

**BOARD OF GOVERNORS**  
**VIRTUAL PREPARATORY ACADEMY at MONTEREY**

**REGULAR BOARD MEETING AGENDA**

Location: Conference Call +1 888-585-9008  
 Conference Room ID#: 404245753  
 Monday, March 8, 2021 5:00 PM

**NOTICE:** Individuals wishing to speak at the Board Meeting are encouraged to sign up 24 hours in advance of the meeting. Individuals wishing to speak may call **(888) 628-2542** and list their names for public input during the meeting.

**Meeting Called to Order at: \_\_\_\_\_ PM**

**Voice Roll Call**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>	<b>Position</b>
Corey Gosser			Member
Christopher Smith			Member

**Adoption of Agenda**

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Corey Gosser					
Christopher Smith					

**Seating of New Board President**

The Board will consider Julie Walsh as the new Board President.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Corey Gosser					
Christopher Smith					

**Approval of Minutes – Special Board Meeting – Tuesday, January 26, 2020 5:00 p.m. PST**

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Julie Walsh					
Corey Gosser					
Christopher Smith					

**Public Speakers**

Speakers to items for action on this agenda should plan to call the indicated conference call number on the agenda and join by conference call at the beginning of the meeting at the time indicated. Speakers to items not on the agenda for action will be heard at the conclusion of the public input period. Each speaker is allowed a maximum of three minutes for his or her comments. Accommodations are made for translation and for those needing assistance. Each speaker may only make a single appearance at each Board Meeting. Exceptions are made for items labeled “Public Hearing”.

## New Business for Action

### **08.03.1 Approval of Second Interim Budget Report**

The Second Interim Report is an update of the actual year to date and the full year budget. This comparison is to show the board where the school's budget stands from what was originally budgeted.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Julie Walsh					
Corey Gosser					
Christopher Smith					

### **08.03.2 Ratification of the Budget Overview for Parents**

The purpose of the Budget Overview for Parents is to provide transparency to stakeholders. The Budget Overview provides narratives and charts to display the amount of funds the school will receive, and how the funds will be spent to improve to increase or improve services for high need students.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Julie Walsh					
Corey Gosser					
Christopher Smith					

### **08.03.3 Ratification of the submitted School Safety Plan**

The purpose of the School Safety Plan is to provide appropriate strategies and programs that deliver and maintain a high level of school safety for students and staff.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Julie Walsh					
Corey Gosser					
Christopher Smith					

### **Motion for Adjournment**

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
Julie Walsh					
Corey Gosser					
Christopher Smith					

Meeting adjourned at: \_\_\_\_\_ P.M.

CHARTER NAME: Virtual Preparatory Academy at Monterey  
CDS #: 27 65979 0139980  
CHARTER #: 2097

VPA  
MONTEREY

Fiscal Year 2020-21 Second Interim Report  
Summary MYP

DESCRIPTION	Second Interim Projected Budget 2020-21	Second Interim Projected Budget 2021-22	Second Interim Projected Budget 2022-23
<b>REVENUES</b>			
LCFF Sources			
LCFF	8011	43,119	1,762,858
EPA	8012	960	34,000
State Aid - Prior Year	8019		
In Lieu Property Taxes	8096		
Federal	8100-8299	-	-
State			
Lottery - Unrestricted	8560	-	-
Lottery - Prop 20 - Restricted	8560	-	-
Other State Revenue	8300-8599	-	70,000
Local			
Interest	8660		
AB602 Local Special Education Transfer	8792		
Other Local Revenues	8600-8799	-	-
<b>Total Revenues</b>	<b>\$ 44,079</b>	<b>\$ 1,866,858</b>	<b>\$ 2,312,694</b>

<b>EXPENDITURES</b>				
Certificated Salaries	1000-1999	62,483	537,075	666,461
Classified Salaries	2000-2999	-	154,875	239,794
Benefits	3000-3999	17,115	202,049	264,626
Books & Supplies	4000-4999	9,984	100,544	97,280
Contracts & Services	5000-5999	38,527	1,062,306	1,298,418
Capital Outlay	6000-6599			
Other Outgo	7100-7299			
Debt Service (see Debt Form)	7400-7499			
<b>Total Expenditures</b>	<b>\$ 128,109</b>	<b>\$ 2,056,849</b>	<b>\$ 2,566,579</b>	

