



The Yuba Environmental Science Charter Academy (YES Charter Academy)

"YES to Excellence in Education"

CHARTER PETITION Policies

Prepared in compliance with the terms, conditions, and requirements of
The Charter Schools Act, Education Code Section 47600, *et seq.*, and related
statutes



XIII. Policies

A. Daily Interactions of Charter School

Please see previously written descriptions of sample lessons, block scheduling of upper grades, sample activities, and teaching processes included in the charter petition.

Additionally, every class shall have a mid-morning recess of 10-15 minutes and a lunch time and lunch recess each day. If it is raining, children will have recess inside the classroom or multi-purpose room.

1. Decision-Making Processes:

Teachers are responsible for the day-to-day decisions and planning for their individual classrooms. They may request or receive assistance from other staff members and the administrator as needed. Teacher and staff members will be asked for input on many decisions and some decisions shall be made jointly by the staff and administration through planning periods within the school year and weekly staff meetings as well as individual consultation with the administrator as needed.

The Administrator is responsible for determining schedules, graduations, staff meetings, and coordinating other activities with teachers and other staff members. The administrator reserves final right of denial or acceptance for any and all activities related to the school. The administrator shall supervise teacher assignments and make regular decisions regarding the daily operation of the Charter School.

Decisions such as resolutions, the payment of items in excess of \$450, disciplinary actions, expulsions, release of employees, contracting with service providers, and more shall be the responsibility of the Council of Directors to be decided in regular or special board meetings by majority vote after a quorum is established.

2. Financial Permissions and Restraints:

The administrator will direct the purchasing of services or repairs as needed for the maintenance and smooth running of the school. Any items or services in excess of \$450 shall be brought before the Council of Directors for approval in a regular or special meeting of the Board. Checks issued from the charter school shall be signed by either the CFO or Secretary of the Council of Directors. The administrator shall have access to the revolving debit account as needed for regular purchases such as food service items, custodial/janitorial items, office supplies and postage, etc.

The administrator will approve time cards and negotiate employee contracts and compensation, with final approval being brought before the Council of Directors for regular key positions. Adjustments to the hours worked will be at the discretion of the administrator to ensure smooth operating of the charter school. All disciplinary actions regarding employee compensation shall be brought before the Council of Directors prior to being carried out.



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3. Parental Involvement:

All parents are asked to volunteer for the school for a minimum commitment of 6 hours per parent per semester. This volunteer commitment can be fulfilled via volunteering to assist in the classroom or at recess (fingerprint clearance required), assisting teachers outside of the school campus through preparing items needed for projects, grading papers, organizing school events/fundraisers, calling for donations or special speakers, office assistance, campus maintenance, and more.

Parents are always welcome to schedule conferences with their teachers. Parents will be invited to a minimum of one conference at the end of each grading period or trimester. During the first conference parents will participate in establishing individual learning plans (ILP) for their students.

Newsletters will go home regularly to keep parents aware of activities at school. These newsletters may be from the classroom or from the school. Parents may assist in publishing these newsletters.

Parents are welcome to enter the campus as guests to observe their children in the classroom for a limited amount of time. They must follow visitor procedures including signing in at the office and wearing a visitor badge.

Parents are encouraged to assist their children in the completion of homework and extra work assigned toward ILP goals. If they need assistance they are welcome to call the school to discuss ways to support their children in learning at home and at school.

B. Dress and Appearance Policy

The Yuba Environmental Science Charter Academy faculty and administration are dedicated to offering a wholesome education – inclusive of the learning environment in which the children attend school. Students are to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the education process. The major responsibility for dress and grooming is placed upon the student and the student's parents. The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities. We intend to provide our students with a school environment that is clean, positive, and uplifting.

We ask your support in helping the Yuba Environmental Science Charter Academy form a healthy school-time setting by guiding your children towards appropriate school attire. Your support is most needed and appreciated in the following four areas.

1. Ensure a safe environment for our children

- Students should dress for the weather and/or come dressed anticipating the weather.
- Students should wear comfortable, practical, flat-soled and closed-toe shoes that are firmly attached to the feet and without flashing lights or wheels. Check schedules for SPORTS AND GAMES classes. These classes require flexible, firm-fitting running shoes worn with socks. Footwear must be worn at all times.



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- Students should only wear jewelry that does not dangle and jewelry that does not distract the wearer or others.

2. Create an environment focused on learning

Clothing should not be a distraction. To support student learning and to build community all students and YES CHARTER ACADEMY staff are required to adhere to a dress code while on the YES CHARTER ACADEMY campus as follows:

- Boys shall wear any color of pants including blue jeans and shorts. Shirts shall be solid color or striped (with a collar - or T-shirt). A “YES CHARTER ACADEMY T-shirt” is fine. Sport clothing to be worn during physical education will follow the same color and fashion outlined here.
- Girls shall wear any colored pants, dress, and skirt including blue jeans and shorts. Shirts shall be solid color or striped (with a collar - or T-shirt). Jewelry and hair ornaments should not interfere with learning or writing. A “YES CHARTER ACADEMY T-shirt” is fine. Sport clothing to be worn during physical education will follow the same color and fashion outlined here.
- Both boys and girls: Clothing (caps, shirts, shoes, coats and jewelry) should be free of advertisements and printed messages (e.g., without references to cartoon figures, movies, rock groups, sports teams, soft drinks, radio stations, free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. No accessories with spikes may be worn. Words on clothing should be limited to the manufacturer’s names in small print.

