



Long Valley Charter School

A Non-Profit Public Benefit Corporation

Employee Handbook

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SECTION 1 – WELCOME

WELCOME TO LONG VALLEY CHARTER SCHOOL!

We are happy to have you join us at Long Valley Charter School (“LVCS” or the “Charter School”). We believe our schools are truly unique. We serve a diverse group of students, each talented in their own way. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for all of our employees. All employees should treat all individuals, students, teachers, administrators, volunteers, and family members with respect and approach all situations as opportunities to learn.

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

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

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

We welcome you and wish you great success and fulfillment at LVCS.

Sincerely,

Sherri Morgan
Executive Director/Superintendent

SECTION 2 – OUR CHARTER

CHARTER DOCUMENT

Familiarity with the school’s charter is required; assuring the pursuit of charter goals is every employee’s responsibility. The charter documents are located on the www.longvalleycs.org website.

MISSION STATEMENT

~~The mission of LVCS is to equip rural students with the educational skills necessary in the 21st century—the ability to read, write, speak, and calculate with clarity and precision, and the ability to participate intelligently and responsibly in a global society. LVCS offers alternative choices through site-based learning, independent study and distance learning, to enable students to acquire the knowledge necessary to make a difference in their lives. LVCS provides a diverse, student-centered environment in which all students are held to high academic and behavioral standards. Students work in collaborative relationships, both within and outside the Charter School, and perform service to the community.~~

Long Valley Charter School is an educational community, inspiring each child to achieve their highest potential, providing opportunities for self-discovery, and preparing students for the challenges of a rapidly changing world.

VISION

~~It is our privilege, as an educational community, to help each child achieve his/her highest potential, to provide opportunities for self-discovery, and to prepare students for the challenges of a rapidly changing world.~~

Long Valley Charter School envisions every student becoming lifelong learners, pursuing meaningful work, and participating in civic activities.

OVERALL PROGRAM GOALS

LVCS establishes Expected School-wide Learning Results (ESLRs) and reviews this document annually with its stakeholders. The updated ESLRs are posted on the LVCS website. Employees are responsible for being familiar with this document and contributing effort to reaching the stated results. Suggestions for updates to the ESLRs are to be submitted to the administrator.

GOVERNANCE

LVCS is governed by a Board of Directors of at least five (5) members. The calendar of Board meetings is posted to the LVCS website. All employees are encouraged to attend meetings either on site or locations hosting teleconference connections. The structure of governance is diagrammed below.

Fort Sage Unified School District <u>(LVS)</u> / <u>Susanville School District (TPC)</u>
LVCS Board of Directors

Advisory Councils	Executive Director/Superintendent	
Site-level committees at each location	LCOE Services	LVCS Staff

SECTION 3-GENERAL

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

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

Neither this handbook nor any other LVCS document confers any contractual right, either express or implied, to remain in LVCS's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by LVCS or you may resign for any reason at any time.

No supervisor or other representative of LVCS except the Executive Director, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

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

SECTION 4-EMPLOYMENT

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

Long Valley Charter is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices) gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, Long Valley Charter prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of the School.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the School. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact HR Manager and request such an accommodation, specifying what accommodation he or she needs to perform the job. The School will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

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

HARASSMENT

It is the policy of Long Valley Charter to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use

or access a particular drug, device or product or medical services for reproductive health, military or veteran status, immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Long Valley Charter prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator, or other employee, including unpaid interns and volunteers of Long Valley Charter to harass, discriminate against or engage in abusive conduct towards other students, teachers, administrators, (including unpaid interns and volunteers) or other employees or anyone associated with Long Valley Charter through conduct or communication. The School will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to Long Valley Charter (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

The term employee includes teachers, classified staff, administrators, unpaid interns and volunteers.

What is Harassment?

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

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

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).

- Physical conduct such as assault, unwanted touching, blocking normal movement , or interfering with work because of any protected basis(“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating.
- Malice is defined as conduct which is “intended by the perpetrator to cause injury to the victim or despicable conduct which is carried on by the perpetrator with a willful and conscious disregard of the rights or safety of others.” (Calif Civil Code §3294(c)(1))

Responsibility

All Long Valley Charter employees have a responsibility for keeping our work environment free of harassment, discrimination and abusive conduct.

Reporting

Long Valley Charter encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Executive Director. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to the Executive Director. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the Executive Director. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within Long Valley Charter School. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

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

Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or Executive Director or HR Manager. Long Valley Charter encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

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

Misconduct constituting harassment, discrimination, abusive conduct, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Long Valley Charter believes appropriate under the circumstances. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Retaliation

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

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

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

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

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Long Valley Charter will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Executive Director or HR Manager. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Long Valley Charter prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

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

Training Requirements

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

AT-WILL EMPLOYMENT

Except if stated expressly otherwise by employment contract, it is the policy of the Charter School that all

employees are considered “at-will” employees of the Charter School. Accordingly, either the Charter School or the employee can terminate this relationship at any time, for any reason, with or without cause, and with or without advance notice.

Nothing contained in this Handbook, employment applications, Charter School memoranda or other materials provided to employees in connection with their employment shall require the Charter School, with the approval of the Board of Directors, to have “cause” to terminate an employee or otherwise restrict the Charter School’s right to release an employee from their at-will employment with the Charter School. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the Charter School’s right to terminate at-will. No School representative, other than the Board of Directors or its designee, is authorized to modify this policy for any employee or to make any representations to employees or applicants concerning the terms or conditions of employment with the Charter School that are not consistent with the Charter School’s policy regarding “at-will” employment.

This policy shall not be modified by any statements contained in this Handbook or employee applications, Charter School memoranda, or any other materials provided to employees in connection with their employment. Further, none of those documents whether singly or combined, or any employment practices, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.

OPEN COMMUNICATION

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

Employees who have work-related concerns or complaints are encouraged to discuss them first with their supervisor. If the concern or complaint is unresolved, contact the Executive Director/Superintendent. Forms for escalated complaints are contained in the appendices. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. LVCS will attempt to keep the employee’s concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

Long Valley Charter provides a reasonable amount of break time to accommodate an employee’s need to express breast milk for the employee’s infant child.

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

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

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

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

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

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to Human Resources or the Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at Long Valley Charter and will be handled in accordance with Long Valley Charter's policy on discrimination and harassment.

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

PUBLIC RELATIONS

The success of Long Valley Charter depends upon the quality of the relationship among LVCS, its employees, students, parents and the general public. The public impression of LVCS and its interest in our school will be formed in part, by LVCS employees. LVCS employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, LVCS and LVCS's services.

Below are several things employees can do to help leave people with a good impression of LVCS.

These are the building blocks for our continued success:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner.
- Assure good grammar and proper spelling of all communication; this can be done by entering text in Word and run the spell/grammar check tool prior to sending.
- Respond to email and voicemail within 24 hours during the workweek.
- Take great pride in your work and enjoy doing your very best!

WHISTLEBLOWER POLICY

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

An employee who wishes to report a suspected violation of law or Long Valley Charter policy may do so by contacting the Executive Director or the LVCS Governing Board.

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

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Executive Director or HR Manager. Any supervisor, manager, or Human Resources staff that receives complaints of retaliation must immediately inform the Executive Director or HR Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The HR Coordinator and a member of Long Valley Charter management will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each LVCS employee is both a “full-time” or “part-time” employee and an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on the employee's

designation. Full-time employees are those employees regularly scheduled to work thirty (30) hours or more each week. Part-time employees are those regularly scheduled to work less than thirty (30) hours each week.

Exempt Employees

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

Non-exempt Employees

This category includes all employees who are covered by certain wage and hour provisions of applicable law. Non-exempt employees are entitled to overtime for hours worked beyond eight (8) hours in a workday or beyond forty (40) in a workweek, as well as meal and rest breaks as prescribed by law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Certificated Employees

Certificated employment is described as a position requiring a credential issued by the California Commission on Teacher Credentialing. Employees working will be placed on the Certificated Salary Schedule based on their credential type and, years of employment, ~~and education~~. LVCS grants up to ~~twelve-fifteen~~ (1215) years full-time teaching experience for initial salary schedule placement.

Classified Employees

Classified employment is described as a position not requiring a credential issued by the California Commission on Teacher Credentialing. Employees working in classified positions will be placed on the Classified Salary Schedule at the appropriate column and step for the position.

WORK SCHEDULES

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

Long Valley Charter reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at school-

sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Non-Exempt Employees

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

Exempt Employees

All employees are required to work according to the schedule and dates stated in their employment agreements. Doyle-based full-time teachers are expected to be present at the Charter School thirty (30) minutes prior to the beginning of the normal school day (8:00 AM) to sixty (60) minutes after the normal school day (4:00 PM). The schedule for full-time teachers assigned to resource centers may be adjusted to starting between the hours of 7:30 AM to 9:00 AM based on the needs of the center; however, the expectation of eight (8) hours per day is the same as the site-based program.

Employees may be required to work other than the normal hours and to take their lunch breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional preparation, evening and Saturday family workshops or special meetings. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities.

The Executive Director/Superintendent must approve any exceptions to the regular work schedule for instructional employees.

Teleworking

Teleworking requires express permission by the Executive Director/ Superintendent. Eligibility and guidelines are described in the LVCS Board Policy 1011.

WORKWEEK AND WORKDAY

Long Valley Charter's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M.

SCHOOL HOLIDAYS

The Charter School observes ~~twelve-thirteen~~ (123) (~~was 11~~)-paid holidays during the year: New Year's Day, Martin Luther King Day, President's Day, Lincoln's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees,

and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the HR Manager. The employee may use paid vacation (or PTO) if the employee has unused paid time off available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) ~~absent-absence~~ an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval;
- Due to closure of schools because of inclement weather;
- Prior to or following Jury Duty or Bereavement Leave; or
- Due to a previously scheduled and approved vacation or PTO.

PUNCTUALITY AND ATTENDANCE

The presence or absence of each employee is of critical importance to the successful operation of the Long Valley Charter. Regular attendance and punctuality are considered an essential function of each position. Therefore, Long Valley Charter expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

If you are unable to report for work on any particular day, you must follow this procedure:

- Independent Study staff: call your immediate supervisor at least twelve (12) hours before the day that will be missed or in an emergency, at least two (2) hours before your scheduled assignment.
- Site Based staff: call the Office at least twelve (12) hours before the day that will be missed or in an emergency, at least two (2) hours before school starts (6:30 am).

If you fail to report for work without any notification to the Executive Director/Superintendent and the absence continues for a period of two (2) business days, the Charter School will determine that you have abandoned your job and voluntarily terminated your employment.

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

Upon returning to work after an absence for any reason, the employee must complete an absence request in the Employee Self Service Portal by the end of the school day on which the employee returns. If an

employee is absent for medical reasons for more than ten (10) working days, the employee must, immediately upon his or her intended day of return to work, provide the supervisor with a physician's statement certifying that the employee is fit to return to duty.

TIME RECORDS

By law, LVCS is obligated to keep accurate records of the time worked by non-exempt employees. Such employees shall be required to utilize the Charter School's time card system.

Non-exempt employees must accurately clock in and out of their shifts as this is the only way the payroll department knows how many hours each employee has worked and how much each employee is owed. The time card indicates when the employee arrived and when the employee departed. All non-exempt employees must clock in and out for arrival and departure, along with lunch and for absences like doctor or dentist appointments. All employees are required to keep the office advised of their departures from and returns to the Charter School premises during the workday.

Non-exempt employees are solely responsible for ensuring accurate information on their time cards and remembering to record time worked. If an employee forgets to mark their time card or makes an error on the time card, the employee must contact the HR Manager immediately to make the correction and such correction must be initialed by both the employee and the HR Manager.

Non-exempt employees are prohibited from performing off-the-clock work, including but not limited to checking emails before/after work hours, performing work in the morning before logging in, and running School errands after logging out. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or HR Manager.

No one may record hours worked on another's worksheet. Any employee who violates any aspect of this policy may be subject to disciplinary action, up to and including release from at-will employment with the Charter School.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

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

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

Meal Periods

Nonexempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. [Your supervisor may schedule your meal period.](#) The meal period must be taken before the end of the fifth (5th) hour of work. The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Executive Director and complete a “Meal Period Waiver” form.

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

Nonexempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed meal period on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Nonexempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. [Employees may leave school site during rest periods.](#)

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

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

PAYDAYS

Paydays are the 25th day of each month for exempt employees and the 10th and 25th of the month for non-exempt employees. If a normally scheduled payday falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday.

PAYROLL WITHHOLDINGS

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

LVCS prohibits improper deductions from the pay of any employee. If an employee believes an error has been made in his or her pay or deductions LVCS will work in good faith to resolve errors as soon as possible. The employee should notify the HR Manager of any errors in pay or deductions withheld within seven (7) days from the date paid.

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

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores each fall prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director/Superintendent and the Charter School with verification of renewals. Failure to provide these updated documents to the Charter School may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, LVCS is required to remove you from the work schedule until you meet the requirements or renew your credential.

TUBERCULOSIS TEST

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

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

CRIMINAL BACKGROUND CHECK

Long Valley Charter recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and do not present a risk of harm to students, coworkers or others. Long Valley Charter will perform applicant background checks and employee investigations as required by Education Code section 47605 [b][f], which requires that "each employee of the school furnish the school with a criminal record summary".

All employees must have Live Scan fingerprint results on file with Long Valley Charter. Proof of Live Scan fingerprinting is a requirement of employment and the results must be provided to Long Valley Charter prior to the first day of work. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. Background checks may also be required of employees whose job duties involve care of students, handling of money, valuables or confidential information, or as otherwise deemed prudent by the school. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Any and all information obtained by Long Valley Charter may be taken into consideration in evaluating one's suitability for employment, promotion, reassignment, or retention as an Employee.