<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (84,030)</b>	<b>\$ (189,991)</b>	<b>\$ (253,885)</b>
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<b>OTHER SOURCES &amp; USES</b>			
Other Sources/Contributions to Restricted Programs	8900		
Other Uses	7600	(68,380)	(355,698)
<b>Net Sources &amp; Uses</b>	<b>\$ (68,380)</b>	<b>\$ (355,698)</b>	<b>\$ (267,261)</b>

<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (15,650)</b>	<b>\$ 165,707</b>	<b>\$ 13,375</b>
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First Interim Projected Budget 2020-21	First Interim Projected Budget 2021-22	First Interim Projected Budget 2022-23
46,343	1,708,565	2,050,277
960	34,000	40,800
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
<b>\$ 47,303</b>	<b>\$ 1,742,565</b>	<b>\$ 2,091,077</b>

55,963	585,900	717,728
	171,150	256,883
17,026	256,154	329,767
1,536	81,344	74,240
37,686	924,256	1,000,923
<b>\$ 112,212</b>	<b>\$ 2,018,804</b>	<b>\$ 2,379,540</b>

<b>\$ (64,909)</b>	<b>\$ (276,239)</b>	<b>\$ (288,463)</b>
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(66,328)	(327,071)	(298,944)
<b>\$ 66,328</b>	<b>\$ 327,071</b>	<b>\$ 298,944</b>

<b>\$ 1,419</b>	<b>\$ 50,832</b>	<b>\$ 10,481</b>
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Change From First Interim 2020-21	Change From First Interim 2021-22	Change From First Interim 2022-23	Comments
(3,224)	54,293	137,617	FY21 reduction due to lower per pupil funding in 2nd interim than 1st interim; Increase due to increased PP funding rates in outyrs
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	70,000	84,000	SPED revenue added in 2nd interim
-	-	-	
-	-	-	
-	-	-	
-	-	-	
<b>\$ (3,224)</b>	<b>\$ 124,293</b>	<b>\$ 221,617</b>	

6,520	(48,825)	(51,266)	FY21 - Higher salaries, ben's than budgeted in 1st Interim FY22 and 23 -
-	(16,275)	(17,089)	Increased pupil to teacher ratio from 20 to 27 to 1, lowering staffing
89	(54,105)	(65,141)	expenses
8,448	19,200	23,040	FY21- additional computers in Jan not fcast in 1st Interim; FY22 and FY23-
			forecasted gross enrollments increased vs 1st Interim increasing
			computers costs
841	138,050	297,495	FY21- small increase in expenses vs 1st Interim; FY22 and FY23 -
			forecasted gross enrollments increased vs 1st Interim increasing costs for
			curriculum, student tech support, etc.
-	-	-	
-	-	-	
-	-	-	
<b>\$ 15,897</b>	<b>\$ 38,045</b>	<b>\$ 187,039</b>	

<b>\$ (19,121)</b>	<b>\$ 86,248</b>	<b>\$ 34,578</b>
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-	-	-	
(2,052)	(28,627)	31,684	Projected Accel invoice credits
<b>\$ (134,708)</b>	<b>\$ (682,769)</b>	<b>\$ (566,205)</b>	

<b>\$ (17,069)</b>	<b>\$ 114,875</b>	<b>\$ 2,894</b>
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CHARTER NAME: Virtual Preparatory Academy at Monterey  
 CDS #: 27 65979 0139980  
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Fiscal Year 2020-21 Second Interim Report  
 Summary MYP

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DESCRIPTION	Second Interim Projected Budget 2020-21	Second Interim Projected Budget 2021-22	Second Interim Projected Budget 2022-23
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First Interim Projected Budget 2020-21	First Interim Projected Budget 2021-22	First Interim Projected Budget 2022-23
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Change From First Interim 2020-21	Change From First Interim 2021-22	Change From First Interim 2022-23	Comments
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FUND BALANCE, RESERVES