Clothing (tops, pants, shorts, dresses, skirts) that is cut so that underwear is indeed “under” and children’s bodies are modestly covered. Specific examples are:

- Shirts that cover the midriff even when arms are up.
- Pants that cover the hip bones.
- Shorts and skirts that are as long as the fingertips extended down the legs.
- Clothing free of purposeful cutting, slashing, or ripping.
- Shirts that stay on the shoulders. Shirts with neck-lines and sleeve-holes that keep the chest covered.

Hats (and hoods), in general, are for outdoors and are removed while indoors.

Dress-Down Friday

- All garments must fit and be worn in the manner in which they are designed. Pants must be worn at or above the hip point and be able to stay up without a belt. (no sagging)
- Footwear must be worn at all times and shall have appropriate designs and colors.



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- Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut, tank tops, spaghetti straps, torn off sleeves, bare midriffs and shorts shorter than mid-thigh are prohibited.
- Inappropriate lettering, printing, message patches or messages on clothing, hats, backpacks, binders or other personal items, are prohibited.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol. No accessories with spikes may be worn.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Any apparel, jewelry, accessory, school materials or manner of grooming which by virtue of its color, arrangement or any other attribute denoting membership in a gang is prohibited.
- No hats are allowed to be worn inside the school with the exception of teacher approved classroom curriculum activities.

3. Electronic Devices

iPods, cell phones, CD players and other electronic entertainment devices may not be brought to class or the playground. Cell phones must be put away during school hours. Students who are seen with their cell phone out and/or in use will be assigned school discipline. The phone will be confiscated by the school and made available in the office for the parent to pick up.

4. Personal Property

Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. We strongly encourage students not to bring large sums of money to school. Personal property having no bearing on studies will not be allowed at school. This includes radios, skateboards, video games, CD players, recorders, baseball cards, athletic equipment and cameras, iPods, and mp3 players. These items will be confiscated and returned only to parents.

YES CHARTER ACADEMY is not responsible for lost or stolen cell phones, personal electronic devices and personal property.

C. Acceptable Use of Technology

Yuba Environmental Science Charter Academy (“YESCA”) encourages the use of technology including Internet access to provide learning and communication opportunities for students and employees to support the educational mission of YESCA. Since the Internet is a vast and expanding resource that holds appropriate and inappropriate opportunities for students and employees, this policy is set forth to communicate acceptable and unacceptable use. Each year, students and employees need to acknowledge receipt of and agreement with this Policy. Students who are under 18 also must have his/her parent or guardian sign this Policy. Parties agreeing to this Policy also understand that YESCA may revise the AUP, as it deems necessary.

a) Acceptable Uses of the Computer Network or the Internet



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Access to the YESCA computer network (including, but not limited to: Ipads provided by the school, host computers, file servers, application servers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and our internet service provider, is a privilege, not a right. User rights may be limited or revoked at any time, in the sole discretion of YES. The YESCA computer network, Internet access, and student/employee Accounts should be used only for educational or professional purposes.

The Account may only be used during the time the User is a student or employee of YES. Anyone who receives an Account is responsible for using it properly. The student or employee is required to change the password the first time he or she uses the Account and routinely thereafter. Use of passwords to gain access to the YESCA network does not imply that the User has an expectation of security or privacy.

If a User is uncertain about whether a particular use of the computer network, Internet or e-mail is appropriate, he or she should consult a teacher or Principal.

b) Unacceptable Uses of the Computer Network, E-Mail or Internet

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to:
 - Selling or purchasing any illegal substance;
 - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate materials on the Internet, as determined by the YESCA Board of Directors or any related authority.
- Uses that involve obtaining and/or using anonymous email sites.
- Uses that cause harm to others or damage to his/her property are unacceptable.
- Unacceptable uses include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other Users' e-mails, files, or data;
 - Installing or using encryption software;
 - Accessing another User's e-mail without his/her permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 - Damaging computer equipment, files, data or the network;
 - Using profane, abusive, or impolite language;