Long Valley Charter shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Long Valley Charter may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers, students or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, Long Valley Charter will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees

subject to an investigation are required to cooperate with Long Valley Charter's lawful efforts to obtain relevant information, and may be disciplined up to and including suspension without pay and/or termination for failure to do so.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with Long Valley Charter.

For additional information on background checks, please contact the Executive Director or HR Manager.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is Long Valley Charter's policy that all school employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

"Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should request class coverage from the Main Office immediately and report the suspicions as required.

It is extremely important that Long Valley Charter employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Executive Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without Long Valley Charter's assistance, he or she is required to notify Long Valley Charter of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with Long Valley Charter.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students. LVCS will provide First Aid and CPR training every two years for ~~teachers, assistants and all~~ staff. Any employee hired after the semi-annual training will be required to provide proof of completion of both First Aid and CPR training

prior to the first day of work.

For additional information on the training required, please contact the HR Manager.

PERSONNEL FILES

At the time of employment, a personnel file is established for you. Please keep the HR Manager advised of changes that should be reflected in your personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency.

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the HR Manager. All requests should be put in writing. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

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

CHANGES IN EMPLOYMENT

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

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Administrative and Classified Staff

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increase in salary or even continued employment. Salary increases and continued employment are solely within the discretion of LVCS and depend upon many factors in addition to performance.

Certificated Staff

At the start of each academic year, each teacher will meet with the Executive Director/Superintendent or designee to establish Performance Objectives for that school year. The Teacher will put these objectives in writing in accordance with a template provided by the Executive Director/Superintendent.

The Executive Director/Superintendent or designee will then evaluate the teacher's performance in accordance with the established evaluation policy. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the LVCS's charter, and standards for teaching performance adopted by the LVCS's Board of Directors.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items LVCS considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what LVCS pays their employees in comparable positions (internal equity), and individual, as well as LVCS performance. It is LVCS's goal to have a current Job Description on hand for each employee that broadly defines the job responsibilities and essential functions for each position.

Wage or Salary Increases

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the end of the school or fiscal year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to school policies, and procedures, ability to meet or exceed duties per job description and achievement of performance goals as well as operational factors.

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

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT¹

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

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

¹ Employees may qualify for FMLA/CFRA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

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

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

For CFRA only, a "family member" includes the employee's spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a "designated person". A "designated person" is someone else with a blood or family like relationship with the employee. The employee is limited to one (1) designated person per 12-month period for purposes of CFRA leave.

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

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

You will be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available vacation and/or paid sick leave.

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

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

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

NEW PARENT LEAVE ACT²

Pursuant to the California New Parent Leave Act (“NPLA”), eligible employees may request a new parent leave of absence pursuant to this policy. Eligible employees are those who have been employed by the School for at least 12 months, have worked at least 1,250 hours during the 12 months immediately prior to the new parent leave of absence, and are employed at a worksite where there between 20 and 49 employees of the School within 75 miles.

If an employee is employed at a worksite where there are 50 or more employees of the School within 75 miles, and is otherwise eligible for leave pursuant to the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), the employee will be eligible for leave pursuant to FMLA and CFRA in lieu of being eligible for leave pursuant to NPLA. In other words, an employee cannot be eligible for leave under both NPLA and FMLA/CFRA. While the School is subject to compliance with FMLA and CFRA, it is the School’s belief that none of its employees are currently eligible for FMLA/CFRA pursuant to the qualifying conditions set forth in applicable statutes/regulations. If an employee has questions about eligibility under NPLA, FMLA, or CFRA, please contact Human Resources.

An employee may request leave under this policy for the following baby-bonding reasons: the birth of an employee’s child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child. This leave may be taken for up to 12 workweeks during the designated 12-month period, which will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much leave time has been taken and therefore determine the amount of leave that is available. This leave may be taken in addition to the Pregnancy Disability Leave set forth below, subject to those terms and conditions.

Ordinarily, you must request a planned new parent leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use

² Employees may qualify for NPLA only if the School has between 20-49 employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for NPLA.

the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

When an approved new parent leave ends, the employee will be reinstated to the same position or a comparable position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if the employee had been continuously employed in this position during the new parent leave. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

New parent leave is unpaid. However, you may utilize any accrued vacation and PSL during your leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available vacation/PSL. The use of such benefits does not extend the length of the leave.

Benefit accrual, such as vacation and holiday pay, if any, will be suspended during new parent leave and will resume upon return to active employment. Group health benefits will be maintained during the approved new parent leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

For more information on new parent leave, please contact HR Manager.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the School. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any accrued vacation time during any unpaid portion of pregnancy disability leave. If an employee is receiving

benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available vacation and/or sick leave.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact HR Manager.

MILITARY SPOUSE LEAVE

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

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation/sick or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (FMLA/CFRA). Unless otherwise mandated by law, employees on a leave of absence of more than 4 months are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

BEREAVEMENT LEAVE

Long Valley Charter provides full-time employees up to three (~~53~~) days ~~paid~~ bereavement leave, ~~beyond sick or personal time~~, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. Up to (3) days will be paid Bereavement Leave per school year, beyond sick or personal time. An employee may elect to use any accrued vacation/PTO for any remaining Bereavement Leave days.

JURY DUTY LEAVE

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

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any nonexempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Vacation or personal hours which have accrued but not been used may be paid to the employee for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). The leave is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in a licensed daycare, kindergarten or grades 1 through 12 may take time off to participate in the activities of the daycare or school;
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;

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

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose.

This leave is unpaid but the employee may choose to use accrued vacation, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a crime if they are:

- A victim of a crime
- An immediate family member of a victim;
- A registered domestic partner of a victim; or
- The child of a registered domestic partner of a victim

An employee must give reasonable advanced notice to the school by providing documentation of the proceeding. Documentation may be any of the following:

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

This leave is unpaid but the employee may choose to use accrued vacation, sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE

If you are a victim of domestic violence, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking.

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

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or,
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

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

The School will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The School will not discharge, discriminate or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

Employers are prohibited from discharging, discriminating or retaliating against an employee who is a victim of domestic violence or the victim of sexual assault for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq. ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify the HR Manager regarding the need for military leave.

Please see the HR Manager for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

If you volunteer to donate an organ you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to two weeks of any accrued paid leave (sick and/or vacation/PTO) for organ donation and up to five (5) days accrued paid leave (sick and/or vacation/PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

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

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

DRUG & ALCOHOL REHABILITATION LEAVE

Long Valley Charter will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the school. Reasonable accommodation includes time off without pay and adjusting work hours. You may use accrued and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

VOLUNTEER CIVIL SERVICE LEAVE

You are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer or emergency rescue personnel. This is an unpaid leave but the employee may use any earned sick, vacation and/or PTO.

CIVIL AIR PATROL LEAVE

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

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

Employees may use accrued, unused paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of paid time off under this policy.

SECTION 9 – BENEFITS

VACATION

Full-time, regular Administrative/Classified employees (twelve (12)-month employees) accrue ten (10) paid vacation days per year. Once an employee's vacation balance reaches fifteen (15) days, the employee stops accruing vacation until vacation is used and the employee's balance falls below the fifteen (15) day cap. Vacation days will not accrue during any unpaid leave of absence.

Requests to use vacation days by these employees must be submitted in the time keeping system at least twenty-four (24) hours in advance. Employees may not use more than ten (10) days of vacation on days that are considered work days for teachers in a single academic year.

Upon separation from employment, the eligible employees listed above will be paid for all accrued, unused vacation time at their current rate of pay. They are not entitled to pay in lieu of taking vacation except upon separation from employment.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligible Employees

All employees (including part-time and temporary) who work for the School more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy.

Permitted Use

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, ~~or~~ sibling of the employee, or "designated person". "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. A "designated person" is any individual the employee identifies at the time the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Allotment

Paid sick leave is available to all LVCS employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment.

Every eligible, full-time employee will be allotted ninety-six (96) hours of sick leave per year on July 1st.

All eligible part-time employees who work fewer than twenty-nine and one-half (29.5) hours per week will receive the greater of twenty-four (24) hours or a prorated amount of sick leave at the beginning of each work year. Unused, accrued sick leave for these employees shall not carry over from year to year.

Limits on Use

Employees may use paid sick leave beginning on the ~~ninetieth-thirtieth~~ (90th30th) calendar day following the employee's start date. ~~LVCS generally does not allow for employees to draw against unearned/accrued sick leave.~~ The Charter School does not pay employees in lieu of unused sick leave.

Sick leave may only be used for the purpose specified in this policy. For absences in excess of three (3) days, LVCS retains the right to request verification from a licensed health care provider.

When employees are experiencing COVID-19 symptoms, after three (3) days of absences, they will be requested to come into the office for a COVID-19 test or provide a note from their licensed health care provider.

Notification

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

Employees must also notify the Charter School secretary as early as possible so that a competent substitute can be located. Routine medical/dental/vision examinations may not be scheduled on in-service days.

Termination

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

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

Personal Necessity Leave

Employees may use up to twenty-four (24) hours of sick leave each school year as personal necessity leave. Uses of personal necessity leave may include, but are not limited to, death or serious illness of a member of the employee's immediate family (this is in addition to Bereavement Leave), an accident involving the employee's person or property, or the person or property of immediate family member, adoption of a child, the birth of child making it necessary for an employee who is the parent of the child

to be absent from their position during work hours, attendance at conferences, personal legal matters, religious observances, and business matters that cannot be conducted outside of the workday. Personal necessity days are not vacation days, do not accrue year to year, and will not be paid out if unused upon separation from employment.

PROFESSIONAL DEVELOPMENT LEAVE

Full-time employees are entitled to the equivalent of one (1) paid day during the school year for training purposes. The Executive Director/Superintendent must approve such training in advance.

INSURANCE BENEFITS

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

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence of more than ninety (90) days are responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA.

Additional voluntary insurance plans may be offered through the Charter School that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher's retirement system (STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from

Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

LVCS withholds income tax from all employees' earnings and participates in FICA (Social Security), for non-exempt employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under Long Valley Charter policy and applicable law.

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

WORKERS' COMPENSATION INSURANCE

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

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

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

It is the Charter School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. LVCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the Charter School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems (“EMS”) such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director/Superintendent and to the individual responsible for reporting to the Charter School’s insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the Charter School’s approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers’ Compensation Bureau and the insurance carrier.
- When there is a job-related injury that results in lost time, the employee must have a medical release from the Charter School’s approved medical facility before returning to work.
- Any time there is a job-related injury, the Charter School requires drug/alcohol testing along with any medical treatment provided to the employee. Failure to submit to drug/alcohol testing as required shall be deemed insubordination and may result in disciplinary action, up to and including termination.

SECTION 10 – EMPLOYEE COMMUNICATIONS

COMPUTER, EMAIL AND INTERNET POLICY

Every employee is responsible for using the LVCS’s computer system, including, without limitation, its electronic mail (Email) system and the Internet, properly and in accordance with this policy.

The computers that you use at work and the Email system are the property of LVCS and have been provided for use in conducting LVCS business. All communications and information transmitted by, received from, created, or stored in its computer system (whether through word processing programs, Email, the Internet or otherwise) are LVCS records and property of LVCS. The computer system is to be used for LVCS purposes only. Employees may, however, use LVCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee’s duties, is not done for monetary gain, does not conflict with LVCS business, and does not violate any LVCS policies:

To send and receive necessary and occasional personal communications;

To use the telephone system for brief and necessary personal calls; and

To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Email

LVCS staff e-mail is through Microsoft 365/ Outlook. Teachers and classified staff members are expected to use school e-mail accounts for work-related communication. As such, e-mail is required to be checked on scheduled work days for timely information related to school business. Accounts can be accessed on campus computers; school e-mail is also web-based.

No Expectation of Privacy

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

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from LVCS's computers is not assured. Use of passwords or other security measures does not in any way diminish LVCS's right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to LVCS for any reason that LVCS in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages or files would not truly eliminate the messages from the system. All Email messages and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they create, store, send or receive on the computer system.

Notwithstanding the foregoing, even though LVCS has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of Executive Director/Superintendent.

Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. All e-mail must include the school's confidentiality notice in the signature area of the communication. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on LVCS letterhead (use of LVCS letterhead requires authorization). Because Email and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in Email or computer files that would not reflect favorably on the employee or LVCS if disclosed in litigation or otherwise.

Offensive and Inappropriate Material

LVCS's policy against discrimination and harassment, sexual or otherwise, applies fully to LVCS's computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including

offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in LVCS's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Executive Director/Superintendent.

LVCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by LVCS networks. Notwithstanding the foregoing, LVCS is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to LVCS's blocking software.

Solicitations

LVCS's computer system (including, without limitation, its Email system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director/Superintendent is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

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

Games and Entertainment Software

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

Confidential Information

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

Copyrights and Trademarks

LVCS's computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Executive Director/Superintendent. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any LVCS-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of LVCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of Long Valley Charter School."

Violations of this Policy

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

Amendment and Modification of this Policy

LVCS reserves the right to modify this policy at any time, with or without notice. LVCS may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

Acknowledgement

Employees acknowledge this policy by signing the receipt of this handbook.

Compliance with the United States Copyright Law and Software Ethics Policy

Federal law prohibits the unauthorized copying and use of computer software programs. The law does not exempt educational institutions from copyright laws and provides for the recovery of actual or statutory damages for violations of copyright infringement. Any employee found copying software other than for backup purposes, and/or giving software to any other person is subject to appropriate administrative and/or disciplinary action, up to and including dismissal.

