

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

**790 Bolsa Rd., Hollister, CA 95023
February 11, 2025
6:00pm**

Remote viewing available at:

Topic: Board Meeting 2/11 at 6:00

Time: Feb 11, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87398165996?pwd=BMQoIrXGA9dmJMTwpBEbbp0TGH8Kc9.1>

Meeting ID: 873 9816 5996

Passcode: 871718

One tap mobile

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

Polytechnic Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond, or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
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4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 650 San Benito Street #230, Hollister, CA 95023.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Polytechnic Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Learning Director's office.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _____

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	_____	_____
Armando Barragan	_____	_____
Jessica Filice	_____	_____

C. FLAG SALUTE

II. COMMUNICATIONS

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

B. For Information: School Report
This is a presentation of information which has occurred since the previous Board meeting.

C. For Information: Board/Staff Discussions Board and staff discuss items of mutual interest.

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless

specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

- A. Board meeting minutes for September 10, 2024.
- B. Board meeting minutes for October 8, 2024.
- C. Board meeting minutes for January 14, 2025

IV. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9).
- A. CONFERENCE with real Property Negotiator, Nicole Prater, Consultant
Property: 365 4th St., Hollister, CA 93023
Negotiating Party: City of Hollister. (Government Code Section
54958.6)

V. PUBLIC SESSION

RECONVENE TO OPEN SESSION: ____.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VI. ITEMS SCHEDULED FOR ACTION

- A. The Board will consider approving the 2025-26 Polytechnic Academy Calendar.
- B. The Board will consider approving the 2025-26 Bell Schedule.
- C. The Board will consider approving the Polytechnic Academy Graduation Requirements.
- D. The Board will consider approving the Oath of Allegiance Policy.
- E. The Board will consider approving the Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice Policy.
- F. The Board will consider approving the Admissions and Enrollment Policy.
- G. The Board will consider approving the Assessments and Grading Policy.
- H. The Board will consider approving the Acceptable Technology Use Agreement Policy.
- I. The Board will consider approving the Military on Campus Policy.
- J. The Board will consider approving the Nondiscrimination in Employment Policy.
- K. The Board will consider approving the Ethnicity and Race Policy.
- L. The Board will consider approving the Right to Know Policy.
- M. The Board will consider approving the Annual Mental Health Notification Policy.

VII. ITEMS SCHEDULED FOR INFORMATION

- A. Update – Nicole Prater

VIII. ADJOURNMENT

The meeting was adjourned at _____.

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

790 Bolsa Rd., Hollister, CA 95023

September 10, 2024

6:00pm

Minutes

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

Polytechnic Academy (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Trustees (“Board”) is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

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I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 6:00PM

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	<u> X </u>	_____
Armando Barragan	<u> X </u>	_____
Jessica Filice	<u> X </u>	_____
Julie Carpenedo	<u> X </u>	_____

C. FLAG SALUTE

II. COMMUNICATIONS

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

- B. For Information: School Report
This is a presentation of information which has occurred since the previous Board meeting.

- C. For Information: Board/Staff Discussions Board and staff discuss items of mutual interest.

III. CONSENT AGENDA ITEMS

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

- A. Board meeting minutes for August 6, 2024
- B. Board meeting minutes for July 30, 2024

It was moved by Trustee Barragan and seconded by Trustee Filice to approve Consent Agenda.

Vote:

	Yes/Aye	No/Nay	Abstain
Dr. Ariel Hurtado	<u> X </u>	<u> </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>	<u> </u>
Julie Carpenedo	<u> X </u>	<u> </u>	<u> </u>

IV. CLOSED SESSION 6:08PM

- A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LIGATION (Paragraph (1) of subdivision (d) of Section 54956.9).

- B. CONFERENCE with real Property Negotiator, John Ramirez, Jr., Consultant 172 McCloskey Rd. Hollister, CA 93023 Polytechnic Academy and Michael Bassetti’s Properties. (Government Code Section 54958.6)

- C. Learning Director Goals and Contract (Government Code Section 54957)

V. PUBLIC SESSION

RECONVENE TO OPEN SESSION: 6:40PM .

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present). No reportable action was taken.

VI. ITEMS SCHEDULED FOR ACTION

- A. Update – Learning Director

VII. ITEMS SCHEDULED FOR INFORMATION

VIII. ADJOURNMENT

The meeting was adjourned at 7:00PM .

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

790 Bolsa Rd., Hollister, CA 95023

October 8, 2024

6:00pm

Minutes

Remote viewing available at:

<https://us06web.zoom.us/j/86812918603?pwd=yvHGWn1r9Dp3tE59xHdazs5aKaMPSz.1>

Meeting ID: 868 1291 8603

Passcode: 219573

One tap mobile

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I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 6:00 PM

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	<u> X </u>	_____
Armando Barragan	<u> X </u>	_____
Jessica Filice	<u> X </u>	_____
Julie Carpenedo	<u> X </u>	_____

C. FLAG SALUTE

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III. CONSENT AGENDA ITEMS

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- A. Board meeting minutes for August 6, 2024
- B. Board meeting minutes for July 30, 2024

It was moved by Trustee Barragan and seconded by Trustee Carpeneo to approve Consent Agenda.

Vote:	Yes/Aye	No/Nay	Abstain
Dr. Ariel Hurtado	X	_____	_____
Armando Barragan	X	_____	_____
Jessica Filice	X	_____	_____
Julie Carpenedo	X	_____	_____

IV. CLOSED SESSION 6:05 PM

- A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LIGATION (Paragraph (1) of subdivision (d) of Section 54956.9).
- B. CONFERENCE with real Property Negotiator, Nicole Prater, Consultant 172 McCloskey Rd. Hollister, CA 93023 Polytechnic Academy and Donny Marcus. (Government Code Section 54958.6)

V. PUBLIC SESSION

RECONVENE TO OPEN SESSION: 6:25 PM.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present). No reportable action was taken in closed session.

VI. ITEMS SCHEDULED FOR ACTION

- A. Update – Nicole Prater

VII. ITEMS SCHEDULED FOR INFORMATION

VIII. ADJOURNMENT

The meeting was adjourned at 7:04PM.

**AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
POLYTECHNIC ACADEMY**

790 Bolsa Rd., Hollister, CA 95023

January 14, 2025

6:00pm

Minutes

Remote viewing available at:

<https://us06web.zoom.us/j/86812918603?pwd=yvHGWn1r9Dp3tE59xHdazs5aKaMPSz.1>

Meeting ID: 868 1291 8603

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I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 6:02PM

B. ROLL CALL

	Present	Absent
Dr. Ariel Hurtado	<u> X </u>	<u> </u>
Armando Barragan	<u> X </u>	<u> </u>
Jessica Filice	<u> X </u>	<u> </u>

C. FLAG SALUTE

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A. No items.

IV. CLOSED SESSION 6:05 PM

A. CONFERENCE with real Property Negotiator, Nicole Prater, Consultant
 Property: 365 4th St., Hollister, CA 93023
 Negotiating Party: City of Hollister. (Government Code Section 54958.6)

V. PUBLIC SESSION

RECONVENE TO OPEN SESSION: 6:24 PM.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

VI. ITEMS SCHEDULED FOR ACTION

A. Approve Pinnacle Strategy Finders Commission Agreement.
 It was moved by Trustee Barragan and seconded by Trustee Filice to approve Pinnacle Strategy Finders Commission Agreement.

Vote:

	Yes/Aye	No/Nay	Abstain
Dr. Ariel Hurtado	<u> X </u>	_____	_____
Armando Barragan	<u> X </u>	_____	_____
Jessica Filice	<u> X </u>	_____	_____

B. Approve Pinnacle Strategy Consulting Agreement.

It was moved by Trustee Barragan and seconded by Trustee Filice to approve Pinnacle Strategy Consulting Agreement.

Vote:

	Yes/Aye	No/Nay	Abstain
Dr. Ariel Hurtado	<u> X </u>	_____	_____

Armando Barragan

 X

Jessica Filice

 X

VII. ITEMS SCHEDULED FOR INFORMATION

A. Update – Nicole Prater

VIII. ADJOURNMENT

The meeting was adjourned at 7:04 PM .

