

Alder Grove Charter School 2
714 F Street, Eureka, CA 95501
Governance Council Agenda
October 13, 2026 at 3:00 PM

Our mission is to deliver personalized learning through strong family, educator, and community partnerships that empower students to achieve academic excellence and foster active citizenship.

- 1) Call to Order
- 2) Review Agenda
- 3) Public Comment

(This time is for public comment for any matter not on the agenda. Council members may not discuss or take action on these comments. Members of the public may request that a topic related to school business be placed on a future agenda during public comment. The Board President may consider this request; if such an item is properly agendized and publicly noticed, the Board can at that time discuss, respond, and possibly act upon such an item).

- 4) Adjourn to Closed Session – No Closed Session Expected
- 5) Report Out; Action Taken in Closed Session - No Closed Session/Action Expected

6) Consent Items

(Consent items are considered by the Council to be routine and will be approved/enacted by the Council in one motion in the form below. Unless specifically requested by a Council member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Council vote. The director recommends approval of all consent items).

- a) Meeting Minute(s) – September 8, 2026
- b) Warrant Report(s)- August 2026

7) Reports

- a) Enrollment Report (518)
- b) Credentialed Teachers Report
- c) Leadership Team Report
- d) Director of Secondary Programs Report
- e) Principal/Director of Operations Report
- f) Director of Special Services Report
- g) Superintendent Report

8) Discussion/Information

9) Action Items

- a) Possible Approval of the Pupil Suspension and Expulsion Policy and Procedure
- b) Possible Approval of the Technology Specialist Job Description

10) Future Agenda Items (November 2026)

- a)

11) Adjourn Meeting

In compliance with the Americans with Disabilities Act, Alder Grove Charter School will make meetings available to any person from the public who has a disability, a needed modification or an accommodation. Please contact the Director Tim Warner at 707-268-0854 to request modifications and/or accommodation. All Governance Council documents are made available to the public according to the Brown Act. The documents can be found online at aldergrovecharter.org.

In addition to the initial "Public Comment" section, which is limited to items not on the agenda, the public will be provided the opportunity to comment at the start of each agenda item. These presentations are limited to three (3) minutes each and total time allotted to agenda items will not exceed fifteen (15) minutes unless additional time is agreed to by the Council.

Governance Council
Regular Meeting Minutes
September 8, 2026
714 F St, Eureka, CA 95501

Our commitment is to deliver personalized learning through strong family, educator, and community partnerships that empower students to achieve academic excellence and foster active citizenship.

GC Members Present: Geri Emberson, David Turner, Sarah Weltsch, Matt Wilton, Tim Warner

GC Members Absent:

- 1) Call to Order: 3:08 pm
- 2) Review Agenda - A motion was made to change the order of the Action Items to what is below.
Motion approved (Sara \ Geri \ All approved)
 - a) Possible Approval of the Prior Year Unaudited Actuals
 - b) Possible Approval of the Application for Charter School LEA for Special Education Proposes Status and Related Documents
 - c) Possible Approval of Prop 28 final Expenditure Report
 - d) Possible approval of Credit Increase for High School Student
 - e) Possible GC Member Appointment
- 3) Public Comments – N/A
- 4) Adjourned to closed session: 3:13 pm
- 5) Report out from Closed Session 4:00 pm
 - a) Action Taken: Approved and presented the superintendent's performance evaluation for 2026.
 - b) Public comment: N/A
- 6) Consent Items
 - a) Approval of August 11, 2026 Regular Meeting Minutes (Sara \ Geri \ All approved)
 - b) Approval of July 2026 Warrant Report (Sara \ Geri \ All Approved)
- 7) Reports
 - a) Enrollment Report (517)
 - Intent to Enroll meetings continue to be held . The waiting list and lotteries remain full.
 - b) Credentialed Teacher Report
 - Teachers have full rosters and have finalized student schedules.
 - Cross country and disc golf start this week

- Field trips have been planned and will be announced when appropriate

c) Leadership Team Report

- There are 5 parent guardian educators participating. During the meeting they took the time to discuss the purpose of leadership team. They also hosted the Welcome Back table last week.

d) Directory of Secondary Programs Report

- Jen gave CTE and dual enrollment numbers for this fall. PACE coach assignments have been made and they are working with 47 graduating students.