SOCIAL MEDIA POLICY

Long Valley Charter School has adopted the following policy with regard to employee behavior on social networking sites as it pertains to both employee and student-initiated communication.

Caution is to be exercised on any personal social networking sites. It is recommended that the employee set up a professional profile in which to accept "friendships" with students and parents and keep a personal profile private. It is also recommended that the employee does not initiate "friendships" with students.

With regard to social networking content, employees may not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any school-related business or policy, employee, student,

or parent. Additionally, employees will exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Long Valley Charter School encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site.

Personal or Professional Blogs

If you are developing a website or writing a blog that will mention Long Valley Charter School you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of Long Valley Charter School. Unless given permission by the Director, you are not authorized to speak on behalf of Long Valley Charter School or to represent that you do so. If you are developing a site or writing a blog that will mention Long Valley Charter School, as a courtesy to the organization, please let the Director know in advance of publication. The Director may choose to visit your blog or social networking site from time to time.

You may not share information that is confidential and proprietary with regard to Long Valley Charter School. This includes, but is not limited to, information about curriculum, school dynamics, school programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what Long Valley Charter School considers confidential and proprietary. If you have any questions about whether information has been released publicly or doubts of any kind, speak with the Director.

When writing a blog or participating in any other social networking site, teachers will be required to speak respectfully about Long Valley Charter School and our current and potential employees, students, parents, and competitors. Do not engage in name-calling or behavior that will reflect negatively on the organization's reputation. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by Long Valley Charter School and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking are legally liable for anything he/she writes or presents online. Employees can be disciplined by Long Valley Charter School for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by Long Valley Charter School's employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Failure to comply with Long Valley Charter School's social medial policy will result in disciplinary action, up to, and including, immediate termination.

If you are developing a website or writing a blog that will mention Long Valley Charter, you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of Long Valley Charter. Unless given permission by the

Executive Director you are not authorized to speak on behalf of Long Valley Charter or to represent that you do so. If you are developing a site or writing a blog that will mention Long Valley Charter, as a courtesy to the organization, please let the Executive Director know in advance of publication. The Executive Director may choose to visit your blog or social networking site from time to time.

You may not share information that is confidential and proprietary with regard to Long Valley Charter. This includes, but is not limited to, information about curriculum, school dynamics, school programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what Long Valley Charter considers confidential and proprietary. If you have any questions about whether information has been released publicly or doubts of any kind, speak with the Executive Director.

When writing a blog or participating in any other social networking site, employees should speak respectfully about Long Valley Charter and our current and potential employees, students, parents, and competitors. Name-calling or behavior that will reflect negatively on the organization's reputation is discouraged. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by Long Valley Charter and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking are legally liable for anything he/she writes or presents online. Employees can be disciplined by Long Valley Charter for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create an unlawful hostile work environment. You can also be sued by Long Valley Charter's employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

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

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

Failure to comply with Long Valley Charter's social medial policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

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

LAPTOP COMPUTERS

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

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

PERSONAL CELL PHONE USE

Personal cell phone use is not permitted while you are working. Cell phones should be silenced and stored with your other personal belongings while you are working, unless directed otherwise.

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

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

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

Personal telephone calls, texts and messaging should be made and received during non-~~teaching-duty~~ times. Personal cell phones or calling cards should be used for long distance personal calls. LVCS expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job.

ADVERTISING AND PROMOTION ON CAMPUS

Public Information Materials

LVCS desires to promote positive relationships between the Charter School and the community. Therefore, certain materials from non-profit organizations meeting the criteria below may be approved for

distribution by schools to students and their families.

To cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians, an administrator may approve the distribution of printed materials prepared by governmental agencies or non-profit organizations which extend the community's cultural, recreational, artistic or educational opportunities.

Materials to be distributed shall not include any which:

- Are obscene, libelous, or slanderous, or which incite students to commit unlawful acts, violate school rules, or disrupt the Charter School's orderly operation.
- Attack or denigrate any group on account of sex, race, color, religion, ancestry, national origin, handicap, or disadvantage.
- Proselytize or promote a particular religious message.
- Advocate or oppose any candidate for public office or any ballot measure.

Identification

All informational materials to be distributed shall prominently bear the name and contact location of the sponsoring group, and such materials shall carry the following prominently displayed disclaimer:

Dissemination

Public information materials approved by the Administrator or designee may be disseminated to students subject to reasonable time, place and manner restrictions. Students shall not be asked to distribute commercial advertising.

Advertising

Advertising of commercial products or services is prohibited, except in the instance of School approved fundraising programs that are intended to raise funds for the Charter School. Any such fundraising programs must be deemed to be a benefit to the Charter School and such activities must be approved in advance by the Administrator.

NEPOTISM POLICY

LVCS permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of LVCS, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. LVCS will use sound judgment in the placement of related employees in accordance with the following guidelines:

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

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

Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of LVCS, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

The Governing Board must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS/VIDEO SURVEILLANCE

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

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

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

Employees are hereby notified security video cameras are installed at each school. Cameras are located only in public areas and not used in areas where there is a reasonable expectation of privacy. Specific uses of video are detailed in Board Policy 5014.

INTERNAL INVESTIGATIONS & SEARCHES

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

Whenever necessary, in LVCS's discretion, employees' work areas (*i.e.* desks, file cabinets, lockers, etc.) and personal belongings (*i.e.* brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for LVCS property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from

bringing into the workplace any item of personal property that they do not wish to reveal to LVCS. LVCS will generally try to obtain an employee's consent before conducting a search of work areas and personal belongings, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

LVCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect LVCS or which occur on LVCS property will not be tolerated. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at LVCS or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

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

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

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

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy LVCS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapon

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

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other Long Valley Charter staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

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

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in women's dresses or skirts that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Executive Director/Superintendent must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- Skirts and dresses should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- Executive Director will be the final arbiter of what constitutes appropriate dress and attire.

~~DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS~~

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

Professional Boundaries: Staff/Student Interaction Policy

Long Valley Charter School recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.

- (c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Principal about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

STAFF-STUDENT INTERACTIONS

~~While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.~~

Boundaries Defined

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

Acceptable and Unacceptable Behaviors

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

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

Unacceptable Behaviors

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

- ~~Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Site Administrator. It is recommended that any such gifts be filtered through the Executive Director along with the rationale therefor.~~
- ~~Kissing of ANY kind~~
- ~~Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]~~
- ~~Full frontal or rear hugs and lengthy embraces~~
- ~~Sitting students on one's lap (grades 3 and above)~~
- ~~Touching buttocks, thighs, chest or genital area~~
- ~~Wrestling with students or other staff member except in the context of a formal wrestling program~~
- ~~Tickling or piggyback rides~~
- ~~Any form of sexual contact~~
- ~~Any type of unnecessary physical contact with a student in a private situation~~
- ~~Intentionally being alone with a student away from school~~
- ~~Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such~~
- ~~"Dating" or "going out with" a student~~
- ~~Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."~~
- ~~Taking photographs or videos of students for personal use or posting online~~
- ~~Undressing in front of a student~~
- ~~Leaving campus alone with a student for lunch~~
- ~~Sharing a bed, mat, or sleeping bag with a student~~
- ~~Making, or participating in, sexually inappropriate comments~~
- ~~Sexual jokes, or jokes/comments with sexual overtones or double entendres~~
- ~~Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.~~
- ~~Listening to or telling stories that are sexually oriented~~
- ~~Discussing your personal troubles or intimate issues with a student~~
- ~~Becoming involved with a student so that a reasonable person may suspect inappropriate behavior~~
- ~~Giving students a ride to/from school or school activities without the express, advance written permission of the Executive Director and the student's parent or legal guardian~~
- ~~Being alone in a room with a student at school with the door closed and/or windows blocked from view~~
- ~~Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer~~
- ~~Staff mirroring the immature behavior of minors~~
- ~~Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.~~

Acceptable Behaviors

- ~~Pats on the shoulder or back~~
- ~~Handshakes~~
- ~~“High fives” and hand slapping~~
- ~~Touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact~~
- ~~Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only~~
- ~~Holding hands while walking with small children or children with significant disabilities~~
- ~~Assisting with toileting of small or disabled children in view of another staff member~~
- ~~Touch required under an IEP or 504 Plan~~
- ~~Reasonable restraint of a violent person to protect self, others, or property~~
- ~~Obtaining formal written pre-approval from Executive Director or designee to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus~~
- ~~Emails, text messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes~~
- ~~Keeping the door wide open when alone with a student~~
- ~~Keeping reasonable and appropriate space between you and the student~~
- ~~Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing~~
- ~~Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior~~
- ~~Keeping after class discussions with a student professional and brief~~
- ~~Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries~~
- ~~Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)~~
- ~~Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later~~
- ~~Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers~~
- ~~Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours~~
- ~~Prioritizing professional behavior during all moments of student contact~~
- ~~Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.~~

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

Boundaries Reporting

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

Child Abuse / Sexual Abuse Reporting

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

Investigating

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

Consequences

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

PUBLIC RELATIONS

The Charter School's image in front of students, parents and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our students and parents, as well as to other LVCS stakeholders and the public. We will absolutely not tolerate conduct that might be interpreted as unlawful discrimination, harassment, or retaliation. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the Charter School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the Charter School.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Consuming, possessing, or being under the influence of alcohol and/or drugs during working hours or at any time on School property or job sites.
- Carrying firearms or any other dangerous weapons on School premises at any time.
- Gambling on Charter School premises
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Inefficiency – including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job duties or responsibilities
- Unreported absence on scheduled workdays.
- Unauthorized use of School equipment, time, materials, facilities, or the Charter School name.
- Sleeping or malingering on the job.
- Using ear buds or head phones during work hours.
- Failure to observe working schedules, including the required rest and meal periods.
- Engaging in criminal conduct whether or not related to job performance.
- Immoral or indecent conduct.
- Engaging in sabotage or espionage (industrial or otherwise).
- Dishonesty
- Release of confidential information without authorization.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. (Working time does not include your meal and break periods)
- Posting any notices on Charter School premises without prior written approval of management, unless posting is on a Charter School bulletin board designed for employee postings.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Making or accepting personal telephone calls during working hours except in emergencies.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.

- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violations of the sexual harassment policy
- Violation of any safety, health, security or School rule.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Working overtime without authorization or refusing to work assigned overtime.
- Any conduct detrimental to other employees or the Charter School's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Failure to possess or maintain the credential/certificate required of the position.
- Failure to maintain an educational environment free from printed displays of profanity, obscenity, or that otherwise promote violations of school policies (use of drugs, alcohol, or violence, etc.) including, but not limited to, on clothing, pins, bumper stickers, etc., while on Charter School premises.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the Charter School regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the Charter School and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, personnel information and financial information. You shall not, either during your employment with the Charter School or any time in the future, directly or indirectly:

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

Upon termination of employment, employees are required to immediately return to the Charter School all property of the Charter School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the Charter School.

CONFLICTS OF INTEREST

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

romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director/Superintendent so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

LVCS expects employees to devote their best efforts to the interests of our school. LVCS recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at LVCS or create a conflict of interest with your statutory duty of loyalty to the Charter School. The Charter School prohibits employees from working with another School or external organization that competes with LVCS, whether as a regular employee or as a consultant.

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

OUTSIDE EMPLOYMENT

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

- Prevent you from performing work for which you are employed at LVCS.
- Involve organizations that are doing or seek to do business with LVCS including actual or potential vendors.
- Violate provisions of law or LVCS policies or rules.
- When the employee is on a medical leave.

Your obligations to LVCS must be given priority. Full time employees are hired and continue employment with the understanding that LVCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the Charter School is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

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

Long Valley Charter does not pay for local travel to and from the office (regular commute). If employees use their vehicles for pre-approved business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. LVCS will not be responsible for fuel, maintenance, traffic or parking violations. Reimbursement for mileage must be requested on the “Mileage Reimbursement” form available from the Business Services Manager.

General guidelines

- Original receipts are required for reimbursement of all expenses; detailed receipts are necessary to show specific expenditures.

Receipts must be accompanied by a reimbursement request form which outlines:

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

Reimbursement requests must be submitted with receipts and approved by the Executive Director/ Superintendent or designee and must be submitted within 30 days to HR Manager for payment.

Travel guidelines

Employees are expected to use their best efforts to choose the most economical means of travel that meet the approved goals of the trip. This includes:

- Flying coach class with the lowest available airfare for non-stop travel.
- Renting a full-size or smaller vehicle. Employees will be reimbursed for the fuel costs associated with renting a vehicle. The school will pay for rental insurance from the car rental company.
- Reasonably priced hotel accommodations. Request discounted rates where available.

For work-related trips, employees will be eligible for reimbursement of actual expenses for meals. Gratuities must be included on the receipt with a cap of 20%. Guidelines for the limit on meal amounts (pre-tax and gratuity) are based on the GSA.gov per diem rates (found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

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

Any questions related to the content of this policy or its interpretation should be directed to the Executive Director.

Cell Phone Reimbursement

All School employees who are required to use their personal cell phones for work-related purposes are eligible for a reimbursement of \$50.00 per month for a personal cell phone plan. The use of a personal cell phone must be approved by the Executive Director/ Superintendent. The reimbursement amount is intended to cover the proportion of the employee's personal cell phone plan which is used for work purposes. If an employee believes this amount is insufficient, the employee must provide the School with a copy of his or her most recent cell phone bill in the employee's name (either as the primary account holder or a user of the plan) as valid documentation that the employee has incurred an expense higher than the normal reimbursement. The School may periodically request follow-up documentation to verify that the employee is incurring the expense. If you believe you are entitled to an additional amount, please contact the Executive Director/Superintendent.