Beginning Balance at Adopted Budget	9791	-		
Adjustments for Unaudited Actuals	9792	(124,362)		
Beg Fund Balance at Unaudited Actuals		(124,362)		
Adjustments for Audit	9793	(39,656)		
Adjustments for Restatements	9795			
Beginning Fund Balance as per Audit Report +/- Restatements		(164,018)	(179,668)	56,006
Ending Balance	9790	\$ (179,668)	\$ 56,006	\$ 69,381

-		
(124,362)		
(124,362)		
(39,656)		
(164,018)	(162,599)	(111,767)
\$ (162,599)	\$ (111,767)	\$ (101,286)

-	-	-
-	-	-
-	-	-
-	-	-
-	(17,069)	167,773
\$ (17,069)	\$ 167,773	\$ 170,667

3% 3%

CHARTER SCHOOL INTERIM REPORT  
1st Interim as of October 31  
2nd Interim as of January 31

Charter School Name: Virtual Preparatory Academy at Monterey  
CDS #: 27 65979 0139980  
Charter Approving Entity: Bradley Union Elementary  
County: Monterey  
Charter #: 2097

CHARTER SCHOOL CERTIFICATION

To the authorizing/oversight district:  
2020-21 CHARTER SCHOOL INTERIM REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 47604.33.

Signed: Ed DePersis Date: 2/19/2021  
Charter School Official  
(Original signature required)  
Printed Name: Ed DePersis Title: Finance Manager

CERTIFICATION OF FINANCIAL CONDITION:

(  ) POSITIVE As the Charter School Official, I certify that this Charter will be able to meet its financial obligations for the current fiscal year and two subsequent fiscal years.  
(  ) QUALIFIED As the Charter School Official, I certify that this Charter may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.  
(  ) NEGATIVE As the Charter School Official, I certify that based upon current projections this charter will be unable to meet its financial obligations for remainder of the fiscal year or for the subsequent fiscal year.

To the County Superintendent of Schools:  
2020-21 CHARTER SCHOOL INTERIM REPORT -- ALTERNATIVE FORM: This report has been reviewed pursuant to Education Code 47604.32(a) is hereby filed with the County Superintendent pursuant to Education Code Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

(  ) POSITIVE I have reviewed the report and concur with the Positive Statement or (  ) NOT POSITIVE Attached is copy of Letter to Charter Indicating Findings

2020-21 CHARTER SCHOOL INTERIM REPORT -- ALTERNATIVE FORM: This report has been received by the County Superintendent of Schools pursuant to Education Code Section 47604.33(1).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

For additional information on the budget report, please contact:

For Approving Entity:  
Lindsey Lopez  
Name  
Superintendent/Principal  
Title  
805 472 2310  
Telephone  
llopez@bradleyusd.org  
E-mail address

For Charter School:  
Ed DePersis  
Name  
Finance Manager  
Title  
703 861 1464  
Telephone  
epdepersis@accelschools.com  
E-mail address

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Virtual Preparatory Academy at Monterey