e) Principal /Director of Operations Report

- With the beginning of the school year, Stefani has been busy with the implementation of things like ParentSquare and the new cell phone policy.
- On the student support, it has been good to start the year with a framework in place. There has been continued staff training for various aspects of PBIS.

f) Director of Special Service

- Sarah reports that there have been several referrals above the 89 eligible students that have been keeping the staff busy with evaluations. Adyn, Crystal and Mary have been extremely helpful during a busy time of the year.

g) Superintendent Report

- Tim has been busy with beginning of the year meetings and has already scheduled regular meetings with the different departments. Also, he will have a monthly time to meet with staff about their concerns. In addition to focusing on his availability to the staff, he also wants to focus on the things that make our school successful: independent study and supporting homeschool families.

8) Discussion \ Information

9) Action Items

- Motion to approve Prior Year Un-Audited Actuals due to Chartering Authority and COE Sept 15 (sara \ Geri \ All approved)
- Motion to approve Application for Charter School LEA Special Education Purposes Status and Related Documents (Sara \ Geri \ All approved)
- Motion to approve Prop 28 final expenditure report (Sara \ Geri \ All approved)
- Motion to approve unit increase for Daryah Krigel-Armstrong (Sara \ Geri \ All approved)

- e) Motion to appoint Elizabeth Schatz to GC to fill unexpired term of resigned board member; term expiration will be May 2027. (Sara \ Geri \ All approved)

10) Future Agenda Items

- CCAP / Secondary Services
- Suspension and Expulsion Policy and procedures

11) Meeting Adjourned: 5:00 pm

Alder Grove Charter School
WARRANT REGISTER: August 2026

Check Number	Check Date	Payee	Sum of Amount
08.04.26- CalCard	8/4/2026	U.S. Bank Corporate Payment System	\$ 1,254.62
08.04.26- Use Tax	8/24/2026	California Department of Tax and Fee Administration	\$ 1,981.00
08.10.26-Intermedia	8/10/2026	NEC Cloud Communications America, Inc.	\$ 979.27
10338	8/5/2026	Ink People, Inc.	\$ 1,412.00
10339	8/5/2026	The UPS Store	\$ 195.04
10340	8/5/2026	Optimum Business	\$ 160.00
10341	8/5/2026	PG&E	\$ 1,466.30
10342	8/5/2026	T-MOBILE	\$ 320.00
10343	8/5/2026	Verizon	\$ 260.48
10344	8/11/2026	Pacific Paper Co.	\$ 200.03
10345	8/11/2026	Pierson Building Center	\$ 61.49
10346	8/11/2026	Lloyd Barker dba Local Worm Guy	\$ 69.00
10347	8/11/2026	NEC Cloud Communications America, Inc.	\$ 979.27
10348	8/11/2026	North Coast Dance	\$ 100.00
10349	8/11/2026	Northwest Property Service Inc. dba Humboldt Termite & Pest Control	\$ 128.62
10351	8/11/2026	Young, Minney & Corr, LLP	\$ 3,276.50
10352	8/14/2026	Tavia Huey	\$ 78.60
10353	8/19/2026	Amazon Capital Services, Inc	\$ 1,004.54
10354	8/19/2026	Art of Problem Solving	\$ 17.63
10355	8/19/2026	Blick Art Materials	\$ 236.79
10356	8/19/2026	City of Eureka	\$ 656.24
10357	8/19/2026	CliftonLarsonAllen LLP	\$ 8,575.00
10358	8/19/2026	David Gaddis	\$ 324.53
10359	8/19/2026	Fresno County Superintendent of Schools	\$ 225.00
10360	8/19/2026	Home Science Tools	\$ 31.90
10361	8/19/2026	Humboldt County Office of Education	\$ 280.00
10362	8/19/2026	Mendes Supply Company	\$ 287.95
10363	8/19/2026	Moving Beyond the Page	\$ 1,795.59
10364	8/19/2026	Oak Meadow, Inc.	\$ 120.42
10365	8/19/2026	Pacific Paper Co.	\$ 1,832.18
10366	8/19/2026	ParentSquare, Inc.	\$ 4,604.00
10367	8/19/2026	Rainbow Resource Center	\$ 798.95
10368	8/19/2026	Recology Humboldt County	\$ 685.93
10369	8/19/2026	Sherwin-Williams	\$ 402.74
10370	8/19/2026	Singapore Math Inc	\$ 57.10
10371	8/19/2026	Teaching Textbooks	\$ 146.85
10376	8/27/2026	Advanced Security Systems	\$ 223.50
10377	8/27/2026	Amazon Capital Services, Inc	\$ 787.72
10378	8/27/2026	Beautiful Feet Books, Inc.	\$ 26.18
10379	8/27/2026	Beautiful Feet Books, Inc.	\$ 26.18
10380	8/27/2026	Blick Art Materials	\$ 137.25
10381	8/27/2026	Carson Dellosa Education	\$ 7.37
10382	8/27/2026	David Gaddis	\$ 44.04
10383	8/27/2026	Eureka Humboldt Fire Extinguisher Co. Inc.	\$ 471.22
10384	8/27/2026	Exploration Education	\$ 328.37
10385	8/27/2026	Fred Lundblade dba Lundblade & Company	\$ 14,133.00
10386	8/27/2026	Home Science Tools	\$ 261.90
10387	8/27/2026	JackKris Publishing, LLC	\$ 57.98
10388	8/27/2026	Lakeshore Learning Materials	\$ 34.54
10389	8/27/2026	Learning Without Tears	\$ 104.12
10390	8/27/2026	Luana Nelson	\$ 198.72
10391	8/27/2026	Mendes Supply Company	\$ 93.48
10392	8/27/2026	Moving Beyond the Page	\$ 1,813.86
10393	8/27/2026	O & M Industries	\$ 1,180.00
10394	8/27/2026	Oak Meadow, Inc.	\$ 465.50
10395	8/27/2026	Optimum Business	\$ 440.00
10396	8/27/2026	Optimum Business	\$ 320.00
10397	8/27/2026	Pacific Paper Co.	\$ 1,119.32
10398	8/27/2026	PG&E	\$ 1,291.22
10399	8/27/2026	Pierson Building Center	\$ 306.21
10400	8/27/2026	Rainbow Resource Center	\$ 2,695.18