SECTION 12 – SAFETY

AIDS/HIV AND HEPATITIS B PRECAUTIONS

The basic principle is the use of Universal Precautions at all times to protect against infectious diseases. Universal Precautions should be used in all situations when handling the discharges of another person's body, and not limited for use with individuals known to be carrying a specific virus such as HIV or the virus causing hepatitis B. The only risk of exposure to these dangerous viruses in the school setting is by direct contact of infected blood to broken skin or mucous membranes. Appropriate Universal Precautions at the Charter School site include HANDWASHING with soap and water and the use of gloves. Teachers should call for the Maintenance immediately for any classroom clean up.

DRUG AND ALCOHOL POLICY

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

The Charter School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, offer for sale, or being under the influence of illegal drugs or alcohol during working hours, including meal and break periods, or in the presence of pupils.
- Use, possession, offer for sale, or being under the influence of illegal drugs or alcohol on School property at any time.

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

for the employee.

SMOKING

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of the Executive Director/Superintendent or site administrator, other employees or call 911. Report any suspicious persons or activities to the Executive Director/Superintendent or site administrator. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Executive Director/Superintendent or site administrator

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on CHARTER SCHOOL property. Vehicle break-ins are on the rise throughout California. Be cautious: keep personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

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

PERSONAL PROPERTY

Employees who bring personal property to school for school use should mark the property with personal property of (their name) so that is easily identifiable and not included in the inventory of school equipment and supplies. Employees will not be reimbursed for the theft or loss of personal property.

SAFETY POLICY

LVCS is firmly committed to maintaining a safe and healthy working environment. All employees of the Charter School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions, hazards or situations related to cleanliness to your supervisor or the Executive Director/Superintendent immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product,

facility, piece of equipment, process or business practice for which the Charter School is responsible, bring it to the attention of your supervisor or the Executive Director/Superintendent immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director/Superintendent regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Executive Director/Superintendent.

LVCS has in place a written Injury and Illness Prevention Program as required by law. It is located on our website for review.

ERGONOMICS

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

CHEMICAL EXPOSURE WARNING

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

SECTION 13-TERMINATION

VOLUNTARY TERMINATION

LVCS will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from LVCS; (2) fails to return from an approved leave of absence on the date specified without notifying the Charter School for the need for continued leave including failure to communicate with the Charter School; or (3) fails to report for work without notice to LVCS for two consecutive work days.

In the event of a voluntary termination, LVCS requests that employees notify the Executive Director/Superintendent as soon as possible and provide at least two weeks written notice. All LVCS property must be returned immediately upon terminating employment. LVCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of LVCS's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, LVCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause. If the employee is terminated before the end of the school year, LVCS will attempt to provide two weeks written notice.

DISMISSAL, DISCIPLINE, AND TERMINATION OF EMPLOYMENT

Long Valley Charter reserves the right to terminate any employee at any time, with or without cause or notice and nothing in this policy or handbook alters the at-will nature of employment with Long Valley Charter.

The following list, while not complete, gives examples of behavior that can result in the immediate termination of employment. Employees should be aware that conduct not specifically listed below also might result in disciplinary action up to and including termination.

- Breaching confidentiality;
- Fighting, violence, or using abusive language or conduct that is hostile or disrespectful to a student, co-worker, supervisor, board member, volunteer, or any other persons associated or served by the school, including parents;
- Falsifying or altering school records or student achievement data;
- Violating the school's equal opportunity or harassment policies;
- Unauthorized use of school property;
- Unsatisfactory performance, where the employee has been given written notice of the deficiency and an opportunity to cure the deficiency;
- Unfit for service, including the inability to appropriately instruct students or associate with students;
- Insubordination;
- Falsifying or concealing information on employment records, employment information, an employment application, time record, or other Long Valley Charter record;
- Willfully or maliciously making false statements regarding any co-worker or Long Valley Charter, making threats or using abusive language toward fellow employees, supervisors, students, parents, or visitors, or otherwise violating Long Valley Charter's policy concerning workplace violence;
- Theft or the deliberate or careless damage or destruction of Long Valley Charter property, or the property of Long Valley Charter's employees, students or anyone on Long Valley Charter property;
- Possessing weapons on Long Valley Charter's property at any time or while acting on behalf of Long Valley Charter;
- Refusal to comply with any federal or state regulation or law, or refusal to comply with any Long Valley Charter policy or procedure;
- Possession of or being under the influence of illegal drugs or alcohol while performing any professional duties or when publicly representing Long Valley Charter, such as at a professional conference, or otherwise violating LVCS' Drug and Alcohol Policy;
- Engaging in criminal conduct whether or not related to job performance;
- Gross negligence leading to the endangerment or harm of a child or children;
- Excessive absenteeism;
- Willfully violating any safety, health, security, or school policy, rule, or procedure;
- Reduction in force or school closure.

VERIFICATION AND REFERENCE POLICY

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

With respect to verification requests, LVCS will disclose only the dates of employment and the title of the last position held. LVCS will verify or disclose additional information about the employee only if the employee provides written authorization for LVCS to provide the information. However, LVCS will provide information about current or former employees as required by law or court order. LVCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Executive Director/Superintendent.

SECTION 14-APPENDICES AND ACKNOWLEDGEMENT

APPENDIX A-HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the Charter School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the Charter School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the Charter School, you may file this form with the Executive Director/Superintendent, HR Manager, or Governing Board President.

Please review the Charter School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

LVCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the Charter School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the Charter School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the Charter School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the Charter School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the Charter School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

HARASSMENT/ DISCRIMINATION/ RETALIATION COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____ Date: _____

APPENDIX B-INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present:

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by LVCS:

Received by: _____ Date: _____

Employee Handbook Acknowledgement

By my signature below, I acknowledge that I have received a copy (digital or printed) of Long Valley Charter's Employee Handbook including appendices on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

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

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

Just as I am free to terminate the employment relationship with Long Valley Charter at any time, Long Valley Charter, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and Long Valley Charter for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. This is the entire agreement between Long Valley Charter and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with Long Valley Charter, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

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

Other than Long Valley Charter Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature: _____ Date: _____

Please sign and date. Return to El Roper.



Student-Family Handbook

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ABOUT LONG VALLEY SCHOOL

Governing Board

The Governing Board holds its regular meetings on the second Thursday of select months at 5:45 p.m. at the Long Valley School. The public is invited to attend all meetings. For the most current agenda, schedule, and board policies, check the website, www.longvalleycs.org .

Charter Schools

Charter schools are public schools designed and operated by educators, parents, and community members and are open to all California students who wish to attend. Charter schools are freed from some of the traditional bureaucratic and regulatory red tape that restricts traditional educational practices. The funding for charter schools comes from our tax dollars, just like any other public school in California. Each charter school writes its own “charter agreement” which is a performance contract detailing the school’s programs, goals, students served, methods of assessment, and ways to measure success. The charter is available on-line at www.longvalleycs.org or you may request a copy in the office.

The Vision and Mission

Long Valley Charter School is an educational community, inspiring each child to achieve their highest potential, providing opportunities for self-discovery, and preparing students for the challenges of a rapidly changing world~~The vision: It is our privilege, as an educational community, to help each child achieve his/her highest potential, to provide opportunities for self-discovery, and to prepare students for the challenges of a rapidly changing world.~~

Long Valley Charter School envisions every student becoming lifelong learners, pursuing meaningful work, and participating in civic activities~~The mission of Long Valley School is to equip our students with the knowledge and skills necessary to be successful, responsible and intelligent participants of a global society. It is our goal to provide an educational foundation that includes mastery of academic content, independent thinking, creativity, critical thinking, communication and collaboration; thus, to best prepare students for a future yet to be imagined.~~

Our Staff

We are committed to providing a high-quality educational program. To accomplish this, we believe a committed and qualified staff is imperative.

Administrative Staff

Misty Brussatoi, Principal
Whitney Mauck, Special Programs Administrator
Sherri Morgan, Executive Director/Superintendent

Certificated Staff

Lori Alexander	Kristine Cooper	Jenavieve Kisst	Amy Idzinski	Tom Barefoot
Holly Cardoza	Melissa Jones	Josephine Tello	Kaitlyn Fly	Nikki Apao

Music-Carol Fontana
Resource Specialist: Jon Landerman
Career & College Counselor: Kathi Sherman

Office/Business Manager El Roper

Student/Teacher/Parent Expectations

Recognizing that the education of children requires the collaborative efforts of all educational stakeholders, the following compact is an effort to articulate and recognize the responsibilities of everyone.

As a student, I will be responsible for:

- Following the student responsibilities stated in the handbook and classroom rules
- Completing my assignments on time and to the best of my ability
- Asking for help when I need it
- Discussing what I am learning with my parents
- Being on time to class and attending school unless I am ill
- Obeying the directions of school personnel, the first time they are given
- Being respectful to teachers and others in authority
- Being kind and courteous to school mates and staff
- Refraining from the use of profane and vulgar language

As a parent, I will be responsible for:

- The behavior and conduct of my child at school
- Knowing what my child is responsible for at school
- Communicating with my child to make sure he/she understands student responsibilities
- Encouraging my child to do his/her school work with understanding
- Making a real and effective effort in the education of my child by:
 - Monitoring homework to completion
 - Attending school functions including conferences
 - Making myself aware of the school's programs
 - Limiting my child's use of television, computer, and gaming devices
 - Teaming with the teacher to support my child's learning
 - Ensuring the wellness of my child, including nutrition and adequate sleep
 - Teaching my child behaviors that are conducive to school success

As a teacher, I will be responsible for:

- Providing motivating and interesting learning experiences in my classroom
- Using the State curriculum standards in my classroom
- Explaining my expectations, instructional goals, and grading system to students & parents
- Providing a safe and pleasant atmosphere for learning
- Providing clear evaluations of the student's progress and achievement
- Demonstrating professional attitudes and actions at all times
- Developing a positive rapport with my students and parents

School Information

Address

Physical Address: 436-965 Susan Dr., Doyle, CA 96109

Mailing Address: P.O. Box 7, Doyle, CA 96109

Phone Number: 530.827.2395 Fax Number: 530.827.3562

Website: www.longvalleycs.org

School Hours

Office Hours: 8:00 – 4:00

Classes are scheduled as follows:

Monday-Thursday
8:30 AM-3:00 PM

Fridays
8:30 AM-1:00 PM

Students are not permitted on campus before 8:10 AM

School to Home Communication

In an effort to keep everyone informed, Long Valley School uses the following tools:

- Magnetic school calendar (provided in enrollment package)
- Monthly newsletter with Menu (sent home with student)
- **Parent Square** notification tool that provides text, email and phone notification for reminders, events and alerts. There is an online component to interact and communicate with the school. Please be sure to accept the invitation if you'd like to receive messages from the web. It is important to keep your information current with the school office. Please call if you need help with connecting.
- Please ask your child if they have notices, homework, or completed assignments in their backpacks each day.

Unscheduled School Closures/Emergency Conditions

The most common emergency conditions that affect Long Valley School include power outages, heavy snow, and high winds. In case one or more of these conditions are in effect school personnel will do an "all call" through Parent Square. If you do not have a phone or device to receive calls, emails or text messages you may listen to the radio at 1240 AM (KSUE) or 93.3 FM (KJDX) around 6:30 AM.

If a delayed day is declared, school will generally begin two hours later. If an early dismissal is declared, usually due to a lengthy power outage, the dismissal time will generally be 1:00 PM. Students will remain at the school and the parent/guardian, or the persons listed as an emergency contact, will be notified to make transportation arrangements. If a parent/guardian or emergency contact person cannot be reached, the student will remain at the school one hour after dismissal. At this time authorities will be contacted to take responsibility of the student.

We appreciate the support and understanding of parents who assist with transportation during these unusual circumstances.

Emergency Contact Information for Students

Each student's enrollment form has a space to list persons as an emergency contact. Parents are responsible to keep student information updated when changes occur. The school will not release students to persons other than those listed on their emergency form without parent/guardian consent through a note or phone call to the office.

Medical concerns are also listed on each student's enrollment form. Please update as necessary. Students may not carry medication of any kind at school. In order for your child to take prescription medications during the school day, you must have an "Administration of Prescribed Medication" form on file with the school. Medication must be in original container with directions. Over-the-counter medication, including cough drops, may not be brought to school.

Accidents will be reported immediately to the office. The office will notify parents of any serious injury immediately.

School Attendance

Students are expected to come to school every day that school is in session when the student is not ill. If a student is absent, please call to let us know. Upon their return to school following an absence, please send a note stating the date, reason for absence and parent/guardian signature.

If your student is to be absent for an extended amount of time please give the classroom teacher advanced notice to prepare work to be sent home. Teachers cannot disrupt teaching lessons to collect work, so be sure to give advance notice. In many cases it may be appropriate to develop an Independent Study Contract so that they can upon completion of missed work be given attendance credit.

Schools receive state funding for students only when they attend school or during the period covered by an Independent Study Contract.

Attendance is important. Students who miss school create problems at four levels:

- Absenteeism hurts the student. Students miss important studies, concepts, discussions, demonstrations, socialization skills and ability to plan for the future.
- Absenteeism hurts other students. Teachers have to give absentees more individual attention for them to catch up, depriving other students.
- Absenteeism hurts the school. The greater the number of absences, the less revenue for the school. Less revenue affects the available resources to spend on educational programs.
- Absenteeism hurts the community. Short-term effects are reflected in statistics showing increased criminal activity when youth are not in school. Long-term effects are reflected in both social and criminal justice system statistics.