2025 – 2026 Polytechnic Academy Schedule
Polytechnic Academy Totals = 179 Days and 65,140 Minutes

PA Bell Schedule	Monday/Tuesday/Wednesday/Friday (140 days, 378 Instructional Mins/day, Total Instructional Minutes = 52,920)	Minutes	PA Early Out Thursdays	Thursdays (35) days, 320 Instructional Mins/day, Total Instructional Minutes =11,200)	Minutes
8:30-9:50	Period 1	80	8:30-9:40	Period 1	70
9:50-9:54	Passing Period	4	9:40-9:44	Passing Period	4
9:54-11:14	Period 2	80	9:44-10:54	Period 2	70
11:14-11:24	Break	10	10:54-10:58	Passing Period	4
11:24-11:28	Passing Period	4	10:58-12:08	Period 3	70
11:28-12:48	Period 3	80	12:08-12:38	Lunch	30
12:48-1:18	Lunch	30	12:38-12:42	Passing Period	4
1:18-1:22	Passing Period	4	12:42-1:52	Period 4	70
1:22-2:42	Period 4	80	1:52-1:56	Passing Period	4
2:42-2:46	Passing Period	4	1:56-2:20	The Academy	24
2:46-3:20	The Academy	42			
3:20-4:20	After School Program	60			

PA Bell Schedule	Finals Schedule (4 Days @ 255 Instructional Minutes= 1,020 Total Instructional Minutes)	Minutes
8:30-10:35	Period 1/3	125

10:35-10:45	Break	10
10:45-10:50	Passing Period	5
10:50-12:55	Period 2/4	125

Early Out Schedule Every Thursday

Staff Work Schedule

Week 1 - Case conferencing

Week 2 - Coaching sessions/Course building

Week 3 - Case conferencing

Week 4 - Coaching sessions/Course building

CDE/ED Code Requirements

Instructional days for a Charter School = 175

Minimum Instructional Minutes per day = 240

Total Instructional Minutes = 64,800



I. Administration of Medications

The following policy regarding the administration of medications is applicable when the staff of **Polytechnic Academy** is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before Polytechnic Academy will allow a student to carry and self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- A written statement executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken; A written statement by the student's parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider's written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student's self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student's authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the **Office Manager**.

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

Responses to the Parent/Guardian upon Request: Polytechnic Academy shall provide a response to the parent/guardian after receiving the request for administration and the physician statement regarding which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the Principal.

Authorized Personnel: A nurse who is employed by Polytechnic Academy and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to students. If not available, a designated School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

Storage of Medication: Medication for administration to students shall be maintained in the office of the School administrator in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, Polytechnic Academy shall dispose of the medication by the end of the school year in accordance with applicable law.

Confidentiality: Polytechnic Academy personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to Administration or other designated Polytechnic Academy employees.

Medication Record: The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication.

The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the pupil is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

Deviation from Authorized Health Care Provider's Written Statement: If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice; 2) If discovery is made by an

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

individual other than a licensed health care professional, notification shall be given to the Principal, the student's parent/guardian, any designated Polytechnic Academy employees that are licensed health care professionals and the student's authorized health care provider.

Specialized Physical Health Care Services for Individuals with Exceptional Needs:

Authorized Personnel: The following individuals may assist students with exceptional needs who require specialized physical health care services during the regular school day:

- Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
- Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse, public health nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
 - Routine for the pupil;
 - Pose little potential for harm for the pupil;
 - Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;
 - Does not require a nursing assessment, interpretation, or decision making by the designated school personnel
- Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

I. Administration of Emergency Anti-Seizure Medication

A. Definitions

“Authorizing physician and surgeon,” as used in this policy, may include, but is not limited to, a physician and surgeon employed by, or contracted with, a local educational agency, a medical director of the local health department, or a local emergency medical services director.

“Seizure Action Plan” means a written, individualized health plan designated to acknowledge and prepare for the health care needs of a student diagnosed with seizures, a seizure disorder, or epilepsy.

“Volunteer” means an employee who (1) has volunteered to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure, (2) has been designated by Polytechnic Academy; and (3) has received training in accordance with the Education Code.

B. Administration of Emergency Medical Assistance

If a student diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the student’s health care provider, Polytechnic Academy, upon receipt from the student’s parent or guardian, may designate one or more volunteers at the school to receive initial and annual refresher training, based on prescribed standards, regarding the emergency use of anti-seizure medication from the school nurse or other qualified person designated by an authorizing physician and surgeon.

A school nurse, or if the school does not have a school nurse or the nurse is not onsite or available, a properly trained volunteer may administer emergency anti-seizure medication in accordance with the Education Code to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure.

The volunteer training shall be in line with the minimum standards of training established by the Superintendent of Public Instruction and shall include all of the following:

- Recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to those symptoms;
- Administration, or assisting with the self-administration of, an emergency anti-seizure medication, or a medication or therapy prescribed to treat the symptoms of seizures, seizure disorders, or epilepsy, including manual vagus nerve stimulation, approved by the United States Food and Drug Administration, or any successor agency;
- Basic emergency follow up procedures;
- Written materials covering the information required by statute.

An employee who volunteers may rescind their offer to administer emergency anti-seizure medication at any time, including after receipt of training.

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

Upon receipt of a parent or guardian's request for assistance with administration of anti-seizure medication, the Charter School will distribute a notice to all staff at least once, but no more than two times per school year, with the following information:

- A description of the volunteer request stating that the request is for volunteers to be trained to recognize and respond to seizures, including training to administer emergency anti-seizure medication to a student diagnosed with seizures, a seizure disorder, or epilepsy if the student is suffering from a seizure.
- A description of the training that the volunteer will receive.
- The right of an employee to rescind their offer to volunteer.
- A statement that there will be no retaliation against any individual for rescinding the individual's offer to volunteer, including after training.

Upon receipt of a parent or guardian's request for assistance with administration of anti-seizure medication, the Charter School shall notify the parent or guardian that the student may qualify for services or accommodations pursuant to 29 U.S. C. section 794 (Section 504) and the federal Individuals with Disabilities Act (IDEA), and that the parent or guardian understands that it is the parent or guardian's right to request a 504 plan or an individualized education program at any time.

If there are no volunteers at the student's school, the Charter School shall notify the parent or guardian of the student's right to be assessed for services and accommodations guaranteed under Section 504 and the IDEA.

Seizure Action Plan: Before administering emergency anti-seizure medication or therapy, the Charter School shall obtain from the student's parent or guardian a seizure action plan that includes all of the following:

- Authorization, in writing, for the medication to be administered to the student at school;
- Authorization shall be renewed each school year, unless needed sooner;
- A copy of a statement, in writing from the student's health care provider that includes the following: 1) student's name; 2) the name and purpose of the medication; 3) the prescribed dosage; 4) the method of administration; 5) the frequency with which the medication may be administered; 6) detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of an emergency anti-seizure medication becomes necessary; 7) the circumstances under which the medication may be administered; 8) any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services, including the emergency 911 telephone number; 9) a protocol for observing the student after a seizure, including, but not limited to, whether the student should rest in the school office, whether the student may return to class, and the length of time the student should be under direct observation;
- How and where the emergency anti-seizure medication will be stored at the school;
- A signed notice verifying that the parent or guardian was given the information about Section 504 and the IDEA and that the parent or guardian understands that it is the right to request a plan under Section 504 or an IEP at any time;

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

- A signed notice verifying that a student's seizure may be responded to, including with the administration of emergency anti-seizure medication prescribed to the student, by a nonmedical professional who has received appropriate training.

If the Charter School obtains written consent, the seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of that student.

The Charter School shall notify the nurse, or the charter school administrator (or designee) if there is no nurse, if an employee at the school administers an anti-seizure medication to a student. The notice shall be kept on file in the nurse's office or the school administrator's office.

II. Emergencies

A. First Aid and CPR

All teachers are certified in first aid and CPR and are recertified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

B. Resuscitation Orders

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

C. Emergency Contact Information

For the protection of a student's health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

D. Emergency Aid to Students with Anaphylactic Reaction

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from

an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414 and any regulations promulgated in line therewith.

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available.

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

For purposes of this policy, “anaphylaxis” means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

III. Opioid Antagonist Administration

The School will provide emergency hydrochloride or another opioid antagonist (“Opioid Antagonist”) to trained School personnel and those trained personnel may use the Opioid Antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414.3 and any regulations promulgated in line therewith.

Trained School personnel may administer the Opioid Antagonist to a person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity when a physician is not immediately available. If the Opioid Antagonist is used, it shall be restocked as soon as reasonably possible, but no later than two weeks after it is used. The School’s supply of Opioid Antagonist shall be restocked before its expiration date.

