cruelty or unjustifiable punishment; abuse in out-of-home care; and/or mental suffering.

Mandated Reporters: The following individuals are included as mandated reporters: child care custodians, which includes all public school employees (administrators, support staff, teachers, counselors, instructional assistants, custodians, etc.); licensed day care workers and administrators of community care facilities licensed to care for children; health practitioners; and child protective agencies.

When to Report: A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report on a standard form must be sent within 36 hours after the telephone report has been made.

Reporting Agencies: The mandated reporter has a choice of reporting to the Police or Sheriff's Department, the Probation Department or a Child Welfare Agency. In addition, there are child abuse hotline numbers available. To make a telephone report, dial "0" and ask for "ZENITH 21234" or call 1-800-540-4000.

Individual Responsibility: Any individual who is named in the reporting law must report abuse. Immediate reporting to the Executive Director or Principal is recommended. If the individual confers with a superior and a decision is made that the superior will file the report, one report is sufficient.

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

Anonymous Reporting: Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies and other individuals listed in Penal Code Section 11167.5 who have access to a reporter's identity are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed or the reporter waives his/her confidentiality.

Immunity: Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000. In order to get reimbursement, a reporter must present a claim to the State Board of Control (Penal Code Section 11172). No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

Liability: Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in a county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

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

Sacramento Valley Charter School maintains a tobacco-free and smoke-free environment. All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes, i.e. marijuana) as well as e-cigarettes, and vaping.

The use of tobacco is not allowed anywhere on School property. It is the responsibility of each staff member, students, parents, visitors and volunteers to adhere to this rule, and to inform his or her guests of our tobacco-free and smoke-free environment policy.

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 short 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

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.

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

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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/___/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. All physical pay checks will be distributed within three working days after the last working day of the pay period.

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 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.

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

- 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.



Sacramento Valley Charter School

Principal Report

June 6, 2019-July 24, 2019

Office remained closed for Summer Break June 24 -July 12.

Before the Staff left for break on June 21st, the following work was done to get ready for the next school year:

- SB740 was completed and submitted
- Sent out letters (CAASP scores) to parents
- Filed Report Cards in CUMS
- Sent out cum requests for new students
- Completed Rollover
- Report cards (sent/filed)
- Curriculum ordered/inventory
- Cleaned storage
- Transferred CUMs for outgoing students
- Employee Record terminations/ new employee packets/paperwork completed
- Audited current employee credentials/ tb tests
- Website maintenance
- Software Edmentum disenrollment/enrollment
- Email accounts for outgoing students deleted
- Inventory Chromebooks and technology
- Additional WIFI access points installation arranged

Return from break, July 15, 2019

completed/working on:

- Inputting new enrollments into Schoolwise/CALPADS
- Attendance report
- CUM requests continues
- Set up/ moving office
- Inventory/supply orders continued...
- Newsletters/ lunch menu/ calendar
- Policies updates
- Parent Handbook Update
- Employee Handbook update

Staff Development Arranged:

Reading Units by Lucy Calkins August 8, 2019

Standard-Based Assessments and Report Card

August 7 and August 30, 2019

The training for standard -based report cards was demanded by teachers. They needed expert guidance on this training.

Vacuuming and Cleaning of Carpets and Rugs, Completed July 24, 2019

Middle School Science teacher agreed to attend

Automation and Robotics Training, July 29- August 2, 2019 San Diego

Staff Update: New Teachers:

Kristin Provost 4th grade teacher Fully credentialed K-6

Madisen Lester 5th grade teacher Fully Credentialed K-6

Jeremy Turner Middle School Science Teacher Fully Credentialed for Middle and High schools.

Amarjit Nijjar, Math Specialist, Grade K-5, M.Sc. Math Passed CBEST, Five year experience as Instructional Assistant in Elk Grove Unified School District. Substitute Teacher

Transportation Signup and Orientation on August 6, 2019

Meet n Greet on August 13, 2019

First Day of School August 15, 2019

Projected Enrollment Update: 270 Students.