According to School Board Policy, absences from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations.

When a student has had 14 absences in the school year for an illness or illnesses, a physician must verify any further absences. For further details, please visit our web site at www.longvalleycs.org >Board Resources/Documents>Board Policies

Tardiness/Truancy

A child's tardiness not only interferes with their learning, but also disrupts the education of others. A child is considered tardy if they enter the classroom after 8:30 a.m. Students must go to the office to sign in and bring a tardy slip to the classroom teacher.

In accordance with School Board Policy 6001, students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Excessive tardies or truancy will be referred to the School Attendance Review Team

Students as Learners

Students in a mastery-based program advance through levels of work as they demonstrate mastery of concepts/standards. Each standard has a given criteria to determine the level of mastery.

Our report cards use the following terms for each level:

(1) Intervention (2) Approaching Mastery (3) Mastery (4) Exceeds Mastery

This scale breaks content into manageable progression toward mastery.

Students are given multiple opportunities to demonstrate their understanding of the standards in various ways. Selected assessments may include tests, quizzes, projects, presentations, and demonstrations. This approach separates achievement from effort/behavior.

Students in the Site Based program receive report cards each semester. Teachers provide ongoing progress reports throughout each grading period. Parents with special concerns are encouraged to meet with their child's teacher and develop a means for more communication. As students progress into higher grades, it is important that they become increasingly involved in this process.

As lifelong learners, students develop skills as described as learner characteristics on the report card. These skills are integrated into and observed in all subject areas as well as recreational activities. Life experiences and intentional practice of these characteristics are intended to enable students to be successful beyond their school experience.

The purpose of report cards is to provide teachers, parents, and students an understanding of what the student has mastered and where they need support.

Cheating and copying other's work will result in a consequence decided by the teacher. Incidents of cheating or copying may result in a referral to the administrator for possible disciplinary action.

Students in the Site Based program are awarded a variety of recognition awards including:

- Meeting reading, math or other academic goals
- Student of the Week – Citizenship and Character Recognition
- Character Cash-Each class has an opportunity to earn rewards for positive behavior.
- Perfect Attendance – At the end of each grading period (NOTE: students with three or more tardies will not qualify for this recognition.)

Behavior Expectations and Discipline

The following behavior expectations are expected to be followed by students on campus and during school activities at all times. All students, parents, and teachers have been given the Student/Teacher/Parent Expectations to sign at the beginning of the year. There are three School Expectations/Rules that are guides for behavior are as follows:

Be Responsible!

Students will be expected to respond appropriately to issues and problems that arise – not react to them! Students are expected to conduct themselves responsibly, and depend less on outside controls to manage their behavior.

Be Responsible: Students will be expected to respond appropriately to issues and problems that arise- not react to them! Students are expected to conduct themselves responsibly, and depend less on outside controls to manage their behavior.

Be Safe: Abide by all laws, rules, procedures, and instructions.

Be Respectful: Students will respect others through their actions, attitudes, and speech.

Long Valley School is centered on positive reinforcements to correct inappropriate behavior exhibited during school hours. Although teachers may have their own way of creating/posting class rules, all classes will use the following guidelines.

- Students are instructed on the expected social behavior
- A verbal warning is given to correct the student's behavior.
- A second warning and a consequence are given. An example of a consequence is the relocation within the room to work or loss of privileges.

- Final warning and an additional consequence is given. This could be a note sent home, a call home made by the teacher; an action plan, and/or relocation to another room to work for the remainder of the instructional period

After classroom level interventions have failed to change the student's disruptive behavior, the Administration Office will become involved as follows:

- 1st Disciplinary Action: After counseling, the child will be required to evaluate how their behavior has broken one or more of the Three School Rules.
- 2nd Disciplinary Action: The same procedures reported above will happen, plus the parent/guardian will be notified and the child, parent, and Administrator will plan together strategies to change the misbehavior. Parent and child will be reminded that as a school of choice, it is clearly outside our policies and interests to allow any child to be an ongoing disruptive agent at Long Valley School. A Student Study Team will be created, and a behavior plan will be developed.
- 3rd Disciplinary Action: The child will be required to write about how their behavior has broken one or more of the Three School Rules. The parent will be notified and the child may be suspended. A final contract, signed by the site administrator, parent, and student will indicate that any further misbehavior will result in suspension, and possible referral for expulsion.

Please note that if an offense is severe, the child will be sent directly to the Administrator's Office and placed at Step 3. Such behaviors could be, but are not limited to, violence towards self or others.

Dress Code

Students are expected to dress in a manner that will not disrupt the learning environment. Students are to come to school clean and dressed modestly.

Hair should be worn in a manner that does not obstruct the student's vision or distract others.

The following are considered inappropriate clothing and will lead to the student's referral to the office to contact their parents to bring suitable clothing.

- Shoes with hard/firm soles must be worn at all times. Skate shoes, slippers, and cleats are not permitted. Shoes must have a heel strap, which secures the shoe to the foot.
- Logos on clothing or backpack type items may not advertise or promote smoking, alcohol, drugs, gang related slogans, or display vulgar or sexually suggestive comments.
- Aerosol cans of hair spray or hair color are not permitted at school. Coloring products may not be water-soluble or transfer to clothing or school materials.
- Any immodest clothing including but not limited to: tube tops, sheer shirts, backless, halter, low cut, or swimsuit tops. Midriffs may not show when arms are at their side. Shirts with large armholes (muscle shirts) and tank tops with less than 1-inch strap are not allowed.
- Undergarments may not show.
- Shorts and skirts must be no more than 4 inches above the knee or shorter than the end of the extended fingertips and must be hemmed. No spandex shorts or pajamas.
- Pants that do not fit without sagging or falling off hips
- Clothing with holes or slashes that make undergarments or midriff visible
- Students may not wear hats in the classrooms, cafeteria, library or office
- Make-up, cosmetics, or jewelry must be appropriate to the age level of the student and shall not cause a distraction to the learning or teaching process.
- Costumes and costume/Halloween masks are not permitted except for designated schoolwide activities

Although students are not required to wear uniforms for P.E., they are expected to wear appropriate footwear and clothing for daily P.E. class.

Going To and From School

Students not transported by the Long Valley school bus are not allowed on campus before 8:10 AM. Students may not remain at school after the end of the school day. Any exceptions must be approved by the school administrator.

A student is responsible for his/her actions going to and from school just as if he/she were on campus. Students are expected to obey all traffic and/or bus rules, respecting the property and rights of others on their route, and obeying all school rules. Parents should ensure that their student proceeds directly to school and home again prior to taking part in any other activity. If your child has a change in their normal dismissal plan send a note to school with them or phone the school before 2:00 PM. Many times, the students are outside at the end of the day and getting a message to them is difficult. If everyone waits until the last few minutes to contact the school, it creates an unsafe situation.

Private bicycles, skateboards, skates and scooters may not be used on school grounds. Students are responsible for the safe keeping of their items by supplying a lock or alternate storage of these items. Students are expected to obey all rules of the road and traffic laws when coming and going to school, which includes wearing a helmet and other appropriate safety gear.

Long Valley School has a closed campus. Students are allowed to leave only when signed out by a parent/guardian or person listed on their emergency form.

Riding the school bus is a privilege, not a right. Students are expected to obey all bus rules and directions of the bus driver. The bus driver may issue citations for any infractions and refer student to the Site Administrator for further disciplinary action including losing the privilege of riding the bus. Please note a camera system is operational for safety and security purposes.

Basic Bus Rules are as follows:

- Be at the bus stop 5 minutes before scheduled pick-up time.
- When the bus arrives stand back at least twelve (12) feet and line up to enter the bus in an orderly fashion.
- Students are to remain seated and face forward at all times. Keep aisles clear.
- Seats may be assigned at any time.
- All parts of the body must be kept inside the bus.
- Remain silent at railroad crossings.
- Animals, breakable containers, weapons or any object that could be hazardous shall not be transported on a school bus.
- Students will be dropped off at designated stops.
- Go directly home from the bus stop. Do not talk to strangers and report anything unusual to the driver, parent, or school staff immediately.

The school's Transportation Safety Plan contains a complete set of rules and guidance for all bus passengers and their families; the Plan is available for review at the school office and on the school's website.

If your child does not normally ride the bus, please make arrangements in advance to ensure a seat is available.

Recess and Playgrounds Expectations/Rules

Students are to stay in direct sight of the yard duty supervisor at all times. Do not leave the playground. Students may not leave to go to the office or classroom without a pass from the appropriate supervisor. When the end of recess is signaled all play must stop, balls and equipment must be carried to correct storage area and line up in designated location in an orderly fashion.

Students must observe the following rules on all playgrounds:

- No littering or spitting.

- No “hands-on” contact such as pushing, wrestling, hitting, kicking, tripping or tackling other students.
- No running on sidewalks.
- No throwing sand, rocks, snowballs, or grass.
- No hand holding, hugging, kissing, or other types of inappropriate behaviors.
- No throwing or kicking balls or other equipment near the building.
- Any adult supervisor may stop a game or activity they feel is unsafe.
- Equipment is to be used in a manner in which it is designed for.
- Use tables correctly and sit on the seats.
- Do not swing on or kick tether balls.
- Swings: one person at a time, sit in the saddle, swing forward and backward, keep your hands on the chain, no jumping out of the swing.—
- Slides: one person at a time, slide down only, keeping feet inside the slide, sitting on their bottom, feet first. Do not put dirt, snow or any other object on the slide.
- Bars and Equipment: No pushing, shoving, or jumping off, hold on with both hands.
- Balls: Kick only balls intended to be kicked (soccer & football) Bounce balls are not designed for kicking. No hard balls, golf balls or other balls supervisor considers dangerous are permitted.
- Jump ropes are for jumping games only.
- No toys, balls, or other equipment may be up on the structures.

Winter in snow country brings special concerns. Students need to be dressed appropriately. We attempt to provide snow free areas for play but this is not always possible. It is a good idea to send back-up clothing in case your child gets extremely wet and uncomfortable. Students are to stay out of puddles and icy areas, are not allowed to throw ice or snow, and may not harm or destroy other’s snow creations.

Cafeteria and Playground supervisors will use the following guidelines for students not complying with the rules.

- A verbal warning is given to correct the child’s behavior.
- A second warning and a consequence is given. An example is the student may be moved to a new location or activity.
- Third incident the student will have a time out from play no more than 5 minutes.
- A discipline note will be given to the classroom teacher.
- If these interventions have failed to change the student’s inappropriate behavior, the student will be referred to the Administrator’s Office.

Illegal, Dangerous, or Prohibited Items

No weapons, drugs or alcohol are allowed at school. Possession, sales, or the furnishing of any of the above items will result in an immediate referral to the Site Administrator. The student found in the possession of any of the above items may be suspended or expelled from school.

Video Surveillance

Students and families are hereby notified security video cameras are installed at each school. Cameras are located only in public areas and not used in areas where there is a reasonable expectation of privacy. Specific uses of video are detailed in Board Policy 5014.

Personal Belongings

Students may not bring toys, sports equipment, music devices, cameras, video recorders, hand-held games or other similar items from home. The school discourages these items due to distractions they cause from the educational program.

Cell phones present a MAJOR distraction and temptation to focus on things other than student success and learning. In the event of an emergency the school staff will contact parents to ensure correct information is provided.

If students are to carry a cell phone the following rules apply:

- Kept in backpacks/turned off and out of sight at all times during the school day
- (Including anywhere on campus, on the bus, or during off-campus field trips)
- If you violate these rules, any school personnel will confiscate the phone and parents must come to the school to pick it up. After one infraction the student may be suspended.

Vandalism, Loss and Theft

Students will be provided books, instructional materials, and equipment. They are expected to treat these items with care. Parents will be required to pay for items lost or damaged by the student or by incident of vandalism. Please be aware that replacement of textbooks and equipment is costly.

Parking and Traffic Control

When entering the school parking area, please enter follow the posted signs and adhere to the arrival and departure procedures. Vehicles must be parked in designated parking areas only. Vehicles may not be left unattended with the engine running. Watch for students and drive slowly.

Pets must be restrained and left in the vehicle away from students.

Appointments with Staff

Administrators and teachers have many commitments throughout the school day and beyond the hours of the student's school day. If you wish to meet with school staff please make an appointment by sending a note or calling the office. Often it is helpful to leave appropriate information so that when your call is returned School Administrators and/or teachers will be prepared with the information you need. We will return your call as soon as possible. If you are unable to keep an appointment, please contact the school as soon as possible.

Visitors and Volunteers

For the safety of all students, the school has adopted Board Policy 5007 which provides guidelines for volunteers and visitors. Requirements of the policy include scheduling visits/classroom volunteering, fingerprinting/background checks and tuberculosis certification. A copy of this policy is available at the school office or on the school's website.

- Please note all parents and guests must check in with the office.
- Students from other schools may not attend classes as a guest.
- Any parent, guardian, or other person whose conduct disrupts a school activity is guilty of a misdemeanor.

Communication with Students at School

We strive to keep distractions in the classrooms to a minimum. If a parent needs to get a message to a student we will be happy to take the message and deliver it to the student when they are not in the classroom, i.e. recess, lunch, etc. Students will not be called out of class to talk on the phone unless the Site Administrator or designee has determined that there is an emergency need for the student to speak to someone on the phone.