If School personnel administer an Opioid Antagonist to a student, the School will call emergency services (9-1-1) and will contact the student’s parent/guardian.

IV. Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School’s health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the nurse, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the nurse as appropriate to ensure that re-infestation has not occurred.

V. Administration of Medicinal Cannabis

It is the policy of the School to not allow a parent or guardian of a student to possess and administer to a student medicinal cannabis at the school site. No School staff is required to administer medicinal cannabis to a student.

This policy may be amended at a regularly scheduled board meeting for any reason. The policy may be amended if both of the following are met: 1) Exigent circumstances necessitate an immediate change to the policy; and 2) At the meeting the governing board will address the intent to amend the policy.

Administration of Medications, Anti-Seizure Medication, Emergencies, Opioid Antagonist Administration, and Head Lice - Policy #1

For purposes of this policy, cannabis means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. Cannabis products means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

Adopted:

Amended:



To: All Staff of **Polytechnic Academy**

From: Administration

RE: Epinephrine Auto-Injector volunteers

Dear Staff:

With the rise in hypersensitivity to allergens, the school is committed to provide volunteers trained to administer epinephrine auto-injectors for those persons within the school community suffering, or reasonably believed to be suffering, from an anaphylactic reaction. Anaphylaxis is a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction, and exercise. At times, the injection of epinephrine is necessary to save a person's life.

This memorandum is the school's formal request for school personnel to volunteer to be trained to administer an epinephrine auto-injector to persons suffering, or reasonably believed to be suffering, from anaphylaxis. The training will include all of the following:

- Techniques for recognizing symptoms of anaphylaxis
- Standards and procedures for the storage, restocking, and emergency use of epinephrine auto-injectors.
- Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent and physician
- Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation
- Instruction on how to determine whether to use an adult epinephrine auto-injector or a junior epinephrine auto-injector, which shall include consideration of a pupil's grade level or age as a guideline of equivalency for the appropriate pupil weight determinations.

As a trained volunteer, the school will provide you with epinephrine auto-injectors for emergency situations and will provide you with any necessary defense and indemnification for any and all civil liability as a result of actions taken as a volunteer.

If you have any questions about the training or becoming a volunteer, please contact **Administration**.



To: All Staff of **Polytechnic Academy**

From: Administration

RE: Opioid Antagonist Administrator volunteers

Dear Staff:

With the rise in opioid overdose within our community, the school is committed to provide volunteers trained to administer naloxone hydrochloride or another opioid antagonist for persons suffering, or reasonably believed to be suffering, from an opioid overdose. Symptoms of opioid overdose may include extreme sleepiness, slow heartbeat and/or low blood pressure, very small pupils in the eyes, fingernails or lips turning blue/purple and breathing problems. At times, the administration of an opioid antagonist is necessary to save a person's life.

This memorandum is the school's formal request for school personnel to volunteer to be trained to administer an opioid antagonist to persons suffering, or reasonably believed to be suffering, from an opioid overdose. The training will include all of the following:

- Techniques for recognizing symptoms of opioid overdose.
- Standards and procedures for the storage, restocking, and emergency use of an opioid antagonist.
- Emergency follow-up procedures, including calling the emergency 911 telephone number and contacting, if possible, the pupil's parent/guardian.
- Recommendations on the necessity of instruction and certification in cardiopulmonary resuscitation.
- Written materials covering the information required in the training.

As a trained volunteer, you have the right to rescind your offer to volunteer. No benefit will be granted to or withheld from any individual based on his/her offer to volunteer and there will be no retaliation against any individual for rescinding his/her offer to volunteer, including after receiving the training.

If you have any questions about the training or becoming a volunteer, please contact **Administration**.



Dear Parent/Guardian,

On the reverse side of this letter is the Authorization for Medication Administration form. The form needs to be signed and dated by the student's parent or guardian and returned to school for the designated school health staff to give your child medications.

We do not stock medications so please send medications to school if your child is taking any. This includes over the counter medications like Ibuprofen, Tylenol, Tums, cough drops, and eye drops. All medications must be brought to school in their original bottle.

If your child is taking prescription medication at school, let your pharmacist know. Your pharmacist should be able to provide you with an extra-labelled prescription bottle so you will have one for school and one for home. We also need a **SIGNED PHYSICIAN'S ORDER** to give prescription medications. The attached form can be used to provide this information, or your doctor can provide one from their office with the same information.

Please note: We need a new form filled out and signed each new school year.

Thank you.

Polytechnic Academy Administration



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, be sure to complete the **Prescribed Medications** section in the enrollment packet. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (*Education [EC] Code Section 49480*).
3. If your child must take medicine while at school, please complete the **Authorization for Medication Administration by School Personnel** form. This form is available in the principal's office. It must be completed by a parent or guardian and the prescribing doctor or health care provider, who is licensed to practice in California. Provide a new, updated authorization at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (*EC Section 49423*).
4. As the parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.



**SAN BENITO COUNTY
POLYTECHNIC ACADEMY**

Authorization for Medication Administration by School Personnel

(All authorizations expire at the end of the school year or at the end of Extended School Year summer school programs)

Student Name _____ DOB _____

School: _____ School Year _____ Grade _____

I am giving school personnel permission to administer medications to my child by the following Parent and Physician release.

Medical Condition	Medication	Strength mg/ml	Dose/Quantity	Time	Route (mouth, etc.)	Start/End Date

All Prescription Medications Require the prescribing doctor's signature:

Licensed Prescriber name _____

Signature of Licensed Prescriber _____

Clinic _____ Phone/Fax _____

I understand I am responsible for providing this medication in the original container and maintaining the supply as needed. I understand I am responsible for notifying the school in writing of any changes. Parents are required to pick up all unused medication by the last day of school. All medications left at school will be discarded.

Parent/Guardian Signature _____ Date _____



ADMISSIONS AND ENROLLMENT POLICY

Polytechnic Academy will not discriminate on the basis of the characteristics listed in Education Code Section 220: actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics. *The following person has been designated to handle inquiries regarding the non-discrimination policies: Nicole Prater, Principal, 365 4th Street, Hollister, CA 95023, 831-297-1883. For further information on notice of non-discrimination, visit <https://www.hhs.gov/ocr/index.html> for the address and phone number of the office that serves your area, or call 1-(800)-421-3481.*

The goal of the admissions policy of Polytechnic Academy (hereinafter “School”) is to attract, admit and retain at the School the broadest spectrum of students and families representative of the rich diversity existing in the San Benito County Office of Education area. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School will not discriminate in admissions or outreach against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

I. Admission and Requirements for Admission

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School exceeds the school’s capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described below.

A. Admission Eligibility and Requirements

Pursuant to Education Code Section 47605.6(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605.6(e)(4), and make this notice available to parents

In order to be eligible for admission in the School, students must meet the following eligibility requirements:

- All students must have successfully completed education through grade 8.
- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- All students must be at least age 6 by September 1 of the school year in which he/she seeks admission in first grade, (with some exceptions in accordance with the Board’s age-admission policy and in
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Admissions and Enrollment Policy #2

- accordance with law), and not exceeding age 19, unless the student was continuously admitted in public school prior to age 19, the student is being served under the term of an Individualized Education Program, and/or the school or program qualifies for an exemption from the general prohibition on serving students over age 19 and in accordance with the California Education Code §§ 48010, 48011, 48210 and 47612.
- All students must meet the minimum and maximum age for public school enrollment.
- No student may concurrently attend a private school that charges the student's family for tuition.
- All students shall be documented as residents of the State of California.
- If admitted in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an immediately adjacent county.
- No student will be admitted during the term of an expulsion for bringing to or possessing a firearm at any school, unless the Board of Directors **of Polytechnic Academy** makes a determination based on the specific facts of the situation in accordance with the School's discipline policy. **20 U.S.C. § 7961(b)** A student that has been otherwise expelled may be admitted to the school at the discretion of the governing board on a case-by-case basis.

The Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. Education Code Sections 47612(b) and 47610]

B. Enrollment Process

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following enrollment procedures will be enforced. Failure to comply with any of these procedures will result in denial of enrollment. An enrolled student will be removed from the School if failure to comply with these procedures is discovered after enrollment has been granted. All eligible students must meet the following requirements:

- Student enrollment form;
- Proof of Immunization;
- Identification of the student's residency;
- Home Language Survey,
- Application for Free or Reduced Price Meals;
- Completion of Emergency Medical Information Form;

- Proof of age;
- Transcripts;
- Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;

Admissions and Enrollment Policy #2

- Parents/guardians/caregivers and students shall sign and return to the School an acknowledgement of receipt and review of the Student Handbook, and

****The completed enrollment packet and documentation must be submitted to the School no later than the deadline published for that school year. Failure to submit these items by the deadline may result in denial of enrollment.**

- Parents/guardians/caregivers should, but are not required to, attend a pre-enrollment Information Open House Meeting or its equivalent.
- Parents/guardians/caregivers are strongly encouraged to attend a School Tour
- Parental involvement is encouraged, but it is not a requirement for acceptance to, or continued enrollment at the Charter School [Ref. Education Code Section 47605.6(n)]

The School shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for enrollment. Each application will include a description of the School's dispute resolution process. Any student that has been denied enrollment for failure to meet the School's Admission Requirements and Process may avail him/herself to this process for reconsideration.

The School's personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process.

Pursuant to this policy and where permitted by law, the **Principal** of the School shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

If the School solicits the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the School shall explain the limited purpose for which the information is collected. It is the School's policy that a failure to provide this information will not bar the student from enrolling in or attending the School, and such policy will be explained at the time the School asks for this information.

If the School has more applications for enrollment than available space, enrollment shall occur following the random public drawing as described below.

II. Preferences

The School will admit all students who wish to attend unless the Charter School receives a greater number of applications than there are spaces for students, except for existing students who are guaranteed admission in the following school year, will hold a public random drawing to determine admission. The School shall provide an admission preference for students in the following order:

Admissions and Enrollment Policy #2

- Pupils currently attending the School; **Education Code § 47605(e)(2)(B)**
- Siblings of students admitted to or attending the Charter School
- Children of employees and Board members (not to exceed 10% of total enrollment)
- Students deemed at-risk (those who are returning after having left school without graduating or are at-risk of not graduating).
- Pupils who reside within the boundaries of San Benito County. If enrollment was based on the preferential treatment received due to the in-district residence, the student must continue to reside in the district in order to remain admitted in the following school year.

The Charter School and the County agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605.6(e)(2)(B)(i)-(iv).

III. Enrollment Process and Guidelines

There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated. When a parent, guardian or student inquires about enrollment and before conducting an enrollment lottery, the School will provide a copy of the California Department of Education's notice including the notice requirements in California Education Code section 47605(d)(4).

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- The School will determine class size/configuration for the school year;
- The School will solicit from current students their intention to return the following year (second year);
- The School will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students (second year);
- The School will solicit from Board and staff members their intention to apply for admission for their children;
- The School will design program informational materials;

- The School will plan one or more Information Open House Meetings (attendance at which is strongly encouraged for admission);
- The School will issue press releases and utilize other communication strategies;
- The School will actively recruit students throughout the community;
- The School will host Information Open House Meeting(s) and record attendance;
- The School will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- The School will determine the number of returning students at each level (second year);
- The School will determine the number of new students at each level;

Admissions and Enrollment Policy #2

- After the returning students are placed, the School will hold a random public drawing, if necessary applying its identified preferences (second year);
- The School will notify the families of the applicants who are accepted and rejected;
- Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Children who complete the application process after the published deadline will be added to the next lottery pool if a wait list already exists.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. During enrollment, volunteers and paid employees return calls and answer questions from prospective families. If families from the wait list are offered a position, they must accept that position within three business days or if they decline or fail to respond within three business days they may be removed from the wait list or placed at the bottom of the wait list if they desire.

IV. Final Admission

Once the student has been enrolled, parents, guardians, education rights holders or students will be required to provide proof of immunization status, date of birth, residency, examinations required by the Health and Safety Code, transcripts, copies of any IEPs and other student records in order to complete the admissions process as described below.

- In accordance with law, students who qualify as homeless students or foster students may be admitted even if some of the above-referenced documents are not timely submitted.
 - No student will be unconditionally admitted unless the student has been fully immunized as required by law or has a valid medical exemption on file.
 - No non-California residents will be admitted to the School.
-
- No student who resides outside of the granting agency county or a county directly adjacent thereto will be admitted to the School, unless a legal exception applies.
 - No student who does not meet the minimum age for admission in accordance with California law will be admitted to the School.
 - Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
 - Proof of full immunization or exception from the requirement;
 - Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport;
 - Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc., California tax returns giving California as the home address (within acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID;

If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin

Admissions and Enrollment Policy #2

information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school; **Education Code section 234.7.**

Adopted:

Amended:



365 4th Street, Hollister, CA 95023 - 831-297-1883

NEW STUDENT ENROLLMENT PACKET

CHECK-OFF LIST

STUDENT

Last Name(s): _____ First Name: _____

Birthdate: _____

Grade enrolling in for the 2025-2026 school year: _____

Required Enrollment Documentation – Please check this list before submitting your registration packet and documentation.

Admissions and Enrollment Policy #2

(Forms need to be completed by parents and copies need to be made of original documentation such as birth certificates, passports, bills, etc. The front office can make copies for you.)

- ✓ Proof of Residency: Deed, PG&E bill, Rental Agreement, Water Bill, Property Tax Bill
- ✓ Proof of Age: Passport, Baptism Certificate, or Copy of Birth Certificate
- ✓ Updated Yellow Immunization Record
- ✓ Student Information Form
- ✓ Parent/Guardian Information Form
- ✓ Home Language Survey
- ✓ Emergency Student Information Card
- ✓ Emergency Contact and Parent/Guardian Acknowledgement
- ✓ Student Residency Questionnaire
- ✓ Student Health Information
- ✓ Student Responsible Use of Technology

Once your child is enrolled, please request a set of UNOFFICIAL TRANSCRIPTS from your child’s current school. The Registrar’s Office or Counseling Office should give you an unofficial copy of the transcripts or explain how you can access them online. *The Polytechnic Academy will request an official copy from your child’s school after he or she is officially enrolled.*

* For office use only! *

Student Enrolled by: _____ **Date of Enrollment:** _____



**SAN BENITO COUNTY
POLYTECHNIC ACADEMY**

Student Information

Grade Level in 2025-2026 school year _____

_____ Circle one: Male / Female / Other
Student Last Name First Name Middle Initial.

_____ _____ _____
Residence Address – Street City Zip Code Month/Year moved to current address

_____ _____ _____
Mailing Address - Street City Zip Code Birthdate: _____

Home Phone: _____ Mobile Phone: _____

Admissions and Enrollment Policy #2

Emergency Contact Information - If the responsible adult (Parent/Guardian) is not available.

Relationship to Student: _____

Emergency Contact - Name	Address	Phone Number
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Previous Schools Attended: Kindergarten through current school attending.

Name of School	City	County	State	Grades Attended	Dates Enrolled
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Name of School	City	County	State	Grades Attended	Dates Enrolled
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Name of School	City	County	State	Grades Attended	Dates Enrolled
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Does your student have an active enrollment in a United States Tribe? Yes No

List any siblings living in the home that are under 18:

Name of Sibling	School Attending	Name of Sibling	School Attending
Name of Sibling	School Attending	Name of Sibling	School Attending



**SAN BENITO COUNTY
POLYTECHNIC ACADEMY**

Parent/Guardian Information

Guardian Name: _____

Check all that apply

- Mother
- Father
- Foster Parent
- Legal Guardian
- Other (Specify)

Address (If different from student): _____

Work Phone: _____ Ext. _____

Cell Phone: _____

Email: _____

What language would you like to be contacted in: _____

Federal Impact Aid (FIA) Section 8003 Grant Information.

Is this individual a member of the Military? Yes No

Education Level. Please check all that apply.

- Not High School Graduate
- High School Graduate
- Some College
- College Graduate
- Graduate School

Divorced/Legally Separated

- Yes No

If Yes, Joint Custody?

- Yes No

Admissions and Enrollment Policy #2

Emergency Contact

Check all that apply

- Mother
- Father
- Foster Parent
- Legal Guardian
- Other (Specify)

Guardian Name: _____

Address (If different from student) _____

Work Phone: _____ Ext. _____

Cell Phone: _____

Email: _____

What language would you like to be contacted in: _____

Federal Impact Aid (FIA) Section 8003 Grant Information.

Is this individual a member of the Military? Yes No

Education Level, College Year or Degree Obtained:

- Not High School Graduate
- High School Graduate
- Some College
- College Graduate
- Graduate School

Divorced/Legally Separated

Yes No

If Yes, Joint Custody?