Alder Grove Charter School
WARRANT REGISTER: August 2026

Check Number	Check Date	Payee	Sum of Amount
10401	8/27/2026	School Specialty Inc.	\$ 115.79
10402	8/27/2026	The Critical Thinking Co.	\$ 343.91
10403	8/27/2026	Timberdoodle	\$ 1,206.18
10404	8/27/2026	Verizon	\$ 999.51
ACH0102	8/5/2026	Coastal Business Systems	\$ 895.30
ACH0103	8/19/2026	Delta Managed Solutions, Inc.	\$ 21,545.78
ACH0104	8/19/2026	Securly, Inc	\$ 2,728.00
Grand Total			\$ 89,406.89

Alder Grove Charter School
WARRANT REGISTER: August 2026

Check Number	Check Date	Payee	Description	Sum of Amount
08.04.26- CalCard	8/4/2026	U.S. Bank Corporate Payment System	In Cyber Civics	\$ 848.00
			Anthropic Claude Team	\$ 225.00
			Amazon	\$ 53.09
			Ramones Bakery	\$ 53.53
			Young Minney & Corr	\$ 75.00
08.04.26- CalCard Total				\$ 1,254.62
08.04.26- Use Tax	8/24/2026	California Department of Tax and Fee Administration	2026 Q4 Use Tax Repting	\$ 1,981.00
08.04.26- Use Tax Total				\$ 1,981.00
08.10.26-Intermedi:	8/10/2026	NEC Cloud Communications America, Inc.	August Phone Services	\$ 979.27
08.10.26-Intermedia Total				\$ 979.27
10338	8/5/2026	Ink People, Inc.	Fees for Service Artist S Ghanizada Mullins	\$ 1,412.00
10338 Total				\$ 1,412.00
10339	8/5/2026	The UPS Store	Poetry Books	\$ 195.04
10339 Total				\$ 195.04
10340	8/5/2026	Optimum Business	071126-081026 Internet Service	\$ 160.00
10340 Total				\$ 160.00
10341	8/5/2026	PG&E	Electric and Gas Charges	\$ 1,466.30
10341 Total				\$ 1,466.30
10342	8/5/2026	T-MOBILE	Services 06/21/2026-07/20/2026	\$ 320.00
10342 Total				\$ 320.00
10343	8/5/2026	Verizon	Jun 18-Jul 17, 2026	\$ 260.48
10343 Total				\$ 260.48
10344	8/11/2026	Pacific Paper Co.	Invoice for PO-23420	\$ 200.03
10344 Total				\$ 200.03
10345	8/11/2026	Pierson Building Center	Invoice for PO-23497	\$ 61.49
10345 Total				\$ 61.49
10346	8/11/2026	Lloyd Barker dba Local Worm Guy	Worm Collection	\$ 69.00
10346 Total				\$ 69.00
10347	8/11/2026	NEC Cloud Communications America, Inc.	July 2027 Phone Svc	\$ 979.27
10347 Total				\$ 979.27
10348	8/11/2026	North Coast Dance	Hip Hop Class Rental from April 23rd to May 21st, 2026	\$ 100.00
10348 Total				\$ 100.00
10349	8/11/2026	Northwest Property Service Inc. dba Humboldt Termite & Pest Control	July 2026 Monthly Pest Service	\$ 128.62
10349 Total				\$ 128.62
10351	8/11/2026	Young, Minney & Corr, LLP	July 2026 Legal Services	\$ 3,276.50
10351 Total				\$ 3,276.50
10352	8/14/2026	Tavia Huey	Employee Reimbursement-	\$ 78.60
10352 Total				\$ 78.60
10353	8/19/2026	Amazon Capital Services, Inc	Invoice for PO-23578	\$ 27.33
			Invoice for PO-23502	\$ 977.21
10353 Total				\$ 1,004.54
10354	8/19/2026	Art of Problem Solving	Invoice for PO-23473	\$ 17.63
10354 Total				\$ 17.63