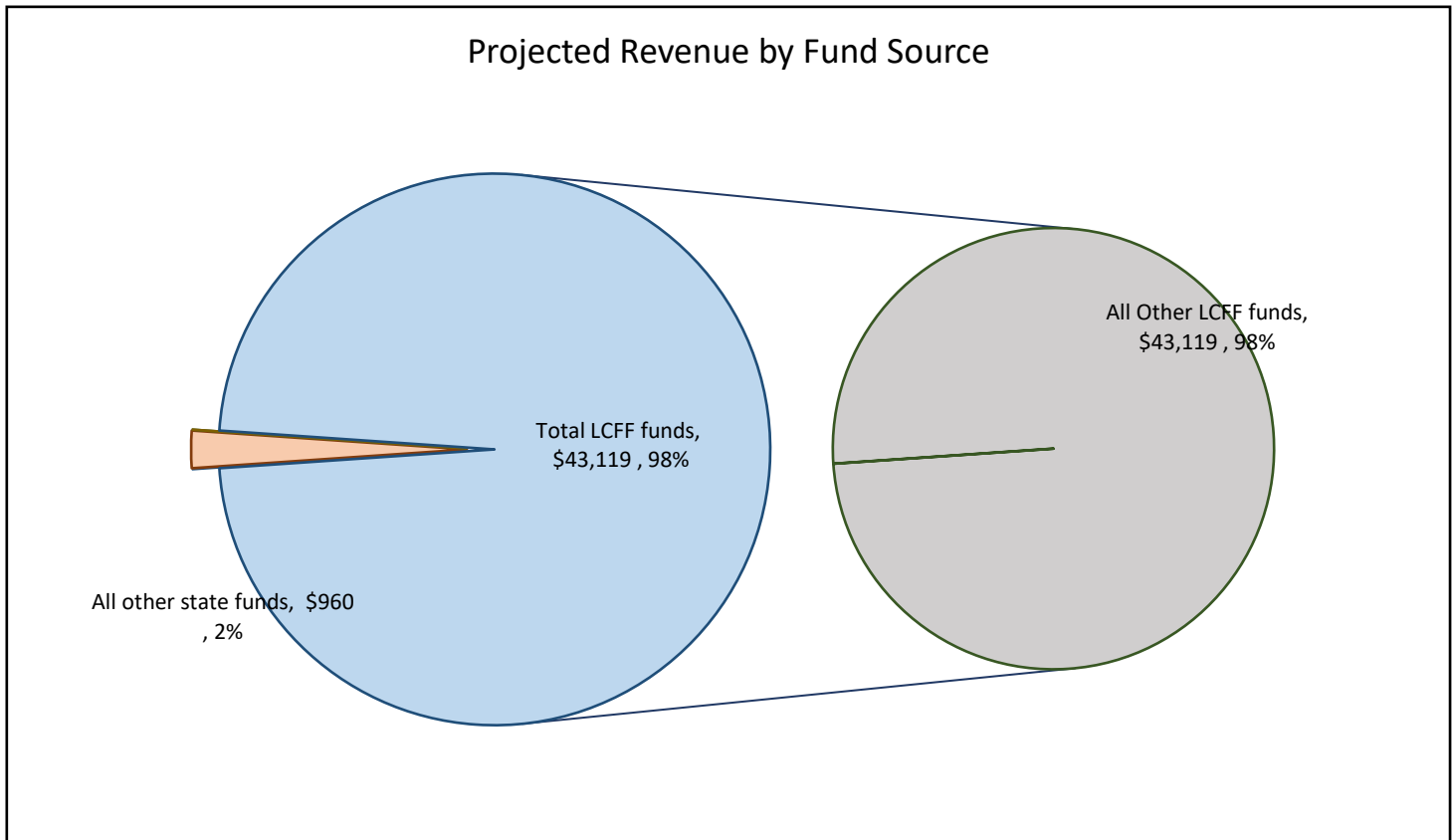
CDS Code: 27 65979 0139980

Local Control and Accountability Plan (LCAP) Year: 2020-2021

LEA contact information: Michelle Romaine, mromaine@vprepmonterey.org

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2020-2021 LCAP Year

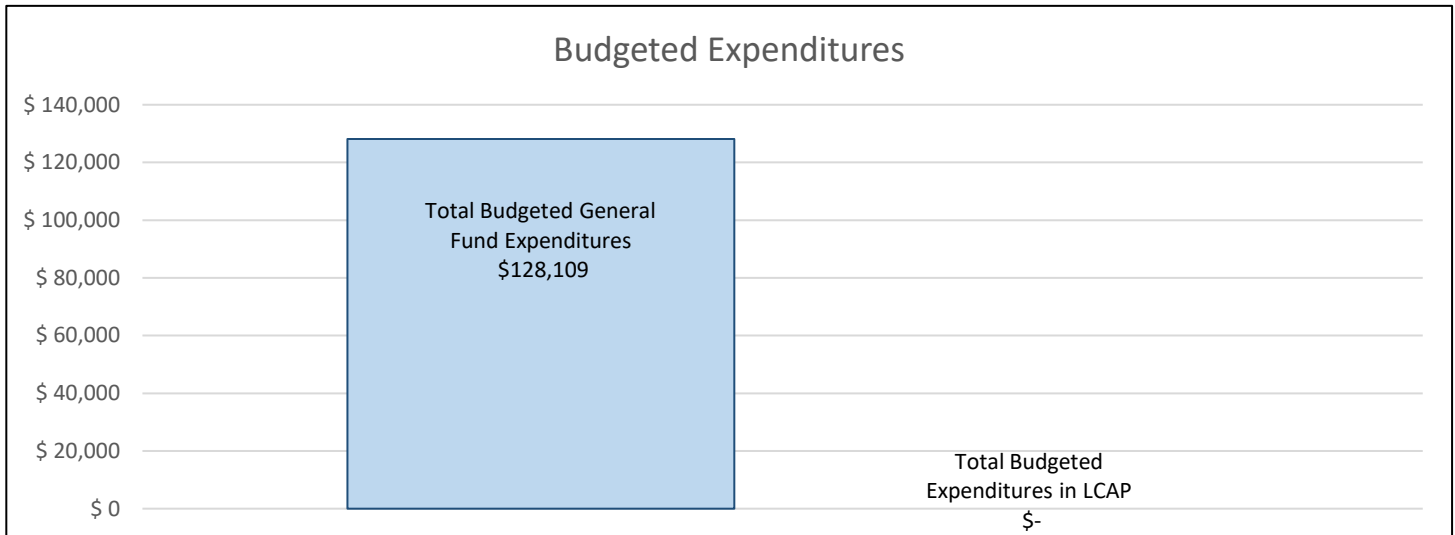


This chart shows the total general purpose revenue Virtual Preparatory Academy at Monterey expects to receive in the coming year from all sources.

The total revenue projected for Virtual Preparatory Academy at Monterey is \$44,079.00, of which \$43,119.00 is Local Control Funding Formula (LCFF), \$960.00 is other state funds, \$0.00 is local funds, and \$0.00 is federal funds. Of the \$43,119.00 in LCFF Funds, \$0.