Yes No

Emergency Contact

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FORGOING IS TRUE AND THAT MY SUPPORTING DOCUMENTS ARE CORRECT.

Parent/Guardian Signature

Date

OFFICE USE ONLY ---REG-DATE: _____ ENROLLED BY: _____ IMMUNIZATION: _____ HOME SCHOOL: _____

Verification of Residence: Deed Tax Card Lease Insurance Escrow Letter Other: _____

Documentation of Birthdate: Baptismal Record Birth Certificate Passport Other: _____



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

Home Language Survey

Student Name - (Last Name/Family Name) (First Name) (Middle Name)

Age of Student: _____ Grade Level for the 2025-2026 school year: _____

The California Education Code contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student.

Admissions and Enrollment Policy #2

The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential for the school to provide adequate instructional programs and services.

As parents or guardians, your cooperation is requested in complying with these requirements. For each question, write the name(s) of the language(s) that apply in the space provided. **Please do not leave any question unanswered.**

Which language did your child learn when he/she first began to talk? _____

Which language does your child **most frequently** speak at home? _____

Which language do you (the parents or guardians) **most frequently** use when speaking with your child?

Which language is most often spoken by **adults** in the home? _____
(parents, guardians, grandparents, or any other adults)

Acknowledgement

Please sign and date this form in the spaces provided below, then return this form with the enrollment packet. office.

Signature of Parent or Guardian

Date



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

Emergency Student Information Card

Last Name First Name Middle Name DOB ____/____/____ Circle one: Female / Male / Other

Residence Address City State Zip

Admissions and Enrollment Policy #2

Mailing Address (If different from Residence Address)

Father/Guardian's Name

Employer:

Email Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Mother/Guardian's Name

Employer:

Email Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Student Lives with: Both Parents Mother Father Guardian

Is one Parent/Guardian of the Student active in the U.S. Armed forces? Yes No



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

Sibling Information

Name: _____ Age: _____ Grade: _____ School: _____

Name: _____ Age: _____ Grade: _____ School: _____

Name: _____ Age: _____ Grade: _____ School: _____

Name: _____ Age: _____ Grade: _____ School: _____

Emergency Student Information Card

Health Information

Asthma: Yes No

Allergies: Yes No

If yes, types:

Doctor's Name: _____ Doctors' Phone: _____

Medications (taken regularly): Please list all medications the student takes, even if the student takes the medication at home, and not at school.



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

Emergency Contacts and Parent/Guardian Acknowledgement

Other Emergency Contacts: When I cannot be reached, I authorize you to contact: (MUST BE AT LEAST 18 YEARS OF AGE.)

Name	Address	Phone: Cell or Home	Relationship
------	---------	---------------------	--------------

Name	Address	Phone: Cell or Home	Relationship
------	---------	---------------------	--------------

Emergency Release of Student from School Property

I acknowledge that my child will not be released to anyone not listed on this card, unless I, as the parent or guardian, provide a written release.

Parent/Guardian Signature

Date

Emergency

In case of an emergency, when I cannot be reached, I authorize school officials to call or take my child for emergency medical treatment.

Parent/Guardian Signature

Date

Legal documentation

I acknowledge and understand that it is my responsibility to provide updated legal documentation to the school such as restraining order/guardianship change/change of student name.

Parent/Guardian Signature

Date

Media Release

At times during the school year, the media may write an article or take pictures of programs or activities taking place on school campuses. I give my permission: Yes No

Parent/Guardian Signature

Date



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

STUDENT RESIDENCY QUESTIONNAIRE

This document is intended to address the McKinney-Vento Assistance Act. Your answers will help us know our families and provide possible assistance.

Student: _____ (Male ___ Female ___ Other ___)

Birthdate: _____ Grade: _____

Do you and your student live in a fixed, regular, adequate night-time residence?

Admissions and Enrollment Policy #2

If so, what is the medication: _____

Other conditions you would like the school to be aware of:

Please be prepared to provide documentation directly to the administration regarding all health conditions/concerns and medications.

Medications: List of all of the medications the student takes.

Please be prepared to provide documentation directly to the administration regarding all health conditions/concerns and medications.

****** Please Note: If your child needs to take medication while at school, you must complete a **Permission to Administer Medication** form before school staff are able to assist your child in taking the medication. These forms are available in the school office.**

Health Information Acknowledgement

I understand my child's health information is kept confidential and disclosed only as needed to protect my child's health and safety at school. I also understand that I will be required to provide immunization documentation to complete my child's enrollment.

Parent/Guardian Signature

Date



SAN BENITO COUNTY
POLYTECHNIC ACADEMY

Student Responsible Use of Technology Agreement 2025-2026

Overview

Polytechnic Academy makes a variety of communications and information technologies available to students. These technologies, when properly used, promote educational excellence in Polytechnic Academy by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the Polytechnic Academy, its students, and its employees. Polytechnic Academy firmly believes that digital

Admissions and Enrollment Policy #2

resources, information and interaction available through Polytechnic Academy technology systems far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating Polytechnic Academy students and setting standards that will serve to protect Polytechnic Academy and its students.

Mandatory Review by Parent/Guardian and Student

To educate students on proper technological use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the Polytechnic Academy Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process, which includes signing and submitting a Summary Signature Form at the beginning of each school year.

Definition of Polytechnic Academy Technology System and Network

Polytechnic Academy technology and networks are any configuration of hardware and software. The system includes but is not limited to, the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or Polytechnic Academy -server based); Polytechnic Academy -provided Internet access including guest Wi-Fi; and new technologies as they become available.

Student Use Expectations

Polytechnic Academy information technology resources are provided for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher or administrator to help decide if a use is appropriate. You must do all the following to keep your school technology privileges:

Respect and protect your own and the privacy of others by:

1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distribute private information about yourself or others.



Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all Polytechnic Academy Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without the clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services).
4. Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
5. Immediately notifying a staff member or administrator of computer or network malfunctions.

Admissions and Enrollment Policy #2

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.
6. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

Consequences for Violation.

Violations may result in the loss of your privileges to use the school or Polytechnic Academy's information technology resources. Violations of law may also result in disciplinary action, imposed in accordance with the Polytechnic Academy Standards for Student Behavior up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.



Student Access to Computer/Network/Internet.

Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each Polytechnic Academy computer/tablet with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). The Polytechnic Academy makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/tablet/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Admissions and Enrollment Policy #2

Digital Learning Environments

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools is considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other Polytechnic Academy-provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for the use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools.

Supervision and Monitoring

The use of Polytechnic Academy owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with Polytechnic Academy policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by Polytechnic Academy for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions and may furnish evidence of crime to law enforcement. The Polytechnic Academy reserves the right to determine which uses constitute acceptable use and to limit access to such uses. Polytechnic Academy also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The Polytechnic Academy makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damage, costs, or other obligations arising from the use of the network or accounts. Polytechnic Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. Polytechnic Academy denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network



or the Internet is understood to be the author's individual point of view and not that of Polytechnic Academy, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for the Polytechnic Academy to guarantee the confidentiality of emails sent and received over any computer network.

By signing the Summary Signature Form below, I have read, understood, shared with my student and acknowledged receipt of this Responsible Use Agreement.

Student Responsible Use of Technology Agreement 2025-2026

Admissions and Enrollment Policy #2

Print Student Name

Signature of Student

Date

Print Parent/Guardian Name

Signature of Parent/Guardian

Date



ASSESSMENTS AND EXAMINATIONS

The purpose of examinations is to help students, parents/guardians and teachers identify each student's educational performance, growth and areas needing improvement in order to enhance teaching and learning. Examinations of student progress are based on numerous measures of student performance that provide a thorough evaluation and therefore, an extensive scope of the student's learning.

Examinations Required by the State and Federal Governments

The charter school students shall participate in all state and federal required examinations. Such examinations provide the charter school with information for evaluation and future planning. State and federal examinations also indicate the charter school's effectiveness in carrying out its educational mission.

Whenever examinations required by law are administered, the Principal of Polytechnic Academy or his/her designee shall provide parents/guardians written notice of the date of the examination, the uses and importance of the examination, and the student's test results.

All examinations required by the state or federal law will be administered according to law on the dates required by law.

Special Education students shall participate in state and federal examinations according to their Individualized Education Program.

Parents/guardians may obtain for their student an exemption from the state and federal examinations only by written request sent to the Principal of the charter school or his/her designee.