10355	8/19/2026	Blick Art Materials	Invoice for PO-23428	\$	78.93
			Invoice for PO-23430	\$	78.93
			Invoice for PO-23431	\$	78.93
10355 Total	8/19/2026	City of Eureka		\$	236.79
10356			Water & Sewer Service	\$	656.24
10356 Total	8/19/2026	CliftonLarsonAllen LLP	Second installment for audit services, for the year ended Ju	\$	8,575.00
10357				\$	8,575.00
10357 Total	8/19/2026	David Gaddis	Employee Reimbursement: Dump Run D Gaddis	\$	28.25
			Employee Reimbursement: D Size Batteries D. Gaddis	\$	37.46
			Employee Reimbursement: 2 AC Infinity Fans D. Gaddis	\$	258.82
10358				\$	324.53
10358 Total	8/19/2026	Fresno County Superintendent of Schools	Invoice for PO-23577	\$	75.00
			Invoice for PO-23580	\$	150.00
10359				\$	225.00
10359 Total	8/19/2026	Home Science Tools	Invoice for PO-23454	\$	31.90
10360				\$	31.90
10360 Total	8/19/2026	Humboldt County Office of Education	Fierce Conversation Training for 1 Participant	\$	280.00
10361				\$	280.00
10361 Total	8/19/2026	Mendes Supply Company	Invoice for PO-23803	\$	287.95
10362				\$	287.95
10362 Total	8/19/2026	Moving Beyond the Page	Invoice for PO-23458	\$	969.74
			Invoice for PO-23453	\$	447.21
			Invoice for PO-23488	\$	87.01
			Invoice for PO-23489	\$	158.15
			Invoice for PO-23490	\$	133.48
10363				\$	1,795.59
10363 Total	8/19/2026	Oak Meadow, Inc.	Invoice for PO-23495	\$	120.42
10364				\$	120.42
10364 Total	8/19/2026	Pacific Paper Co.	Invoice for PO-23481	\$	124.52
10365			Invoice for PO-23496	\$	67.64
			Invoice for PO-23498	\$	284.34
			Invoice for PO-23542	\$	174.72
			Invoice for PO-23518	\$	59.84
			Invoice for PO-23582	\$	31.48
			Invoice for PO-23584	\$	654.22
			Invoice for PO-23588	\$	143.39
			Invoice for PO-23602	\$	32.15
			Invoice for PO-23603	\$	47.89
			Invoice for PO-23604	\$	19.14
			Invoice for PO-23629	\$	192.85
10365 Total	8/19/2026	ParentSquare, Inc.	Invoice #2024-32317	\$	1,832.18
10366				\$	4,604.00
10366 Total	8/19/2026	Rainbow Resource Center	Invoice for PO-23437	\$	50.33
			Invoice for PO-23443	\$	16.26
			Invoice for PO-23444	\$	16.26
			Invoice for PO-23451	\$	303.06
			Invoice for PO-23504	\$	180.20