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

## LCFF Budget Overview for Parents



This chart provides a quick summary of how much Virtual Preparatory Academy at Monterey plans to spend for 2020-2021. It shows how much of the total is tied to planned actions and services in the LCAP.

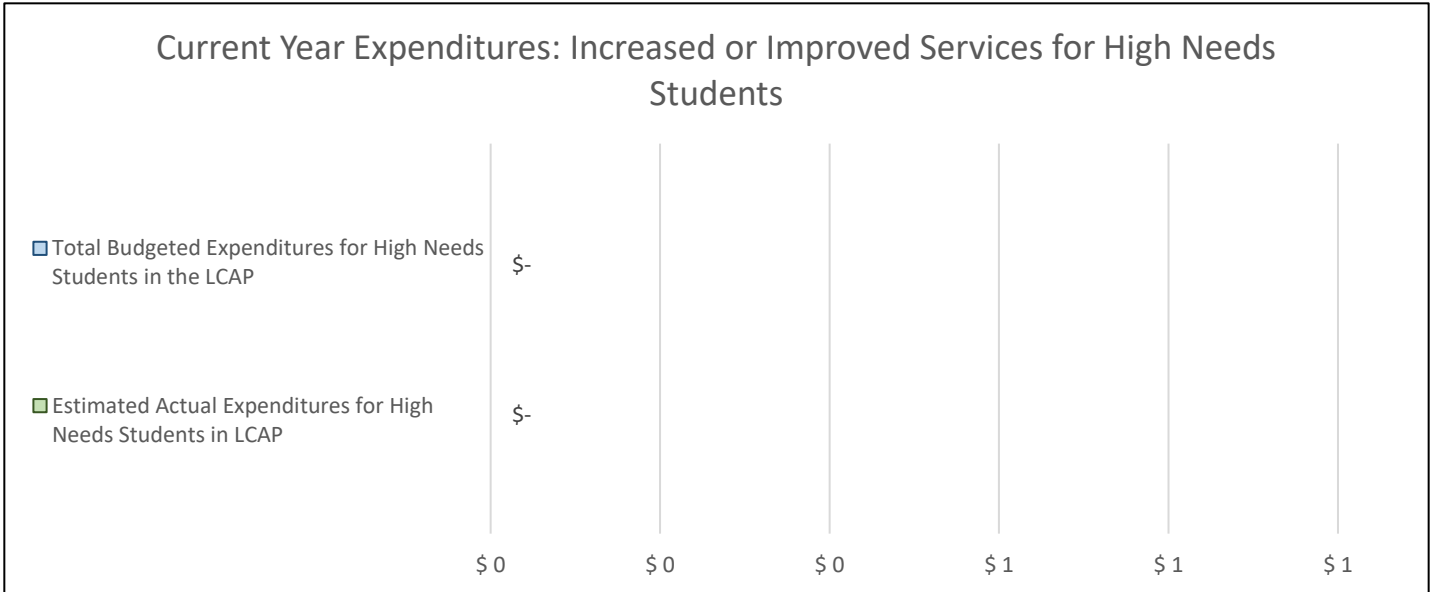
Virtual Preparatory Academy at Monterey plans to spend \$128,109.00 for the 2020-2021 school year. Of that amount, \$0.00 is tied to actions/services in the LCAP and \$128,109.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