Monitoring Student Progress and Grades

Before the beginning of each school year, the counselor, parent/guardian, and student will meet to discuss the student's performance from the previous school year, choose classes, and establish goals and objectives for the upcoming school year. This information will be collected and organized into the Personalized Success Plan (PSP). This tracker is updated yearly, and teachers, counselors, administration, students and parents/guardians can refer to it to monitor student progress.

Parents/guardians will receive weekly progress reports and a report card at the end of each 8-week grading period. Teachers are required to call the parent/guardian and schedule a conference when a student is earning a 'D' or lower. No student may earn a grade lower than a 'C' on his or her report card without prior notification by the teacher. During this meeting, the teacher, school

counselor, parent/guardian, and student will discuss supports that are tailored to the needs of the student. The counselor will monitor the student's progress and keep the parent/guardian informed about any changes.

Teachers are responsible for assigning grades to the students in their classes. In the absence of fraud, mistake, bad faith or incompetency, the grade shall be final. A grade change may not be made as the result of coercion by any person(s).

If a student or parent/guardian believes a grade is unfair or inappropriate, the student or parent/guardian may appeal to the teacher of the class. If the issue cannot be resolved with the teacher, the student or parent/guardian may request a meeting with the Principal. Any meeting with the Principal and student or parent/guardian shall include the teacher who assigned the grade in dispute.

If the matter is still unresolved, the student or parent/guardian shall appeal in writing to the Polytechnic Academy Board of Directors. The appeal shall allege specifically how the teacher's grading system reflects fraud, mistake, bad faith or incompetency.

Students' grades will not be changed by the Board or the Principal without the input of the teacher who assigned the grade.

The decision of the Board shall be final and binding.

Only in cases of illness or lack of transfer grades for new students will a definite grade not be assigned. In such cases, the student shall receive an "incomplete" unless the work required to complete the class is not completed within a specified reasonable period of time given by the teacher, in which case the student shall receive a "failure."

Adopted:

Amended:



SAN BENITO COUNTY POLYTECHNIC ACADEMY

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

The purpose of this Acceptable Use of Technology Agreement (“Agreement”) is to ensure a safe and appropriate environment for all employees. This Agreement notifies staff about the acceptable ways in which SBCPA Technology may be used. The San Benito County Polytechnic Academy recognizes and supports advances in technology and provides an array of technology resources for employees to use to enhance learning, facilitate resource sharing, encourage innovation, and to promote communication. While these technologies provide a valuable resource to the SBCPA, it is important that employees’ use of technology be appropriate for SBCPA purposes.

Pursuant to SBCPA Policy, only Users of SBCPA Technology who submit a signature acknowledging receipt and agreement to the terms of use outlined in this Agreement are authorized to use the SBCPA’s Technology.

Terms of Use

Acceptable Use: San Benito County Polytechnic Academy employees are only permitted to use SBCPA Technology for purposes which are safe (pose no risk to students, employees or assets), legal, ethical, do not conflict with their duties or the mission of SBCPA, and are compliant with all other SBCPA policies. Usage that meets these requirements is deemed “proper” and “acceptable” unless specifically excluded by this policy or other SBCPA policies. SBCPA reserves the right to restrict online destinations through software or other means.

Additionally, San Benito County Polytechnic Academy expressly prohibits:

1. Using SBCPA Technology for commercial gain;
2. Accessing SBCPA Technology for the purpose of gaming or engaging in any illegal activity;
3. Transmission of confidential information to unauthorized recipients;
4. Inappropriate and unprofessional behavior online such as use of threats, intimidation, bullying or “flaming”;
5. Viewing, downloading, or transmission of pornographic material;
6. Using SBCPA Technology for the creation or distribution of chain emails, any disruptive or offensive messages, offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs/practices, political beliefs, or material that is in violation of workplace harassment or workplace violence laws or policies;
7. Significant consumption of SBCPA Technology for non-business related activities (such as video, audio or downloading large files) or excessive time spent using SBCPA Technology for non-business purposes (e.g. shopping, personal social networking, or sports related sites);
8. Knowingly or carelessly performing an act that will interfere with or disrupt the normal operation of computers, terminals, peripherals, or networks, whether within or outside of SBCPA Technology (e.g., deleting programs or changing icon names) is prohibited;
9. Using copyrighted information that violates that copyright; or
10. Disabling any and all antivirus software running on SBCPA Technology or “hacking” with SBCPA Technology.

Accountability: Users are prohibited from anonymous usage of SBCPA Technology. In practice, this means users must sign in with their uniquely assigned SBCPA User ID before accessing/using SBCPA Technology. Similarly, “spoofing” or otherwise modifying or obscuring a

user's IP Address, or any other user's IP Address, is prohibited. Circumventing user authentication or security of any host, network, or account is also prohibited.

Personal Use: SBCPA Technology is provided solely for the conduct of SBCPA business. However, the SBCPA realizes and is aware of the large role technology (especially the Internet and email) plays in the daily lives of individuals. In this context, the SBCPA acknowledges that a limited amount of personal use of SBCPA Technology is acceptable. This use must not interfere with the user's job responsibilities; it cannot involve any activities expressly prohibited by this or any other SBCPA policy; and it should be limited to designated break periods and/or the User's lunch break.

Disclaimer: SBCPA cannot be held accountable for the information that is retrieved via the network. SBCPA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the SBCPA Systems, System Administrators or your own errors or omissions. Use of any information obtained is at your own risk. SBCPA makes no warranties (expressed or implied) with respect to: (a) the content of any advice or information received by an employee, or any costs or charges incurred as a result of seeing or accepting any information; or (b) any costs, liability, or damages caused by the way the employee chooses to use his or her access to the network.

Password Policy: Passwords must not be shared with anyone and must be treated as confidential information. All Users are responsible for managing their use of SBCPA Technology and are accountable for their actions relating to security. Allowing the use of your account by another user is also strictly prohibited.

Responsibility: Users are responsible for their own use of SBCPA Technology and are advised to exercise common sense and follow this policy (i.e. the Agreement) in regard to what constitutes appropriate use of SBCPA Technology in the absence of specific guidance.

Revocation of Authorized Possession: SBCPA reserves the right, at any time, for any reason or no reason, to revoke a User's permission to access, use, or possess SBCPA Technology.

Third-Party Technology: Connecting unauthorized equipment to SBCPA Technology, including the unauthorized installation of any software (including shareware and freeware), is prohibited.

Enforcement

Record of Activity: User activity with SBCPA Technology may be logged by System Administrators. Usage may be monitored or researched in the event of suspected improper SBCPA Technology usage or policy violations.

Blocked or Restricted Access: User access to specific Internet resources, or categories of Internet resources, deemed inappropriate or non-compliant with this policy may be blocked or restricted. A particular web site that is deemed "Acceptable" for use may still be judged a risk to SBCPA (e.g. it could be hosting malware), in which case it may also be subject to blocking or restriction.

No Expectation of Privacy: Users have no expectation of privacy regarding their use of SBCPA Technology. Log files, audit trails and other data about user activities with SBCPA Technology may be used for forensic training or research purposes, or as evidence in a legal or disciplinary matter. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by SBCPA Technology for sending or receiving private or confidential electronic communications. System Administrators have access to all email and will monitor messages. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities and/or SBCPA personnel.

Specific Consent to Search and Seizure of SBCPA Technology: The undersigned consents to the search and seizure of any SBCPA Technology in the undersigned's possession by the SBCPA, the SBCPA's authorized representative, a System Administrator, or any Peace Officer at any time

of the day or night and by any means. This consent is unlimited and shall apply to any SBCPA Technology that is in the possession of the undersigned, whenever the possession occurs, and regardless of whether the possession is authorized. The undersigned waives any rights that may apply to searches of SBCPA Technology under SB 178.

Consequence of Policy Violation: Users found to be in violation of this policy may be subject to discipline up to and including termination.

Justifiable, Work-Related Usage

San Benito County Polytechnic Academy reserves the right to review any usage and make a case-by-case determination whether the User's duties require access to and/or use of SBCPA Technology which may not conform to the terms of this policy.

Attorney-Client Privileged Communications

Some of the messages sent, received or stored on the SBCPA electronic message system will constitute confidential, privileged communications between SBCPA and its attorneys. Upon receipt of a message either from or to counsel, employees should not forward it or its contents to others inside SBCPA or any other person outside SBCPA without counsel's express authorization.