10367	46253	Rainbow Resource Center	Invoice for PO-23509	\$	116.42
10367 Total			Invoice for PO-23510	\$	116.42
10368	8/19/2026	Recology Humboldt County	Commercial Services	\$	798.95
10368 Total				\$	685.93
10369	8/19/2026	Sherwin-Williams	INV# 4561-9	\$	402.74
10369 Total				\$	402.74
10370	8/19/2026	Singapore Math Inc	Invoice for PO-23461	\$	57.10
10370 Total				\$	57.10
10371	8/19/2026	Teaching Textbooks	Invoice for PO-23485	\$	48.95
			Invoice for PO-23486	\$	48.95
			Invoice for PO-23439	\$	48.95
10371 Total				\$	146.85
10376	8/27/2026	Advanced Security Systems	AES Commercial Fire Alarm 090126-113026	\$	223.50
10376 Total				\$	223.50
10377	8/27/2026	Amazon Capital Services, Inc	Invoice for PO-23806	\$	223.50
			Invoice for PO-23704	\$	29.77
			Invoice for PO-23573	\$	37.72
			Invoice for PO-23464	\$	515.46
			Invoice for PO-23636	\$	28.17
			Invoice for PO-23707	\$	65.67
			Invoice for PO-23706	\$	38.30
				\$	72.63
10377 Total				\$	787.72
10378	8/27/2026	Beautiful Feet Books, Inc.	Invoice for PO-23435	\$	26.18
10378 Total				\$	26.18
10379	8/27/2026	Beautiful Feet Books, Inc.	Invoice for PO-23436	\$	26.18
10379 Total				\$	26.18
10380	8/27/2026	Bllick Art Materials	Invoice for PO-23447	\$	137.25
10380 Total				\$	137.25
10381	8/27/2026	Carson Dellosa Education	Invoice for PO-23772	\$	7.37
10381 Total				\$	7.37
10382	8/27/2026	David Gaddis	Employee Reimbursement: Costco Totes 5	\$	44.04
10382 Total				\$	44.04
10383	8/27/2026	Eureka Humboldt Fire Extinguisher Co. Inc.	Fire Extinguisher Supplies	\$	471.22
10383 Total				\$	471.22
10384	8/27/2026	Exploration Education	Invoice for PO-23536	\$	152.23
			Invoice for PO-23540	\$	88.07
			Invoice for PO-23674	\$	88.07
10384 Total				\$	328.37
10385	8/27/2026	Fred Lundblade dba Lundblade & Company	September 2026 Rent	\$	14,133.00
10385 Total				\$	14,133.00
10386	8/27/2026	Home Science Tools	Invoice for PO-23465	\$	261.90
10386 Total				\$	261.90
10387	8/27/2026	Jackris Publishing, LLC	Invoice for PO-23569	\$	28.99
			Invoice for PO-23598	\$	28.99
10387 Total				\$	57.98
10388	8/27/2026	Lakeshore Learning Materials	Invoice for PO-23463	\$	34.54
10388 Total				\$	34.54
10389	8/27/2026	Learning Without Tears	Invoice for PO-23622	\$	22.06