Personal business with your student should be taken care of outside the normal school hours as much as possible. Lunches, books or other items the student needs may be left with the office and will be delivered to your child's class

Parent/Guardian Involvement

Long Valley School encourages support in many forms from parents and interested community members. The school has a site-level committee, which is comprised of parents/guardians, students and staff members. Parents are the driving force of this group. Information about this committee is available at the office.

Lost and Found

The school maintains a lost and found box. Ask at the office if you would like to retrieve any lost items. Periodically throughout the year if items are not claimed they will be donated to a charity.

Computer Use

Students are required to use computers to complete many assignments and assessments. Teachers utilize many "on-line" activities to instruct students. Students and parents must complete a computer use agreement. We do provide "blocks" and are vigilant in supervision of computer use. Computer use is a privilege and as such students must treat the equipment with care and respect.

Field Trips

Due to COVID-19 concerns, no field trips are planned at this time.

Eighth Grade Promotion

To ensure Long Valley School students are prepared for the rigors of a high school program, it is required that all students show mastery of skills and standards in the following subjects:

- Reading / Language Arts
- Math
- History-Social Studies
- Science
- PE
- Electives/Computer Skills

A diploma and participation in the promotion ceremony will be awarded to those students who show mastery on at least 85% of the standards in each subject area.

Sports Eligibility

In order to participate in sports activities, students must demonstrate satisfactory educational progress by maintaining a minimum:

Grades K-3:

- '2' average in all core subjects (Language Arts, Math, Social Studies, Science) without any '1's, and a satisfactory citizenship grade.

Grades 4-8:

- '2' average in all core subjects (Language Arts, Math, Social Studies, and Science) without any '1's, and a satisfactory citizenship grade
- Each participating student must have a *Sports Activities Grade Report* filled out by their teacher each Monday to verify they are eligible for participation that week.

- Students must be present at school the entire day of the event or practice (excluding medical/dental appointments) to participate or on the last day of school preceding the event if the event is on a holiday or weekend.
- Students may not participate in sports activities during any day they are excused from physical education during the regular school day.
- If a student has an unexcused absence the day following a game (Tuesday – Friday) they are not allowed to play in the next scheduled game.

Coaches will make every effort to ensure that all players have an appropriate amount of playing time.

Lice and/or Other Contagious Diseases

Long Valley School adopted and implemented a comprehensive set of health, safety, and risk management policies. It is our intent to operate a safe, risk free school to protect students and staff alike. These policies were developed in consultation with the Charter School's insurance carriers.

Head lice outbreaks have become common in schools and do not reflect upon a person's living conditions. All lice are about is finding a warm head on which to live. They spread easily among school children as they may transfer from head to head or from clothes or personal items such as combs, brushes and hats.

Long Valley School practices a no nit policy to control the spread of head lice. When head lice are identified on children in school, the school will take preventative measures to ensure school facilities are lice free. When a student has been screened for head lice and lice and/or nits (eggs) are found, the student's parent is called and is asked to pick up his/her child. Bus transportation home is not available.

The parent is instructed as to the procedure for lice and nit removal. The parent is informed at this time that his/her child is excluded from school until all live lice and nits have been removed. The student will be checked by the school administrator or designee, before the child can return to the classroom. If nits or lice are found, the student will again be sent home.

In the best interest of all staff and students, we are concerned of any contagious diseases that may be spread. We are not qualified to make diagnosis but, we would be remiss if we did not ask a parent/guardian to have their child seen by their healthcare provider if we are concerned by a rash or other symptoms. We will follow the guidelines for recommended procedures from the Lassen County Health Department in the absence of a specific board policy. For the health and safety of others, please contact the office if your child is being treated for any rash or other contagious disease.

DISPUTE RESOLUTION

Long Valley Charter encourages parent/guardian participation in decision making and seeks constructive comments to help improve the school's educational program. Long Valley has adopted Policy 7010 for dispute resolution which is available on the www.longvalleycs.org website; a summary of the policy follows..

Complaints about School Personnel

Steps to follow:

1. Notify the person the complaint concerns to seek resolution.
2. If unresolved, contact Site Administrator in writing.
3. If still unresolved, the complaint may be referred to the Executive Director
4. Review by the Board may be requested

Complaints about Instructional Program/School Processes

Submit a written complaint to the Executive Director. (The board policy includes a form that may be utilized for this purpose.)

COVER SHEET FOR EACH SCHOOL

Personalized Learning Program

Student-Family Handbook

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Welcome Message

The staff of Long Valley School (the Charter) extends you an enthusiastic welcome and thanks you for considering us to be your child's school!

The Charter’s Personalized Learning Program allows students to work outside of the traditional classroom setting and affords many educational privileges and opportunities. The Charter is accredited by the Western Association of Schools and Colleges (WASC) and serves TK–12th grade students. Our school is unique in that we *personalize* our students' educational choices and offer a variety of instructional options and classes that are tailored to each student's needs and interests.

Academic support and guidance are provided by credentialed teachers. Each student is given the opportunity to work closely with his/her assigned teacher to create individualized plans that promote academic success and a meaningful education; attendance at tutorials, instructional classes and weekly meetings are required. Approved educational materials are supplied by the school. High school students meet graduation requirements as well as complete preparation for college or vocational opportunities.

In order for students to be successful in independent study, it is necessary for parents/guardians to take an *active* role in the education process. We value our parents/guardians and will do whatever we can to work alongside you in your child's educational journey. We are here to help you!

This handbook is intended to introduce you to our school. Please read its contents carefully and keep in mind that the staff is available to answer any questions you may have about The Charter.

We look forward to working with you this school year and will do whatever we can to promote academic success and offer meaningful support to your family. We are here to serve you and assist you in your child's education!

Sherri Morgan
Executive Director/ Superintendent

ABOUT OUR SCHOOL

School Office

INFO ON CONTACTS FOR EACH SCHOOL

Charter Document

Charter schools are so named because their charter document defines student learning and governance.

Familiarity with our Charter is encouraged; the charter document is located on the www.longvalleycs.org website.

Mission

Long Valley Charter School is an educational community, inspiring each child to achieve their highest potential, providing opportunities for self-discovery, and preparing students for the challenges of a rapidly changing world. ~~The mission of The Charter is to equip its students with the knowledge and skills to be successful, responsible and intelligent participants of a global society. It is our goal to provide an educational foundation that includes mastery of academic content, independent thinking, creativity, critical thinking, communication and collaboration; thus, to best prepare students for a future yet to be imagined.~~

Vision

Long Valley Charter School envisions every student becoming lifelong learners, pursuing meaningful work, and participating in civic activities. ~~It is our privilege, as an educational community, to help each child achieve his/her highest potential, to provide opportunities for self-discovery, and to prepare students for the challenges of a rapidly changing world.~~

Expected Schoolwide Learning Results (ESLRs)

1. Students are self-directed learners who

- Assume responsibility for personal life-long learning; discovering, developing and pursuing individual interests.
- Organize and manage time and resources efficiently.

2. Students demonstrate strong interpersonal skills through

- Demonstrating respectful, effective and proficient communication skills.
- Working collaboratively with others, with an emphasis on problem solving.

3. Students are academically proficient as reflected by

- Demonstrating a progressive mastery of California State Standards leading to proficient or advanced scores on California standards assessments.
- Demonstrating higher order thinking skills including application, analysis, synthesis and evaluation.

4. Students demonstrate technological competency by

- Accessing, utilizing, synthesizing and evaluating digital information to support learning and to build skills for career and college.
- Creating multimedia products to present knowledge and understanding of content.

5. Students are responsible citizens who

- Demonstrate respect for cultural, ethnic, and economic diversity.
- Model good character traits.
- Strive to become self-sufficient, productive, and contributing members of society.

6. Students demonstrate a growth mindset by

- Acknowledging and embracing imperfections.
- Demonstrating goal-driven practices for improvement.

Governance

The Charter is operated by Long Valley Charter School, a California non-profit corporation; it is governed by a Board of Directors of five members, including representatives from each community served. The calendar for Board meetings is posted to the school's website and is usually scheduled the second Thursday of select months at 5:45 PM. Everyone is encouraged to attend meetings through teleconference connections.

Each resource center or site has a committee to address issues of local concern; the committee sets its own schedule and is comprised of parents/guardians, students, community members and school staff. Members from each committee are selected locally. Committees are also formed to provide oversight of federal funds and the Local Control and Accountability Plans.

Families are encouraged to participate in the governance of their school either as a Board of Directors member or through the local site committees.

Highlights of Our Program

- Mastery-Based Learning
- Project-based Learning
- Accredited by the Western Association of Schools and Colleges (WASC)
- Established Charter program since 2000
- Credentialed Teachers
- Parent/Guardian Participation
- Educational Materials provided by the School
- Placement Testing & Continuous Assessment
- Lessons Personalized to Student Ability & Interests -Options to Accelerate Learning
- Lessons Paced to Individual Student's Ability
- One-On-One Guidance & Support /Tutoring
- Educational & Enrichment Classes
- Career Exploration
- Personalized Cap and Gown Senior Graduation Ceremony
- Earn Accredited High School Diploma
- Concurrent Enrollment in Community Colleges for Qualified Students

Program Information

The Charter's Personalized Learning Program admission is open to any resident of Lassen County or the counties which are contiguous (Plumas, Sierra, Shasta and Modoc.) The charter school's purpose is to provide

opportunities for teachers, parents, pupils, and community members to improve pupil learning; encourage the use of different and innovative teaching methods; and provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system.

The Charter School consults with parents and teachers on a regular basis regarding the Charter School's education programs as required by the Charter Schools Act.

Standards

The academic program for each student is based on the California State Standards for each subject. Standards determine the content and target skills for each grade level. The school has identified a focused set of standards called "Power Standards". ~~Standards may be accessed on our website at www.longvalleyes.org or printed copies are provided upon request.~~ Your child's teacher will provide a copy of these to you.

Mastery-based Learning

Our school uses Mastery-based learning to best prepare students for their future. Students know what they need to learn (power standards) and know their current level of mastery (assessments shared with student and parent/guardian). Students are encouraged to participate with voice and choice in their work and how they will demonstrate mastery. These elements prepare students to be successful in their chosen fields of work and study.

State law requires students in Independent Study to be provided rigorous, grade level work; the school provides academic support to help students succeed.

Master Agreement

The master agreement is filled out at the beginning of each year or at the time of enrollment. It defines the subjects, deadlines, and requirements that a student must meet during the school year. The student agrees to complete the courses and the parent/guardian and teacher(s) commit to providing the support the student needs. This form requires both parent/guardian & student signatures unless students are 18 years of age.

Teachers

Every student is assigned to a certificated teacher who oversees and coordinates the student's academic program and progress. The assigned teacher monitors the instruction that the parent/guardian provides at home. As a team, the teacher, parent/guardian and student determine the materials, learning methods and pace to develop a program suited directly to the academic and emotional needs of the individual student.

Required Meetings

Students are required to meet with their teachers a minimum of once every week. This meeting is to verify adequate progress toward the completion of the weekly assignments. Students may require a more frequent schedule of teacher meetings if academic goals are not being met or performance on state mandated tests is not proficient.

Students who are performing below grade level will be required to attend tutoring/support classes 2-3 times per week as well as working in an i-Ready online program 15 minutes per day for at least four days per week in the subject(s) identified (~~Considered classes~~). Failure to participate in the assigned/required classes will initiate the school's non-compliance procedures.

Unimmunized students are ~~prohibited-not allowed to participate from participating~~ in on campus/resource center classes and will be loaned a device and Internet access to access the classes remotely.

Schoolwork Deadlines

Students meet with their teacher weekly and receive five days of assignments; these assignments are due at the next weekly meeting. Students who fail to complete assigned work or attend scheduled meetings or classes initiate the non-compliance process.

Student Success Course

All students are enrolled in “Student Success”. This course is based on “*The 7 Habits of Highly Effective People*” by Franklin Covey. Differentiated at each grade level to support the academic power standards, students will learn about the 7 habits and improving their writing skills.

Educational/Enrichment Classes

A variety of educational and enrichment classes are offered to students at various times throughout the school year. These classes provide an excellent opportunity for students to work cooperatively and gain knowledge through hands-on activities.

Field Trips

Field trips are offered to enrich the educational experience. Each resource center plans field trips based on community interest and availability. Since the opportunity for transportation is limited, most trips require parental involvement in driving and chaperoning.

The insurance company has requirements for parent drivers which include an annual driving record, proof of insurance with minimum limits, copy of a valid driver’s license and an authorized driver application. Although these requests seem demanding for driving your own child or others, please know we are required to follow these rules.

Special Education/504 Plans

Students with special needs are provided appropriate educational support and services. One on one and small group instruction is provided through the general education program and, as need is determined, through specialized instruction delivered by special education staff.

The process for new referrals for special services begins with a Student Study Team. Please discuss this process with your teacher.

Student Transcripts

Student transcripts are maintained by the Charter’s registrar. All high school course work, regardless of where earned, is recorded on the transcripts. Teachers can access an unofficial transcript at any time for students and their families, and for credit and course review and planning. A formal request to the registrar is necessary to generate official transcripts for college applications. Directions for the request are here:

<https://www.longvalleycs.org/Parents--Students/Forms-and-Documents/Transcripts-/index.html>

Student Responsibilities

- Meet with your assigned teacher as scheduled. Be on time.

- Dress and behave in a manner that shows respect for oneself and others in a business-like setting.
- Complete and submit the assigned schoolwork by the assigned due date.
- **Make sure all student work has the correct heading (name, date, & subject) in the upper right-hand corner.**
- If an emergency arises and you are unable to keep your scheduled appointment, communicate with your assigned teacher
- Your assigned teacher is your first point of contact for questions; however, if you are unable to get in touch with him/her, you may always contact the office for assistance.
- When something in the curriculum is confusing or directions don't make sense, contact your assigned teacher immediately. Do not wait until your next appointment.
- Failure to complete assigned work on a consistent basis will affect your grades, your credits if in high school, and will jeopardize your continued enrollment in the school.
- Prepare for and participate in the state mandated testing.
- Complete all local, on-line and other assessments. This applies to all grade levels.