California Public Records Act Request ("CPRA")/Litigation

CPRA outlined in Government Code section 6251 et seq. is a law that requires inspection and/or disclosure of governmental records to the public upon request. Emails sent by employees, unless otherwise exempt by law, are subject to inspection under the CPRA by any person making such a request.

Furthermore, emails may also be subject to disclosure as a result of pending litigation involving SBCPA, SBCPA's employees and elected or appointed officers or officials.

It is SBCPA's policy that SBCPA email and email systems are intended to be a medium of communication. SBCPA email systems are not intended to be, and may not be used for, the electronic storage or maintenance of SBCPA records. The email system, to function as intended, anticipates or requires that employees regularly delete communications from the system. Email messages and attachments comparable to hard copy documents that would be retained under this policy should be retained as follows: The document must be categorized in the appropriate record series and converted to the appropriate electronic format or printed in hard copy and retained for the required time period as outlined in SBCPA's Records Retention/Disposition Schedule. No matter what form in which the record is retained, proper procedures as outlined in SBCPA's Records Retention Policy must be followed prior to the destruction of any record.

This policy does not prohibit employees from maintaining temporary working files or folders to allow for quick reference to recent emails.

Security

All data must be kept confidential and secure by the employee. The fact that the data may be stored electronically does not change the requirement to keep the information confidential and secure. Rather, the type of information or the information itself is the basis for determining whether the data must be kept confidential and secure. If this data is stored in a paper or electronic format, or if the data is copied, printed, or electronically transmitted, the data must still be protected as confidential and secured.

All software programs, applications, source code, object code, documentation and data shall be guarded and protected.

Definitions

Blogging

An online journal that is frequently updated and intended for general public consumption.

E-mail

The electronic transmission of information through a mail protocol such as SMTP or IMAP. Typical e-mail clients include Microsoft Outlook and Gmail.

Chain e-mail

E-mail sent to successive people. Typically, the body of the note has directions to the reader to send out multiple copies of the note so that good luck or money will follow.

Employee

Any individual employed by SBCPA or its affiliated agencies or departments in any capacity, whether full or part-time, active or inactive, including interns, contractors, consultants and vendors.

Flaming

The use of abusive, threatening, intimidating, or overly aggressive language in an Internet communication.

Hacking

Gaining or attempting to gain unauthorized access to any computer systems, or gaining or attempting to gain unauthorized access to SBCPA Technology.

SBCPA Technology

Internet/Intranet/Extranet-related systems, including but not limited to, computer hardware, software, Wi-Fi, electronic devices such as tablet computers, cameras, smart phones and cell phones, telephone and data networks (including intranet and Internet access), operating systems, storage media, PDA's, network accounts, web browsing, blogging, social networking, and file transfer protocols, email systems, and electronically stored data, websites, web applications or mobile applications, provided by the SBCPA to authorized users to facilitate the completion of their jobs.

Instant Messaging

A type of communications service that enables the creation of a kind of private chat room with another individual in order to communicate in real time over the Internet.

Internet Resources

Web sites, instant messaging applications, file transfer, file sharing, and any and all other Internet applications and activities using either standard or proprietary network protocols. Examples of web sites that pose a risk to SBCPA, or are counter to its mission, are malware repositories, sites advocating violence against civil society or against persons based on race, religion, ethnicity, sex, sexual orientation, color, creed or any other protected categories, sites offering gambling activities or that are pornographic in nature.

IP Address

Unique network address assigned to each computing device connected to a network to allow it to communicate with other devices on the network or Internet.

Malware

Malware is any software, application, program, email or other data or executable code which is designed to cause harm to a network or computer or violate any law, statute, policy or regulation in any way. Examples of harmful activity or intent are theft of personal information or intellectual property by phishing or other means, hacking, violation of copyright law (distributing or copying written material without proper authorization), propagation of Spam emails, harassment, extortion, denial of service and facilitating access to illegal content (pornography, gambling, etc.). Accessing or

storing malware is expressly prohibited unless authorized for research or forensic purposes by appropriately authorized and designated employees.

Network

Any and all network and telecommunications equipment, whether wired or wireless, controlled or owned by the SBCPA which facilitate connecting to the Internet.

Phishing

Attempting to fraudulently acquire sensitive information by masquerading as a trusted entity in an electronic communication.

Sensitive information

Classified as Protected Health Information (PHI), Confidential Information or Internal Information.

Spam

Spam is an unsolicited nuisance Internet E-mail which sometimes contains malicious attachments or links to web sites with harmful or objectionable content.

Spoofing

IP Address spoofing is the act of replacing IP address information in an IP packet with falsified network address information. Each IP packet contains the originating and destination IP addresses. By replacing the true originating IP address with a falsified address a hacker can obscure their network address and hence, the source of a network attack, making traceability of illegal or illegitimate internet activity extremely difficult.

System Administrator

SBCPA employees whose responsibilities include SBCPA Technology, site, or network administration. System Administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network, and keeping SBCPA Technology operational.

Unauthorized Disclosure

The intentional or unintentional act of revealing restricted information to people, both inside and/or outside the SBCPA, who do not have a need to know that information.

User or Users

Individual(s) whether students or employees, full or part-time, active or inactive, including interns, contractors, consultants, vendors, etc. who have been given access to and granted permission(s) to use SBCPA Technology.

User ID

Uniquely assigned Username or other identifier used by an employee to access the SBCPA network and systems.



SAN BENITO COUNTY POLYTECHNIC ACADEMY

NONDISCRIMINATION IN EMPLOYMENT

San Benito County Polytechnic Academy (SBCPA) is committed to provide employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all Department employees and, to the extent required by law, to interns, volunteers, and job applicants.

No Department employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking of adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.
 - b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the Department's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

- c. Disability discrimination based on a Department requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.

- d. Disability discrimination based on the Department's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodation for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

The SBCPA Board also prohibits retaliation against any Department employee or job applicant who complains, testifies, assists, or in any way participates in the Department's complaint procedures instituted pursuant to this policy. No employee who requests accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

Any Department employee who engages or participates in prohibited discrimination or harassment, or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior, shall be in violation of this policy and shall be subject to disciplinary action, up to and including dismissal.

The SBCPA Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Principal
365 4th Street, Hollister, CA 95023
831-297-1883

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of Department policy or regulation should immediately contact his/her supervisor, the Coordinator, or the Principal who shall advise the employee or applicant about the Department's procedures for filing, investigating, and resolving any such complaints.

Complaints concerning SBCPA employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to his/her supervisor, the Coordinator, or Principal as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The Department shall prohibit any acts of retaliation against any employee who reports any incidents as described in this policy.

Training and Notifications

The Principal shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the County Superintendent's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the Department employment practices and, as necessary, shall take action to ensure compliance with the nondiscrimination laws.

NONDISCRIMINATION IN EMPLOYMENT (continued)

The Principal or designee has the ongoing responsibility to publicize the provisions of the Department's nondiscrimination policy to students, parents, employees, agents of the governing board and the general public. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9) The Department's policy shall be posted in all offices including staff lounges and meeting rooms. (5 CCR 4960) In addition, the Principal or designee shall post, in a conspicuous place on Department premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.

Legal Reference: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference:

- EDUCATION CODE
- 200-262.4 Prohibition of discrimination CIVIL CODE
- 51.7 Freedom from violence or intimidation GOVERNMENT CODE
- 11135 Unlawful discrimination
- 12900-12996 Fair Employment and Housing Act PENAL CODE
- 422.56 Definitions, hate crimes CODE OF REGULATIONS, TITLE 2
- 11006-11086 Discrimination in employment
- 11013 Recordkeeping
- 11019 Terms, conditions and privileges of employment
- 11023 Harassment and discrimination prevention and correction
- 11024 Sexual harassment training and education
- CODE OF REGULATIONS, TITLE 5
- 4900-4965 Nondiscrimination in elementary and secondary education UNITED STATES CODE, TITLE 20
- 1681-1688 Title IX of the Education Amendments of 1972 UNITED STATES CODE, TITLE 29
- 621-634 Age Discrimination in Employment Act 794 Section
- 504 of the Rehabilitation Act of 1973 UNITED STATES CODE, TITLE 42
- 2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
- 2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
- 12101-12213 Americans with Disabilities Act CODE OF FEDERAL REGULATIONS, TITLE 28
- 35.101-35.190 Americans with Disabilities Act CODE OF FEDERAL REGULATIONS, TITLE 34
- 100.6 Compliance information
- 7. Designation of responsible employee for Section 504
- 8. Notice
- 8. Designation of responsible employee and adoption of grievance procedures
- 9. Dissemination of policy
- 110.1-110.3 Nondiscrimination on the basis of age
- COURT DECISIONS
- Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863
- Shepard v. Loyola Marymount, (2002) 102 CalApp.4th 837