Due to CA Governor's emergency proclamation the LCAP for FY20-21 was suspended and replaced by the Learning Continuity and Attendance Plan for CA. Budget amounts were not reported due to the change in the LCAP format. All budgeted expenditures were not included in the LCAP.

### Increased or Improved Services for High Needs Students in 2020-2021

In 2020-2021, Virtual Preparatory Academy at Monterey is projecting it will receive \$0.00 based on the enrollment of foster youth, English learner, and low-income students. Virtual Preparatory Academy at Monterey must demonstrate the planned actions and services will increase or improve services for high needs students compared to the services all students receive in proportion to the increased funding it receives for high needs students. In the LCAP, Virtual Preparatory Academy at Monterey plans to spend \$0.00 on actions to meet this requirement.

## Update on Increased or Improved Services for High Needs Students in 2019-2020



This chart compares what Virtual Preparatory Academy at Monterey budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Virtual Preparatory Academy at Monterey estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

In 2019-2020, Virtual Preparatory Academy at Monterey's LCAP budgeted \$0.00 for planned actions to increase or improve services for high needs students. Virtual Preparatory Academy at Monterey estimates that it will actually spend \$0.00 for actions to increase or improve services for high needs students in 2019-2020.



## **Virtual Preparatory Academy at Monterey Comprehensive School Safety Plan**

SY20-21

73101 Pleyto St. #86 Bradley, Ca 93426

Phone: (831) 920-5393

<https://monterey.virtualpreparatoryacademy.com>

### **Administration**

Michelle Romaine: Head of School

John Russell: Academic Administrator

### **Board**

Corey Gosser, Christopher Smith

The Comprehensive School Safety Plan (CSSP) was established to ensure the health and safety of pupils and staff, in compliance with California SB 719 and AB 115.

Staff and student health and safety are very important at Virtual Academy Preparatory at Monterey (VPrep). While Virtual Preparatory Academy at Monterey is an online school there are no physical classrooms utilized for instruction. Immunization forms and other pertinent medical records will be kept (confidentially) on file by the school administration. Parents are expected to ensure that their children obtain proper immunizations prior to matriculating pursuant to Chapter 1 (commencing with §120325) of Part 2 of Division 105 of the Health and Safety Code. The school may exempt students from enrolling who are not properly immunized pursuant to §48216 (a-c) of the Education Code. Those parents who are having difficulty obtaining immunizations for their children will be provided information on where to get immunized in their community. All pertinent and required health and safety documentation is collected at time of hire or enrollment as appropriate. Copies of employee records and student records can be made available at the request of the School District.

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## **Child Abuse Reporting**

### **Definitions**

1. Child Abuse includes the following:

- a) A physical injury inflicted by other than accidental means on a child by another person.
- b) Sexual abuse of a child.
- c) Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- d) Unlawful corporal punishment or injury resulting in a traumatic condition.
- e) Neglect of a child or abuse in out-of-home care.

2. Mandated Reporters are those people defined by law as childcare custodians, health practitioners, child visitation monitors, and employees of a child protective agency. Mandated reporters include virtually all school employees. The following school personnel are required to report: Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, school psychologists, licensed nurses, counselors, and those instructional aides or other classified employees trained in child abuse reporting.