Parent/ Guardian Responsibilities

- Ensure that your child is aware of the school's expectations and maintain involvement with your child's learning to promote academic success.
- Ensure that your child has a study area that allows him/her to concentrate on completing school assignments at home.
- Maintain good communication with your child's teacher to maintain a solid home to school connection.
- Meet with your child's teacher as requested.
- **Monitor** your child's schoolwork on a daily basis to ensure that meaningful learning is taking place. Support and guide your child in his/her studies.
- Provide transportation for your child to attend classes, workshops, tutoring, testing, field trips, and meetings at the local Resource Learning Center.
- Ensure the safe return of all instructional materials that are checked out to your child at the end of each semester and/or school year. You are financially responsible for lost or damaged items.
- Confirm weekly schedules for completion of your child's schoolwork and for prompt and prepared participation in resource center classes and tutoring.

Teacher Responsibilities

- Meet with the parent/guardian and student to create an appropriate learning plan for the student.
- Make available to the family appropriate curricular materials and related educational resources.
- Meet with the student and parent/guardian weekly to review and assess student work; provide tutoring/support as identified.
- Maintain portfolios of student work for accurate student evaluation at the close of each semester.
- Communicate regularly with each student and their family; notify parent/guardian of any concerns regarding student's academic progress.
- Provide instruction and interaction as required by law.

Evaluation of Student Progress

Evaluation is an ongoing part of the education process. While traditional testing is viewed as the most common way to determine progress, there are several acceptable ways to monitor student achievement. They include:

- Completed assignments or projects

• ~~Completed projects~~

- Demonstration of skills
- Written tests and reports
- Oral or written presentations
- Standardized state tests
- Proficiency assessment results
- Daily engagement in learning
- Making progress toward successful completion of courses

The Charter strives to have a comprehensive evaluation of student progress that will include a combination of the above forms of evaluation. Parent/guardian and student input in this process is valued.

Students who utilize online curriculum are required to take unit tests, midterms and finals in-person.

Academic and/or Attendance Problems and Concerns

To enjoy continuous enrollment in the Charter, a student must attend scheduled appointments/required tutorials and complete assignments with quality and in a timely manner. Attendance and academic progress is measured by work completion and quality. Clear consequences for non-compliance are outlined in the master agreement and includes a ~~pupil-parent-educator conference placement review~~ and possible termination from our program.

If a student leaves the Charter due to academic or attendance problems, or by their own choice, the student may not return during the current school year.

Code of Conduct/ Behavioral Expectations

The following code of conduct is in place for each learning center and students on campus are expected to comply at all times.

Be Safe, ~~abiding by all laws and rules.~~

Be Responsible, ~~by finding and using resources to life and its issues and problems not react to it! We want them to learn to be responsible.~~

Be Respectful, ~~by respecting others and their property, and by learning and exhibiting self respect.~~

If a student does not follow this code of conduct the following is suggested:

First Infraction

- Reteach behavior expectations
- Student will apologize and make amends

Subsequent Infractions

- Conference with parent
- Loss of privilege to attend workshop/class time: switch to meeting one-on-one with teacher
- Possible removal from program

The Charter is committed to personalized support of students when difficulties arise. The assigned teacher will work with the student or parent to clarify or reteach concepts, explain assignments and expectations, provide different or additional curriculum, or enroll the student in resource center classes/ tutoring. Assistance can sometimes be handled with a phone call or e-mail, other times an appointment to work together is necessary.

Telecommunication Behavioral Expectations

- Stay engaged.
- Be on time! (Connect early if needed).
- Keep muted if you are not talking. Don't talk over others-raise your hand.
- Look at the camera and position it correctly. Pay attention to the lighting. Avoid back lighting
- Don't eat. (Sipping on a beverage is okay.)
- Cameras ON!. Appropriate times to turn off your camera include: if you need to save bandwidth, or if you need to step away for a moment; communicate with your teacher if you experience the need to turn off your camera through the chat feature.
- Follow school dress code.
- Limit distractions

Dress Code

Students are expected to dress in a manner that will not disrupt the learning environment. Students are to come to school clean and dressed modestly.

The following are considered **inappropriate** clothing:

- Any type of clothing or accessory:
 - displaying profane, obscene or suggestive language or pictures
 - advertising or promotion of alcoholic or tobacco products
 - gang or drug related messages.
- Any immodest clothing including but not limited to: tube tops, sheer shirts, backless, halter, low cut, or swimsuit tops. Midriffs may not show when arms are at their side. Shirts with large armholes (muscle shirts) and tank tops with less than 1-inch straps are not allowed.
- Undergarments may not show.
- Shorts and skirts must be no more than 4 inches above the knee or shorter than the end of the extended fingertips.
- Spandex shorts or pajamas.
- Pants that do not fit without sagging or falling off hips
- Clothing with holes or slashes more than 4" above the knee or above the end of the extended fingertips.
- Students may not wear hats or wear hoods pulled up
- Make-up, cosmetics, or jewelry must be appropriate to the age level of the student and shall not cause a distraction to the learning/teaching process.

Non-compliance with this dress code will result in the following:

- Student will be relocated out of the classroom area
- Call to the student's parent/guardian to either bring appropriate garments or arrange for the student to go home
- In the event the student's parent/guardian is unavailable to bring garments or confirm the return to home, the student will be loaned an oversized shirt to cover the inappropriate clothing
- Repeated violations of the dress code may result in student losing the privilege to participate in center activities

The dress code is also enforced for all school related field trips and outings.

Plagiarism and Cheating

The Charter School community values intellectual property and academic honesty. Plagiarism and cheating are dishonest and also stunts the learning process for students. We strive to teach students the importance of ethical practices in the submission of all work and in taking assessments. The consequences for such infractions will be:

- Complete the assignment or assessment again under increased supervision

- A meeting with the parent/guardian, student, teacher and site administrator to assure no future incidents
- Further disciplinary action for repeat offenses as outlined in the school's charter

School Facility

It is important that The Charter remain a safe and secure school facility. To help ensure that the facility remains secure and safe, the following procedures will apply:

- The school will follow COVID-19 related rules determined by the California Department of Public Health and the California Department of Education. The current safety plan is published on the school's website.
- Students will only be allowed inside the resource centers under staff supervision.
- Students who are not enrolled with the school may not enter the resource center except accompanied by a parent.
- For purposes of student safety, students should not remain outside the school for prolonged periods of time waiting for transportation or for other reasons.
- During school hours, the school phone will be available to students who need to contact parents for transportation.
- Cell phones must be silenced and put away while in the resource center unless its use as an instructional device is requested by the teacher.
- Cell phones and personal electronic devices are not permitted in testing sessions.
- Ear buds and headphones are not permitted during times of instruction or conversation.
- Respect of school property, furniture, and materials is mandatory.
- Public displays of affection are prohibited.

Any student who disregards these policies will be subject to being disenrolled from our program.

Video Surveillance

Students and families are hereby notified security video cameras are installed at each school. Cameras are located only in public areas and not used in areas where there is a reasonable expectation of privacy. Specific uses of video are detailed in Board Policy 5014.

Computers/ Chromebooks

The use of technology as a tool for student learning and for staff data management has played an increasingly significant role at Long Valley Charter. The school has computers for student use, including access to the Internet. To ensure that the computers will be valuable learning tools, each student must follow these rules:

- Submit a completed computer /technology contract, signed by both the student and the parent/guardian.
- Use school computers for assigned academic purposes only.
- The school monitors the appropriate use of the computer
- Put away any materials used and clean up the work area before leaving.
- Log off the computer
- Keep the noise level down in order to avoid disturbing others in the building.
- No food or drink is allowed at the computer workstation.

Computers or Chromebooks are encouraged to be checked out for use during the school year. A loan agreement is required and parents/guardians are responsible for loss or willful damage. Devices will be returned at the end of the school year or upon withdrawal/disenrollment from the school.

Graduation Requirements

The Charter is a fully accredited high school program through the Western Association of Schools and Colleges (WASC). Course requirements vary according to a student's goal for post high school pursuits. To receive a diploma or a certificate of completion, a student must successfully meet the following course/credit requirements:

Graduation Requirements						
Subject	College Prep Requirements		General Ed Requirements		School-to-Work	
	205 Credits		205 Credits		185 Credits	
	Required Courses	Units	Required Courses	Units	Required Courses	Units
English	English 9 English 10 English 11 English 12	10 10 10 10	English 9 English 10 English 11 English 12	10 10 10 10	English 9 English 10 English 11 English (Other)	10 10 10 5
History/Social Science	World History US History Government Economics	10 10 5 5	World History US History Government Economics	10 10 5 5	World History US History Government Economics	10 10 5 5
Mathematics	Algebra I Algebra II Geometry (or 3 years of Integrated)	10 10 10	Total - (Must complete min Algebra I or Integrated I)	30	Total - (Must complete min Algebra I or Integrated I)	30
Science	Biology Physics Environmental (Lab required) (or 3 years of Int)	10 10 10	Life Science Physical Science Environmental (or 3 years of Integrated)	10 10 10	Life Science Physical Science Environmental (or 3 years of Integrated)	10 10 10
Physical Education	Physical Educ I Physical Educ II	10 10	Physical Educ I Physical Educ II	10 10	Physical Educ I Physical Educ II	10 10
Health/Safety (2.5 may be Driver's Education)	Total	5	Total	5	Total	5
Career Technical Educ	Total	20	Total	20	Completed Pathway	30
Foreign Language	Total	20	Total	10	Total	0
Visual and Performing Arts	Total	10				
Other/Electives	Total	0	Total	20	Total	5
Students in 9th - 11th grades are expected to complete 50-60 units per year. A minimum of 20 units must be enrolled in and passed during a student's final semester.						
College-bound students are advised to contact the colleges they are applying to in order to verify admission requirements prior to the end of their 11th grade year.						
Parental permission to engage in the School-to-Work Pathway is required. Due to the reduced credits for this pathway, students are advised that transferring to another school may result a credit deficiency.						

The Charter assists college bound students in planning high school courses that will meet the requirements of the school or types of schools the students would like to attend after high school. Our career/college counselor and teachers are prepared, as an on-going process, to help students explore educational options within the charter's course offerings as well as local community college classes, online courses and special, applicable learning opportunities.

The Charter assists general education students in planning high school courses that will help students meet their vocational, military, or other post high school goals. The Charter works with students through career exploration

to discover desirable options. The Charter responds to the needs and goals of the students by providing an ever-increasing number of career technical education pathways and courses.

Graduation/ Promotion Ceremonies

Promotion ceremonies acknowledging the transition from elementary to high school is at the discretion of the local resource center.

Much effort is put into making graduation personalized and meaningful for each graduate and the class as a whole. Students and their families are encouraged to help plan the graduation ceremony. Seniors are given the opportunity to speak or to express their individualized talent at the graduation ceremony. Each ceremony highlights the individual graduates’ academic and personal accomplishments and goals.

-Volunteers & Visitors

Parents/guardians are encouraged to attend all appointments between their child and their child’s teacher. During classes and workshops, the school has policy #5007 that provides guidelines for volunteers and visitors for the safety of all students. Requirements include scheduling visits, fingerprinting/background checks and tuberculosis certification in certain circumstances. Details of this policy are available at the school office or on the school’s website.

-Dispute Resolution

The Charter encourages parent/guardian participation in decision making and seeks constructive comments to help improve the school’s educational program. The Board has adopted Policy 7010 for dispute resolution which is available on the www.longvalleycs.org website; a summary of the policy follows.

Complaints about School Personnel	Complaints about Instructional Program/School Processes
Steps to follow: 1. Notify the person the complaint concerns to seek resolution. 2. If unresolved, contact Site Administrator in writing. 3. If still unresolved, the complaint may be referred to the Executive Director 4. Review by the Board may be requested	Submit a written complaint to the Executive Director. (The board policy includes a form that may be utilized for this purpose.)

Things to Keep in Mind

- Use the school website to check for updates or to find other important school information. Our school website is www.longvalleycs.org
- Communication makes all the difference. Contact your assigned teacher whenever you have questions, concerns, or suggestions.
- The Charter utilizes Parent Square for much of its communication. The program will distribute notifications by text, email and voice mail. Please be sure to subscribe and consider downloading the app.
- The Charter welcomes family involvement – ask about these opportunities.
- While the Charter maintains rigorous academic standards, students considering returning to other public or private high schools should check with the receiving school to verify their policies regarding acceptance of transfer credits.
- Students desiring to join a branch of the military should confirm with the military and special requirements the particular branch might have regarding required courses, required assessments, charter

schools, and required seat time. The charter will work with the recruitment officer and the student to provide the necessary course of study wherever possible.

- All board adopted policies, agendas, minutes and schedules are available on the school web site, www.longvalleycs.org.

Handbook & Annual Notices Acknowledgement

**ACKNOWLEDGEMENT OF RECEIPT OF
~~2022-23~~2023-24 HANDBOOK & ANNUAL NOTICES**

The Student Family Handbook may be reviewed online at:

<https://www.longvalleycs.org/Parents--Students/Forms-and-Documents/Handbooks--Annual-Notices/index.html>

If you prefer a printed copy, please see below.