Management Resources:

- CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS
- California Law Prohibits Workplace Discrimination and Harassment, December 2014
- U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
- Notice of Non-Discrimination, August 2010
- EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS
- Questions and Answers: Religious Discrimination in the Workplace, 2008
- Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002
- Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

- New Compliance Manual Section 15: Race and Color Discrimination, April 2006
- U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS
- Notice of Non-Discrimination, January 1999 WEB
- SITES
- California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>
- U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy Approved:

ETHNICITY AND RACE

First Name: _____ Last Name: _____

Federal and State regulations require districts/county office to collect the following information regarding the ethnicity and race of all employees:

Part 1 ETHNICITY	Identity with or membership in a particular racial, national, or cultural group and observance of that group's customs, beliefs, language (FEDERAL CATEGORIES)
<p>Are you Hispanic or Latino? (Select only one)</p> <p><input type="checkbox"/> Yes, Hispanic/Latino (50) A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race</p> <p><input type="checkbox"/> No, Not Hispanic/Latino</p> <p>The question above is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be.</p>	
Part 2 RACE	A group of persons related by common descent or heredity (FEDERAL CATEGORIES)

What is your race? (Select all that apply)

American Indian or Alaskan Native (10) A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian (02) A person having origins in any of the original people of the Far East, Southeast Asia, or Indian subcontinent.

Chinese (21)	Japanese (22)	Korean (23)
Vietnamese (24)	Asian Indian (25)	Laotian (26)
Cambodian (27)	Hmong (28)	Filipino (40)
Other Asian (29)		

Native Hawaiian or Other Pacific Islander (30) A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

Hawaiian	Guamanian	Samoan
Tahitian	Other Pacific Islander	

Black or African American (60) A person having origins in any of the black racial groups in Africa.

White (70) A person whose ancestry started with the origins in any of the people of Europe, Middle East or North Africa

Multiple / Two or More Races (90) If multiple, select all that apply above.

No Response (99) I do not wish to provide the above information. I understand that in accordance with Federal Law, district/county staff must visually identify and report an ethnicity and race for me.

I acknowledge that the information I have provided above is true and accurate.

Signature: _____

Date: _____



San Benito County Polytechnic Academy

365 Fourth Street | Hollister, California 95023 | 831.237.1883 |

YOUR RIGHT TO KNOW

When was the Right to Know Law enacted?

The first Right to Know Laws were developed by the Federal Government in February 1983. This law was then enacted in California, with the passage of the Sher Bill AB2185 in 1984. This has led to our most recent legislation which was passed in 1985. This legislation is known as the Hazardous Substances Information act.

What is the Hazardous Substance Information Act?

The Hazardous Substances Information Act, is known as the California Right to Know Law. This law as developed to combine all information requirements pertaining to hazardous chemicals into one law. This law incorporates the requirements of the Environmental Protection Agency and the California Department of Occupational Health Safety (CAL/OSHA).

What are my rights under the Right to Know Laws?

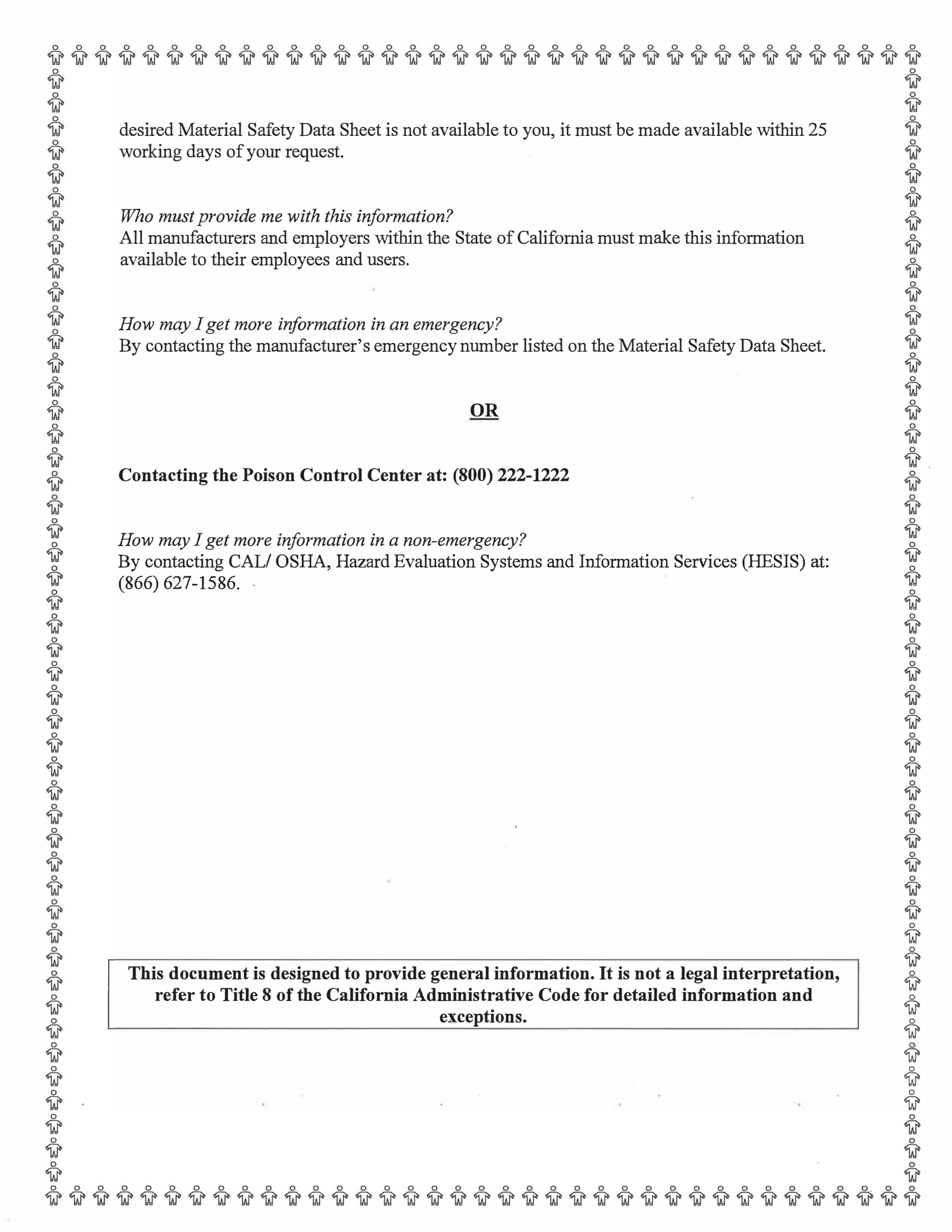
Based on the current Right to Know laws, you must be informed of all hazardous substances that are either stored or used at your place of employment. Any risks associated with these compounds must be listed for your information. These risks include the exposure by fire, explosion, reactivity, or any other potential health effects. You must be informed of any emergency procedures for handling of spills, fire, waste disposal, and first aid treatment. Your rights also include being informed about any precautions that must be taken while handling the products and any protection needed for your use of these chemicals. You must be informed of the exact chemical name and the CAS (chemical abstract service) numbers of each hazardous substance that is contained in the product.

Where may I find this information?

This information is compiled by the product manufacturer. This information is made available to you on the material Safety Data Sheet (MSDS). This information is distributed by the manufacturer to all of its product users.

How am I able to obtain this information?

This information is available to you by asking your site Supervisor or the Central Office. Upon your request, this information must be made available for your inspection. The Material Safety Data Sheets are held in the central office of the San Benito County Office of Education. If the



desired Material Safety Data Sheet is not available to you, it must be made available within 25 working days of your request.

Who must provide me with this information?

All manufacturers and employers within the State of California must make this information available to their employees and users.

How may I get more information in an emergency?

By contacting the manufacturer's emergency number listed on the Material Safety Data Sheet.

OR

Contacting the Poison Control Center at: (800) 222-1222

How may I get more information in a non-emergency?

By contacting CAL/ OSHA, Hazard Evaluation Systems and Information Services (HESIS) at: (866) 627-1586.

This document is designed to provide general information. It is not a legal interpretation, refer to Title 8 of the California Administrative Code for detailed information and exceptions.