3. Child Protective Agencies are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation.

### **Duty to Report**

In conformance with the requirements of the Penal Code, any school employee who has knowledge of or observes a child in their professional capacity or within the scope of their employment whom they know or reasonably suspects has been a victim of child abuse shall report the known or suspected instance of child abuse to the local law enforcement and/or 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. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

For the purposes of this reporting procedure and the Penal Code, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like situation, drawing when appropriate on their training

and experience, to suspect child abuse. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the School Director or designee as soon as possible after the initial verbal report by telephone. When so notified, the School Director shall inform the Chief Executive Officer or designee. Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and school regulations. At the mandated reporter's request, the School Director may assist in the completion and filing of these forms. If the mandated reporter does not disclose their identity to a school administrator, they shall at least provide or mail a copy of the written report to the school without their signature or name.

### **Legal Responsibility and Liability**

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse. If a mandated reporter fails to report an instance of child abuse, which they know to exist or reasonably should know to exist, then they are guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report. When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them, and a single report made and signed by that person. However, if any person who knows or should know that the designated person failed to make the report, that person then has a duty to do so. Within 36 hours of suspicion of child abuse, a written report must be sent, faxed, or submitted electronically. The written report should be completed on form SS 8572, "Suspected Child Abuse Report," which can be downloaded at: [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf) (Appendix C).

### **Child Abuse Training Requirement**

All school employees must annually complete the mandated reporter training requirement as determined by the school administration. The training must be completed no later than October 15th every year. Newly hired employees are required to complete the training course within six (6) weeks of employment. Proof of completion of the training will be kept on file by Human Resources.

**Reporting procedures training resources:**

Mandated Reporter Online Training for School Personnel

<https://mandatedreporterca.com/training/school-personnel>

Safeguarding Children Through Distance Learning - Foster Youth Services (CA Dept of Education)

<https://www.cde.ca.gov/ls/pf/fy/cps202006.asp>

**Bullying, Cyber-Bullying and Harassment**

VPrep strives to provide a safe and welcoming environment for all students to learn. Bullying, cyber-bullying, and harassment based on sex, race, color, national origin, or disability is unlawful and will not be tolerated.

- Bullying, cyber-bullying, or harassment based on sex includes sexual harassment or bullying and gender-based harassment or bullying. Sexual harassment or bullying is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Gender-based harassment or bullying is nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender expression, and nonconformity with gender stereotypes. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic or written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Both male and female students can be victims of harassment or bullying based on sex, and the harasser or bully and the victim can be of the same sex. Bullying based on sex constitutes sexual harassment.
- Bullying, cyber-bullying, or harassment based on race, color, or national origin refers to intimidation or abusive behavior toward a student based on actual or perceived race, color, or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying based on race, color, or national origin constitutes racial harassment.
- Bullying, cyber-bullying, or harassment based on disability refers to intimidation or abusive behavior towards a student based on actual or perceived disability. Harassing conduct may take

many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful or humiliating. The conduct can be carried out by school employees, other students, and non-employee third parties. Bullying based on disability constitutes disability harassment.

If a student is being harassed in the school environment, it is important to report it immediately to the appropriate school administrator. Harassment comes in many forms including: Spam (unsolicited emails not about the course), Threatening communications, Offensive communications or any other kind of communication that makes the student, parent, legal guardian, and learning coach feel comfortable.

### **Employee Criminal Check**

All candidates for employment will complete a criminal background check through the California Department of Justice as part of the onboarding process. No person with a violent or serious felony conviction outlined in Education Code Sections 44830.1, 45122.1, 45123, and 45124 will be employed by VPrep. Additionally, employment with VPrep will be subject to subsequent arrest notifications provided by the Department of Justice (Education Code Section 45125(2)(j)).

### **Discrimination and Harassment**

#### **Unlawful Harassment Policy**

It is the policy of VPrep to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, marital status, citizenship, or any other characteristic protected by law. VPrep prohibits any such discrimination or harassment. It is VPrep's mission to provide a professional work and learning environment free of harassment, that maintains equality, dignity, and respect for all. It is a violation of this policy for any student, teacher, administrator, or other employee of VPrep to harass a student, teacher, administrator, or other employee through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to VPrep (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 trips, business meetings and business-related social events.