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- Disguising one's identity, impersonating other Users, or sending anonymous e-mail messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance including, but not limited to "email bombs";
- Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes";
- Using any YESCA computer to pursue "hacking", "phishing" or "spamming" internal or external to YES, or attempting to access information that is protected by privacy laws.
- Access and Interference: Using any robot, spider, other automatic device, or manual process to monitor or copy YESCA web pages or the content contained thereon or for any other unauthorized purpose; or, using any device, software or routine to interfere or attempt to interfere with the proper working of the website; or,
- Wasting YESCA network resources such as emailing mass mailings and chain letters, engaging in spam, subscribing to a non-work related listserv, spending excessive time on the Internet for personal reasons, playing games, engaging in non-YES related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic.
- Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Using other Users' Account passwords or identifiers;
 - Disclosing one's Account password to other Users or allowing other Users to use one's Account;
 - Getting unauthorized access into other Users' Accounts or other computer networks; or,
 - Interfering with other Users' ability to access his/her Accounts.
- Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:



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- Selling or buying anything over the internet for personal or financial gain;
- Using the Internet for advertising, promotion, or financial gain;
- Conducting for-profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes; or,
- Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

- Users may not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Acknowledgement of Responsibility

Because access to the Internet provides connections to other computers/systems located all over the world, parents and students must understand that YESCA does not control the content of the information available on others systems. Some of the information available is controversial and sometimes may be offensive. YESCA does not condone the use of such materials on YESCA computers.

A responsible user will:

1. Use the Internet to research assigned classroom projects/assignments.
2. Use the rules of common sense and proper computer net-etiquette.
3. Notify an adult immediately, if by accident, you encounter inappropriate materials.

You will be held accountable for your actions and for the loss of privileges if the rules of the Acceptable Use Policy are violated.

Failure to adhere to the policy and the guidelines, as described above, will result in disciplinary action including, but not limited to:

- Suspension or revocation of network privileges
- School suspension
- School expulsion
- Legal action and prosecution by the authorities.

Although YESCA does provide an Internet content filtering system, no warranties are made with respect to the Internet and YESCA specifically assumes no responsibilities for:

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- The accuracy or validity of visited websites
- Any costs, liability, or damages caused by the way the user chooses to use the Internet
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of YESCA
- Guaranteeing that a student without a parent/guardian's consent to use the Internet will never gain access to the network

I also recognize that the YESCA cannot be held responsible for any cost, liabilities or damages caused by how the student chooses to use his/her school network/Internet access.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Student Name (Please Print)

Student Signature

Date

D. Drug and Alcohol Policy

YES Charter Academy 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, and consistent with this commitment, YES Charter Academy 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 of YES Charter Academy's premises or at any school-sanctioned activity or function is prohibited and will result in disciplinary action up to and including termination.

YES Charter Academy 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;

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- 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 Charter School property;
- Search of employee property, including employee handbags and vehicles, brought onto School property, only in accordance with search policies approved by the Point Dume Marine Science Charter 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.

E. Suspension and Expulsion Policy

1. Definitions (as used in this policy)

- "Council of Directors" means governing body of YES CHARTER ACADEMY.
- "Expulsion" means disenrollment from YES CHARTER ACADEMY.
- "School day" means a day upon which YES CHARTER ACADEMY is in session or weekdays during the summer recess.
- "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes. However, "suspension" does not mean the following:
 - Reassignment to another education program or class at the charter school where the pupil will receive continuing instruction for the length of day prescribed by the Council of Directors for pupils of the same grade level
 - Referral to a certificated employee designated by the Director to advise pupils.
 - Removal from the class but without reassignment to another class for the remainder of the class period without sending the pupil to the Director or designee.
- "Pupil" also includes a pupil's parent or guardian or legal counsel or other representative.
- "School" means the Yuba Environmental Science Charter Academy.

2. 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 YES CHARTER ACADEMY. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. 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.

The Director shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Administrative Procedures are available on request at the Director's office. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. A student identified as an individual with disabilities or for whom YES CHARTER ACADEMY has a basis of knowledge of a suspected disability pursuant to the Individuals



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with Disabilities in Education Act (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 regular education students except when federal and state law mandates additional or different procedures. YES CHARTER ACADEMY will follow Section 504 of the Rehabilitation Act, Individuals with Disabilities in Education Act (IDEA), the Americans with Disabilities Art (ADA) of 1990, and all federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities, or for whom YES CHARTER ACADEMY has a basis of knowledge of a suspected disability, or who is otherwise qualified for such services or protections in according due process to such students.

3. 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 YES CHARTER ACADEMY or at any other school or a School-sponsored event at anytime, including but not limited to

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off YES CHARTER ACADEMY campus
- During, going to, or coming from a school-sponsored activity

4. Enumerated Offenses

Students may be suspended or expelled for any of the following acts when it is determined that the pupil:

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold, or otherwise furnished any firearm, knife, 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 Director designee's concurrence
- Unlawfully possessed, used, sold, 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
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 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
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel
- Committed an obscene act or engaged in habitual profanity or vulgarity



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- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, the Director, other school officials, or other school personnel engaged in the performance of their duties
- Knowingly received stolen school property or private property
- 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
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4
- 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
- Made terrorist threats against school officials and/or school property
- Committed sexual harassment
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- 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

The above list is not exhaustive and depending upon the offense, a pupil may be suspended or expelled for misconduct not specified above. Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.