10389	46261	Learning Without Tears	Invoice for PO-23771	\$	34.69
			Invoice for PO-23836	\$	47.37
10389 Total				\$	104.12
10390	8/27/2026	Luana Nelson	Employee Reimbursement: At-A-Glance Wall Calendars	\$	198.72
10390 Total				\$	198.72
10391	8/27/2026	Mendes Supply Company	Invoice for PO-23803	\$	93.48
10391 Total				\$	93.48
10392	8/27/2026	Moving Beyond the Page	Invoice for PO-23550	\$	362.28
			Invoice for PO-23533	\$	121.56
			Invoice for PO-23548	\$	1,214.24
			Invoice for PO-23596	\$	115.78
10392 Total				\$	1,813.86
10393	8/27/2026	O & M Industries	Heater Diagnostic Services	\$	1,180.00
10393 Total				\$	1,180.00
10394	8/27/2026	Oak Meadow, Inc.	Invoice for PO-23503	\$	465.50
10394 Total				\$	465.50
10395	8/27/2026	Optimum Business	070126-073126 Internet Service	\$	440.00
10395 Total				\$	440.00
10396	8/27/2026	Optimum Business	081126-091026 Internet Service	\$	320.00
10396 Total				\$	320.00
10397	8/27/2026	Pacific Paper Co.	Invoice for PO-23702	\$	594.39
			Invoice for PO-23765	\$	206.12
			Invoice for PO-23731	\$	269.77
			Invoice for PO-23859	\$	49.04
10397 Total				\$	1,119.32
10398	8/27/2026	PG&E	Electric and Gas Charges	\$	1,291.22
10398 Total				\$	1,291.22
10399	8/27/2026	Pierison Building Center	Invoice for PO-23894	\$	161.35
			Invoice for PO-23895	\$	144.86
10399 Total				\$	306.21
10400	8/27/2026	Rainbow Resource Center	Invoice for PO-23499	\$	85.86
			Invoice for PO-23427	\$	236.74
			Invoice for PO-23438	\$	55.29
			Invoice for PO-23441	\$	356.83
			Invoice for PO-23442	\$	16.26
			Invoice for PO-23448	\$	261.87
			Invoice for PO-23450	\$	310.23
			Invoice for PO-23455	\$	63.81
			Invoice for PO-23457	\$	19.90
			Invoice for PO-23459	\$	52.43
			Invoice for PO-23471	\$	265.94
			Invoice for PO-23474	\$	77.15
			Invoice for PO-23475	\$	183.86
			Invoice for PO-23491	\$	17.42
			Invoice for PO-23492	\$	17.42
			Invoice for PO-23500	\$	26.79
			Invoice for PO-23501	\$	33.08
			Invoice for PO-23547	\$	191.20
			Invoice for PO-23539	\$	141.21

ALDER GROVE CHARTER SCHOOL

PUPIL SUSPENSION AND EXPULSION POLICY AND PROCEDURES

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

Consistent with this Policy, it may be necessary to suspend or expel a student from regular classroom instruction. This shall serve as the Charter School's policy and procedures for student suspension, expulsion, and involuntary removal, and it may be amended from time to time without the need to seek a material revision of the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary policies and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed annually as part of the Student Handbook which will clearly describe discipline expectations.

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

The Charter School administration shall ensure that students and their parents/guardians¹ are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and its Procedures are available upon request at the Superintendent/Executive Director's office.

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

A student identified as an individual with disabilities or for whom the Charter School has a basis

¹ The Charter School shall ensure that a homeless child or youth's educational rights holder; a foster child or youth's educational rights holder, attorney, and county social worker; and an Indian child's tribal social worker and, if applicable, county social worker have the same rights as a parent or guardian to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, involuntary removal notice, and other documents and related information. For purposes of this Policy and its Procedures, the term "parent/guardian" shall include these parties.

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

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian and shall inform the student, and the student's parent/guardian of the basis for which the student is being involuntarily removed, and the student's parent/guardian's requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action before the effective date of the action to involuntarily remove the student.. If the student's parent/guardian requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated described below. Students may be involuntarily removed for reasons including, but not limited to, failure to comply with the terms of the student's independent study written agreement pursuant to Education Code Section 51747(c)(4).

Procedures

A. Grounds for Suspension and Expulsion of Students

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

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended when it is determined the student:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of

any controlled substance, as defined in Health and Safety Code Sections 11053-11058, including marijuana, and alcoholic beverage, or intoxicant of any kind. Students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.

- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, including marijuana, and alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and electronic cigarettes. This section does not prohibit the use of a student's own prescription products by a student. Students who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

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

- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic Act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (1) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (b) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created

- the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - u) A student who aids or abets, as defined in Penal Code Section 31, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee’s concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee’s concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et seq.*

- d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4.
3. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, including marijuana, and alcoholic beverage, or intoxicant of any kind. Students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, including marijuana, and alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
 - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and electronic cigarettes. This section does not prohibit the use of a student's own prescription products by a student. Students who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this policy, “hazing” means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.

- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to students in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers, and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) rights by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- t) Obtained, possessed, or distributed pornographic material, including photographs, books, magazines, and videos.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:

- (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A student who aids or abets, as defined in Penal Code Section 31, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
- w) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this

type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee's concurrence.

4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion when it is determined pursuant to the procedures below that the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Superintendent/Executive Director or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
 - d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4.