## **What is Harassment?**

Harassment can take many forms. As used in the CSSP, the term “harassment” includes:

1. Offensive remarks, comments, jokes, or slurs pertaining to an individual’s race, religion, sex, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status defined by law.
2. Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors, regardless of the gender of the individuals involved.
3. Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence, or assault.
4. Offensive pictures, drawings, photographs, or other communications, including email.
5. Threatening reprisals of an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy.
6. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
  - b. Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
  - c. Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment.

## **Responsibility**

All VPrep students, staff, and administrators have a responsibility for keeping their work and educational environment free of harassment.

## **Reporting**

VPrep encourages reporting of all actual or perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. However, VPrep cannot resolve a harassment claim that has not been reported. Employees are responsible for reporting claims to the school, and the school in turn will take all necessary steps to address the employee’s concerns. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, and/or the school administration. In addition, VPrep encourages individuals who believe they are being subjected to such conduct

promptly to advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. VPrep recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

#### **Investigation/Complaint Procedure**

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

#### **Informal Procedure**

If for any reason an individual does not wish to address their offender directly, or if such action does not successfully end the offensive conduct, the individual should notify their immediate supervisor who may, if the individual so requests, talk to the alleged offender on the individual's behalf. In addition, there may be instances in which an individual seeks only to discuss matters with one of the school's designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that VPrep may decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

#### **Formal Procedure**

As noted above, 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 supervisor, school administrator or the Director of Human Resources. VPrep encourages the prompt reporting of complaints or concerns so that rapid and constructive 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 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 and discretion will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, 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 VPrep believes appropriate under the circumstances. If a party to a complaint does not agree with the school's resolution, that party may appeal to the VPrep School Director or Director of Human Resources. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous are made in good faith, may be the subject of appropriate disciplinary action.

VPrep wants to ensure that all employees can work in an environment free from harassment, discrimination, and retaliation. VPrep 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 any questions or concerns about these policies may speak with their supervisor, the School Director, or the Director of Human Resources. 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 to avoid allegations of harassment. The law and the policies of VPrep prohibit disparate treatment based on sex or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### **Homeless Education – McKinney-Vento**

VPrep is committed to supporting school success for all students including those experiencing homelessness. Homeless students are defined as lacking a fixed, regular nighttime residence. Homeless students are provided with enrollment assistance, supplementary academic support, school-related transportation assistance, case management, and referrals to community agencies. Referrals for support can be made by teachers, school staff, and parents/guardians by contacting the school. Disputes should be addressed using the board adopted grievance policy and uniform complaint procedures outlined in this handbook.

### **Health and Safety Procedures**

VPrep is a non-classroom based-online school program. By nature, students are not in physical classrooms, and the school is only in custody of students in the event of annual state test proctoring. In the event that students are in direct care of the school during any disaster (including earthquakes, fire, natural disaster, harmful threat, etc.), school personnel will follow the safety protocol and procedures of the rented or visiting facility. Special consideration will be taken for students with disabilities in all cases.

The following is a summary of the health and safety policies of the Charter School:

- **Procedures for Background Checks**

Employees and contractors of the Charter School will be required to submit to a criminal background check and furnish a criminal record summary as required by Education Code Sections

44237 and 45125.1. New employees not possessing a valid California Teaching Credential must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary. The Head of School of the Charter School shall monitor compliance with this policy and report to the Board of Directors on a quarterly basis. The Board President shall monitor the fingerprinting and background clearance of the Head of School. Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall be fingerprinted and receive background clearance prior to volunteering without the direct supervision of a credentialed employee.

- **Role of Staff as Mandated Child Abuse Reporters**

All non-certificated and certificated staff will be mandated child abuse reporters and will follow

all applicable reporting laws, the same policies and procedures used by the District.

- TB Testing

Employees will be screened and, if indicated by the screening, tested for tuberculosis prior to commencing employment as required by Education Code Section 49406.

- Immunizations

All students enrolled and staff will be required to provide records documenting immunizations as is required at public schools pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075. All rising 7th grade students must be immunized with a pertussis (whooping cough) vaccine booster.

### **Suspension/Expulsion Procedures**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 et seq., which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 et seq. The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to

school property.

To ensure compliance with federal and state constitutional procedural and substantive due process requirements, the Charter School will provide advance notice of the disciplinary offenses and procedures and students will be afforded the opportunity to respond to charges prior to the imposition of a suspension or expulsion. The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

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

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