I acknowledge that I have received a copy (digital or printed) of the Long Valley Student-Family Handbook, which includes the Annual Notices. I understand that I am responsible for knowing the procedures and policies within this document.

Student Name(s) Printed: _____

Student Signature(s): _____

Parent/ Guardian Name Printed: _____

Parent/ Guardian Signature Date

☐ I've not yet reviewed the handbook. I'd prefer a printed copy to be sent home.

Student Name (s): _____

Parent/ Guardian Signature: _____

Home School Academy

Student-Family Handbook

Welcome Message

The staff of Long Valley School (the Charter) extends you an enthusiastic welcome and thanks you for considering us to be your child's school!

The Charter's Personalized Learning Program allows students to work outside of the traditional classroom setting and affords many educational privileges and opportunities. The Charter is accredited by the Western Association of Schools and Colleges (WASC) and serves TK–12th grade students. Our school is unique in that we *personalize* our students' educational choices and offer a variety of instructional options and classes that are tailored to each student's needs and interests.

Academic support and guidance are provided by credentialed teachers. Each student is given the opportunity to work closely with his/her assigned teacher to create individualized plans that promote academic success and a meaningful education; attendance at tutorials, instructional classes and weekly meetings are required. Approved educational materials are supplied by the school. High school students meet graduation requirements as well as complete preparation for college or vocational opportunities.

In order for students to be successful in independent study, it is necessary for parents/guardians to take an *active* role in the education process. We value our parents/guardians and will do whatever we can to work alongside you in your child's educational journey. We are here to help you!

This handbook is intended to introduce you to our school. Please read its contents carefully and keep in mind that the staff is available to answer any questions you may have about The Charter.

We look forward to working with you this school year and will do whatever we can to promote academic success and offer meaningful support to your family. We are here to serve you and assist you in your child's education!

Sherri Morgan
Executive Director/ Superintendent

ABOUT OUR SCHOOL

School Office CONTACT INFO

Charter Document

Charter schools are so named because their charter document defines student learning and governance. Familiarity with our Charter is encouraged; the charter document is located on the www.longvalleycs.org website.

Expected Schoolwide Learning Results (ESLRs)

Students are self-directed learners who

- Assume responsibility for personal life-long learning; discovering, developing and pursuing individual interests.
- Organize and manage time and resources efficiently.

Students demonstrate strong interpersonal skills through

- Demonstrating respectful, effective and proficient communication skills.
- Working collaboratively with others, with an emphasis on problem solving.

Students are academically proficient as reflected by

- Demonstrating a progressive mastery of California State Standards leading to proficient or advanced scores on California standards assessments.
- Demonstrating higher order thinking skills including application, analysis, synthesis and evaluation.

Students demonstrate technological competency by

- Accessing, utilizing, synthesizing and evaluating digital information to support learning and to build skills for career and college.
- Creating multimedia products to present knowledge and understanding of content

Students are responsible citizens who

- Demonstrate respect for cultural, ethnic, and economic diversity.
- Model good character traits.
- Strive to become self-sufficient, productive, and contributing members of society.

Students demonstrate a growth mindset by

- Acknowledging and embracing imperfections.
- Demonstrating goal-driven practices for improvement.

Governance

The Charter is operated by Long Valley Charter School, a California non-profit corporation; it is governed by a Board of Directors of five members, including representatives from each community served. The calendar for Board meetings is posted to the school's website and is usually scheduled the second Thursday of select months at 5:45 PM. Everyone is encouraged to attend meetings through teleconference connections.

Each resource center or site has a committee to address issues of local concern; the committee sets its own schedule and is comprised of parents/guardians, students, community members and school staff. Members from each committee are selected locally. Committees are also formed to provide oversight of federal funds and the Local Control and Accountability Plans.

Families are encouraged to participate in the governance of their school either as a Board of Directors member or through the local site committees.

Highlights of Our Program

- Mastery-Based Learning
- Project-based Learning
- Accredited by the Western Association of Schools and Colleges (WASC)
- Established Charter program since 2000
- Credentialed Teachers
- Parent/Guardian Participation
- Educational Materials provided by the School
- Placement Testing & Continuous Assessment
- Lessons Personalized to Student Ability & Interests -Options to Accelerate Learning
- Lessons Paced to Individual Student's Ability
- One-On-One Guidance & Support /Tutoring
- Educational & Enrichment Classes
- Career Exploration
- Personalized Cap and Gown Senior Graduation Ceremony
- Earn Accredited High School Diploma
- Concurrent Enrollment in Community Colleges for Qualified Students

Program Information

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Required Meetings

Students are required to meet with their teachers a minimum of once every 20 school days. Enrollment in the Home School Academy requires adequate progress to be made. If meetings are missed or progress is not made regular independent study may be offered. Students who are performing below grade level will be required to utilize remedial programming.

Schoolwork Deadlines

Assignments are determined during required meetings; they must then be completed by the next required meeting. Students who fail to complete assigned work or attend scheduled meetings or classes initiate the non-compliance process.

Educational/Enrichment Classes

A variety of educational and enrichment classes are offered to students at various times throughout the school year. These classes provide an excellent opportunity for students to work cooperatively and gain knowledge through hands-on activities.

Field Trips

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If a student leaves the Charter due to academic or attendance problems, or by their own choice, the student may not return during the current school year.

Code of Conduct/ Behavioral Expectations

Our schools have three behavioral expectations:

- **Be Responsible:** Students will be expected to respond appropriately to issues and problems that arise- not react to them! Students are expected to conduct themselves responsibly, and depend less on outside controls to manage their behavior.
- **Be Safe:** Abide by all laws, rules, procedures, and instructions.
- **Be Respectful:** Students will respect others through their actions, attitudes, and speech.

If a student does not follow this code of conduct the following is suggested:

First Infraction

- Reteach behavior expectations
- Student will apologize and make amends

Subsequent Infractions

- Conference with parent
- Loss of privilege to attend workshop/class time: switch to meeting one-on-one with teacher
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- Spandex shorts or pajamas.
- Pants that do not fit without sagging or falling off hips
- Clothing with holes or slashes more than 4" above the knee or above the end of the extended fingertips.
- Students may not wear hats or wear hoods pulled up
- Make-up, cosmetics, or jewelry must be appropriate to the age level of the student and shall not cause a distraction to the learning/teaching process.

Non-compliance with this dress code will result in the following:

- Student will be relocated out of the classroom area

- Call to the student's parent/guardian to either bring appropriate garments or arrange for the student to go home
- In the event the student's parent/guardian is unavailable to bring garments or confirm the return to home, the student will be loaned an oversized shirt to cover the inappropriate clothing
- Repeated violations of the dress code may result in student losing the privilege to participate in center activities

The dress code is also enforced for all school related field trips and outings.

Plagiarism and Cheating

The Charter School community values intellectual property and academic honesty. Plagiarism and cheating are dishonest and also stunts the learning process for students. We strive to teach students the importance of ethical practices in the submission of all work and in taking assessments. The consequences for such infractions will be:

- Complete the assignment or assessment again under increased supervision
- A meeting with the parent/guardian, student, teacher and site administrator to assure no future incidents
- Further disciplinary action for repeat offenses as outlined in the school's charter

School Facility

It is important that The Charter remain a safe and secure school facility. To help ensure that the facility remains secure and safe, the following procedures will apply:

- Students will only be allowed inside the resource centers under staff supervision.
- Students who are not enrolled with the school may not enter the resource center except accompanied by a parent.
- For purposes of student safety, students should not remain outside the school for prolonged periods of time waiting for transportation or for other reasons.
- During school hours the school phone will be available to students who need to contact parents for transportation.
- Cell phones must be silenced and put away while in the resource center unless its use as an instructional device is requested by the teacher.
- Cell phones and personal electronic devices are not permitted in testing sessions.
- Ear buds and headphones are not permitted during times of instruction or conversation.
- Respect of school property, furniture, and materials is mandatory.
- Public displays of affection are prohibited.

Any student who disregards these policies will be subject to being disenrolled from our program.

Video Surveillance

Students and families are hereby notified security video cameras are installed at each school. Cameras are located only in public areas and not used in areas where there is a reasonable expectation of privacy. Specific uses of video are detailed in Board Policy 5014.

Computers/ Chromebooks

The use of technology as a tool for student learning and for staff data management has played an increasingly significant role at Long Valley Charter. The school has computers for student use, including access to the Internet. To ensure that the computers will be valuable learning tools, each student must follow these rules:

- Submit a completed computer /technology contract, signed by both the student and the parent/guardian.
- Use school computers for assigned academic purposes only.

- The school monitors the appropriate use of the computer
- No food or drink is allowed at the computer workstation

Computers or Chromebooks are encouraged to be checked out for use during the school year. A loan agreement is required and parents/guardians are responsible for loss or willful damage. Devices will be returned at the end of the school year or upon withdrawal/disenrollment from the school.

Graduation Requirements

The Charter is a fully accredited high school program through the Western Association of Schools and Colleges (WASC). Course requirements vary according to a student's goal for post high school pursuits. To receive a diploma or a certificate of completion, a student must successfully meet the following course/credit requirements:

Graduation Requirements						
Subject	College Prep Requirements		General Ed Requirements		School-to-Work	
	205 Credits		205 Credits		185 Credits	
	Required Courses	Units	Required Courses	Units	Required Courses	Units
English	English 9 English 10 English 11 English 12	10 10 10 10	English 9 English 10 English 11 English 12	10 10 10 10	English 9 English 10 English 11 English (Other)	10 10 10 5
History/Social Science	World History US History Government Economics	10 10 5 5	World History US History Government Economics	10 10 5 5	World History US History Government Economics	10 10 5 5
Mathematics	Algebra I Algebra II Geometry (or 3 years of Integrated)	10 10 10	Total - (Must complete min Algebra I or Integrated I)	30	Total - (Must complete min Algebra I or Integrated I)	30
Science	Biology Physics Environmental (Lab required) (or 3 years of Int)	10 10 10	Life Science Physical Science Environmental (or 3 years of Integrated)	10 10 10	Life Science Physical Science Environmental (or 3 years of Integrated)	10 10 10
Physical Education	Physical Educ I Physical Educ II	10 10	Physical Educ I Physical Educ II	10 10	Physical Educ I Physical Educ II	10 10
Health/Safety (2.5 may be Driver's Education)	Total	5	Total	5	Total	5
Career Technical Educ	Total	20	Total	20	Completed Pathway	30
Foreign Language	Total	20	Total	10	Total	0
Visual and Performing Arts	Total	10				
Other/Electives	Total	0	Total	20	Total	5
Students in 9th - 11th grades are expected to complete 50-60 units per year. A minimum of 20 units must be enrolled in and passed during a student's final semester.						
College-bound students are advised to contact the colleges they are applying to in order to verify admission requirements prior to the end of their 11th grade year.						

Parental permission to engage in the School-to-Work Pathway is required. Due to the reduced credits for this pathway, students are advised that transferring to another school may result a credit deficiency.

The Charter assists college bound students in planning high school courses that will meet the requirements of the school or types of schools the students would like to attend after high school. Our career/college counselor and teachers are prepared, as an on-going process, to help students explore educational options within the charter's course offerings as well as local community college classes, online courses and special, applicable learning opportunities.

The Charter assists general education students in planning high school courses that will help students meet their vocational, military, or other post high school goals. The Charter works with students through career exploration to discover desirable options. The Charter responds to the needs and goals of the students by providing an ever-increasing number of career technical education pathways and courses.

Graduation/ Promotion Ceremonies

Promotion ceremonies acknowledging the transition from elementary to high school is at the discretion of the local resource center.

Much effort is put into making graduation personalized and meaningful for each graduate and the class as a whole. Students and their families are encouraged to help plan the graduation ceremony. Seniors are given the opportunity to speak or to express their individualized talent at the graduation ceremony. Each ceremony highlights the individual graduates' academic and personal accomplishments and goals.

Volunteers & Visitors

Parents/guardians are encouraged to attend all appointments. During classes and workshops, the school has policy #5007 that provides guidelines for volunteers and visitors for the safety of all students. Requirements include scheduling visits, fingerprinting/background checks and tuberculosis certification in certain circumstances. Details of this policy are available at the school office or on the school's website.

Dispute Resolution

The Charter encourages parent/guardian participation in decision making and seeks constructive comments to help improve the school's educational program. The Board has adopted Policy 7010 for dispute resolution which is available on the www.longvalleycs.org website; a summary of the policy follows.

Complaints about School Personnel	Complaints about Instructional Program/School Processes
<p>Steps to follow:</p> <ol style="list-style-type: none"> 1. Notify the person the complaint concerns to seek resolution. 2. If unresolved, contact Site Administrator in writing. 3. If still unresolved, the complaint may be referred to the Executive Director 4. Review by the Board may be requested 	<p>Submit a written complaint to the Executive Director. (The board policy includes a form that may be utilized for this purpose.)</p>

Things to Keep in Mind

- Communication makes all the difference. Contact your assigned teacher whenever you have questions, concerns, or suggestions.
- The Charter utilizes Parent Square for much of its communication. The program will distribute

notifications by text, email and voice mail. Please be sure to subscribe and consider downloading the app.

- The Charter welcomes family involvement – ask about these opportunities.
- While the Charter maintains rigorous academic standards, students considering returning to other public or private high schools should check with the receiving school to verify their policies regarding acceptance of transfer credits.
 - Students desiring to join a branch of the military should confirm with the military and special requirements the particular branch might have regarding required courses, required assessments, charter schools, and required seat time. The charter will work with the recruitment officer and the student to provide the necessary course of study wherever possible.
- All board adopted policies, agendas, minutes and schedules are available on the school website, www.longvalleycs.org.