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

The Charter School will use the following definitions:

The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened bladed fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3 ½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

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

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

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Superintendent/Executive Director or the Superintendent/Executive Director's designee with the student and the student's parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Superintendent/Executive Director or designee. The conference may be omitted if the Superintendent/Executive Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and the student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. Penalties shall not be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

2. Notice to Parents/Guardians

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

3. Suspension Time Limits/Recommendation for Expulsion

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

This determination will be made by the Superintendent/Executive Director or designee upon either of the following: 1) the student's presence will be disruptive to the education process;

or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

4. Homework Assignments During Suspension

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more school days, the homework that the student would otherwise have been assigned.

In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

D. Authority to Expel

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

A student may be expelled either by the Charter School Governance Council following a hearing before it or by the Charter School Governance Council upon the recommendation of a neutral and impartial Administrative Panel, to be assigned by the Governance Council as needed. The Administrative Panel shall consist of at least three members who are certificated and neither a teacher of the student nor a member of the Charter School Governance Council. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Governance Council shall make the final determination.

E. Expulsion Procedures

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

In the event an Administrative Panel hears the case, it will make a recommendation to the Council for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under FERPA) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

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

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

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

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

- 1) The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five days notice of their scheduled testimony, (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
- 2) The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
- 3) At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
- 4) The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

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

G. Record of Hearing

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

can be made.

H. Presentation of Evidence

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

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

I. Expulsion Decision

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

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

J. Written Notice to Expel

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

The Superintendent/Executive Director or designee shall send a copy of the written notice of the decision to expel to the charting authority. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

K. Disciplinary Records

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

L. No Right to Appeal

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

M. Expelled Students/Alternative Education

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

N. Rehabilitation Plans

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

O. Readmission or Admission of Previously Expelled Student

The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Governance Council following a meeting with the Superintendent/Executive Director or designee and the student and parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Superintendent/Executive Director or designee shall make a recommendation to the Governance Council following the meeting regarding the Superintendent/Executive Director's or designee's determination. The Council shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission to the Charter School.

P. Notice to Teachers

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

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

1. Notification of SELPA

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

2. Services During Suspension

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

3. Procedural Safeguards/Manifestation Determination

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

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

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

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

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that

resulted in a change in placement;

- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent/guardian and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

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

4. Due Process Appeals

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

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent/guardian and the Charter School agree otherwise.

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

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

5. Special Circumstances

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

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

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

6. Interim Alternative Educational Setting

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

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

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

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

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of Special Services or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the

protections available to IDEA-eligible children with disabilities, including the right to stay-put.

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

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

Technology Specialist

Salary: \$28.46 - \$45.50/hr. (depending on experience)

Calendar: Part-Time to Full-Time, depending on need

FTE: Variable (based on service needs)

DESCRIPTION:

Under the direction of the school Executive Director and Principal, the Technology Specialist takes a leadership role in developing, implementing, and periodically evaluating the school's instructional use of technology. This position collaborates closely with the Executive Director and Principal, Assessment Coordinator, Certificated Teachers, and other stakeholders to ensure the security, maintenance, and strategic development of network systems and end-user computer hardware and software.

PERFORMANCE RESPONSIBILITIES:

- Oversee and administer all phases of the school's technology infrastructure, including the school network, firewall exceptions, switches, and wireless access points (WAPs) to maintain secure, efficient, and reliable operations.
- Manage, configure, and maintain school administration consoles, licensing, and credentials, such as Google Admin (Workspace for Education Plus), Microsoft 365 Admin, and core subscriptions, such as document readers and security software.
- Collaborate with the Assessment Coordinator to prepare, charge, and distribute Chromebooks, headphones, mice, and mousepads for testing windows (e.g., IXL, CAASPP), establishing secure browser integrations across testing devices.
- Manage the lifecycle of student accounts, including adding new students to proper Organizational Units (OUs), configuring licensing, and modifying status upon enrollment changes.
- Oversee device security by deploying security software on school workstations, monitoring vulnerability reports, applying patches, and responding to security alerts or potential threats.
- Assist administrative and teaching staff with hardware and software issues, maintaining an open-door policy and quickly responding to text or email requests for repairs, cables, reboots, passwords, wifi, and printer connections.
- Design, coordinate, and deliver instructional technology workshops and professional development plans to support teachers in integrating technology across academic disciplines.
- Collaborate with classroom teachers to set up and implement classroom and course-specific educational technology.
- Oversee the school's external website, including support on website uptime and technical updates.
- Maintain and program the school's telephone system, including cabling desk phones, configuring new workstation phone lines, purchasing equipment, and updating seasonal outgoing break and return messages.
- Oversee security camera infrastructure, checking for camera outages, performing repairs, pulling footage upon administrative request, and updating camera firmware.
- Manage and track physical inventory for all school computer hardware (workstations, laptops, loaners, devices, cell phones, hotspots, and printers) and essential peripherals (video adapters, connectors, chargers), integrating newly arrived equipment into the established barcode tracking system.

- Implement and manage cyclic device refreshes, upgrading computer equipment more than 4 to 5 years old and coordinating electronic waste disposal for retired systems.
- Prepare annual technology budget and expenditure recommendations for the Executive Director, identifying upcoming hardware, software licensing, and firewall needs.
- Coordinate with external technology vendors and suppliers (such as fiber internet, purchasing, and cybersecurity) to handle service outages, hardware procurement, and security incident response.
- Monitor physical and environmental hazards affecting technology equipment, including taking protective actions during rainy periods to prevent water damage to systems.
- Perform other technology-related duties and special projects as assigned by the Executive Director and/or Principal.

KNOWLEDGE OF:

- Theory, practice, and integration of instructional technology within an educational environment.
- Advanced educational software and cloud suites including Google Apps for Education/Google Admin, Microsoft 365 Administration, and Apple hardware/iOS management.
- Information technology and network security principles, including firewall management, wireless access point configuration, and network cabling (telephones, PCs, WAPs).
- Endpoint protection, malware defense software, vulnerability assessments, and patch management.
- School-specific browser integrations and secure testing environments (such as IXL and CAASPP).
- Administrative operations for IP telephone systems and school website content management systems.
- Asset tracking methodologies, barcode-based inventory systems, and lifecycle planning for educational devices.
- Cybersecurity frameworks and threat intelligence channels (such as CIS and MS-ISAC alerts).

ABILITY TO:

- Manage, coordinate, and secure all phases of school technology, device distribution, and network operations.
- Communicate effectively and relate well with administration, teachers, office staff, parents, students, and external vendors.
- Troubleshoot, repair, and maintain school-owned computers, laptops, devices, cell phones, printers, and peripheral equipment efficiently.
- Plan, coordinate, and conduct technical training programs and professional development workshops for instructional staff.
- Analyze systems and recommend strategic program changes or equipment upgrades to improve efficiency and reduce preventable expenses.
- Maintain meticulous records of software licensing, physical inventory, and hardware deployments.
- Respond quickly and compassionately to urgent technical assistance requests from staff and teachers, maintaining an open-door policy.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate a computer keyboard, use hand tools, and handle delicate electronic components.
- Sitting, standing, walking, or bending for extended periods of time.
- Hearing and speaking to exchange information in person, via walkie-talkie, or on the telephone.
- Lifting, carrying, pushing, or pulling moderately heavy computer equipment, monitors, or supply boxes up to 50 pounds with assistance as necessary.
- Climbing ladders or crawling under desks as needed to route cables or install network/telephone hardware.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Educational Technology, Computer Science, or a related field is preferred; a teaching certificate and advanced Educational Technology degree is highly desirable.
- Experience in working with students and educators in the instructional technology field - experience in a corresponding or related technology support position - is highly preferred.
- Technical expertise in IT functions, processes, and capabilities (e.g., networking, endpoint security, infrastructure, and device management).
- Familiarity with Google Apps for Education/Google Admin, Microsoft 365 Administration, Apple iOS/hardware, and standard school software suites.
- Excellent oral and written communication skills, with a collaborative, cooperative, and compassionate approach to support and change management.

Tech Specialist	
STEP	RATE
1	\$ 28.46
2	\$ 29.17
3	\$ 29.90
4	\$ 30.65
5	\$ 31.41
6	\$ 32.20
7	\$ 33.00
8	\$ 33.83
9	\$ 34.68
10	\$ 35.54
11	\$ 36.43
12	\$ 37.34
13	\$ 38.28
14	\$ 39.23
15	\$ 40.21
16	\$ 41.21
17	\$ 42.25

18	\$ 43.31
19	\$ 44.39
20	\$ 45.50