Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Regular Scheduled Board Meeting
December 9, 2025 – 6:00 pm
625 West Covina Blvd.
San Dimas, CA 91773

Teleconference Available to the Public: https://zoom.us/j/8698887379
Call-In Information: 669-900-6833 | Meeting ID: 869 888 7379

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Executive Director's Report
5. Consent Agenda – Items for Consideration
    a) 10-28-25 Board Minutes
    b) Invoices over $100,000
    c) 2026-2027 Learning Period Calendar Dates
6. Discussion and Potential Action on the 2026-2027 Compensation Policy
7. Discussion and Potential Action on the 2026-2027 Parent – Student Handbook
8. Discussion and Potential Action on the 2026-2027 Employee Handbook
9. Discussion and Potential Action on the Policy Regarding Model Referral Protocols for Addressing Pupil Behavioral Health Concerns
10. Discussion and Potential Action on the 2027-2028 School Calendars
11. Discussion and Potential Action on the 2028-2029 School Calendars
12. Discussion and Potential Action on the Executive Director's Evaluation Template
13. Discussion and Potential Action on the October Financials
14. Discussion and Potential Action on the First Interim Report
15. Discussion and Potential Action on the Next Regular Scheduled Board Meeting

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16. Board of Directors' Requests

17. Adjournment

All matters listed under Consent Agenda are considered to be routine or sufficiently supported by prior or accompanying reference materials and information as to not require additional discussion. A motion as referenced below will enact all items. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff or public request specific items to be removed from the Consent Agenda for separate consideration for action.

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. Members of the public may also email their comments to the Board at Board@theblueridgeacademy.com no later than 1 business day before a Board meeting. Emailed comments will be read during the public comments portion of the meeting after the spoken comments, as time allows. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Blue Ridge Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 657-600-0976 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Blue Ridge Academy

Executive Director's Report

December 9, 2025

BLUE RIDGE ACADEMY

24-25 Audit

Auditors from Wilkinson Hadley King & Co. LLP were scheduled to complete the audit of Blue Ridge Academy Charter School by the statutory deadline of December 15, 2025, as required under applicable law.

However, due to the federal government shutdown, the firm is now behind on key items and will be unable to complete the Single Audit for this charter school within the prescribed time frame.

Blue Ridge received approval from our Authorizer for an audit extension, which was submitted to Kern County and our auditor.

Blue Ridge CA Dashboard Summary



2024 -25 vs 2023 -24 Overview

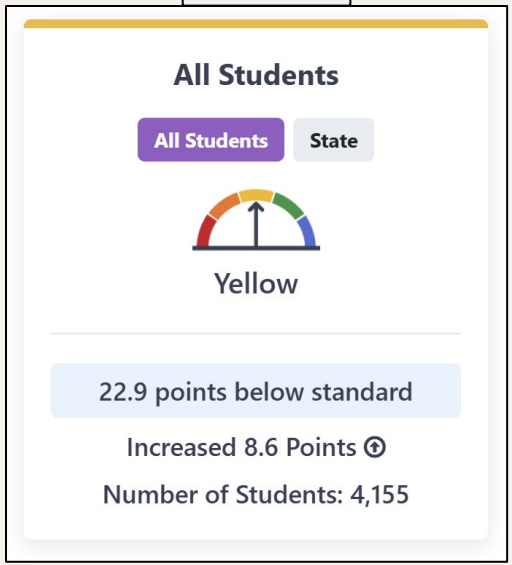
Overall Performance Trend

- Upward movement across most indicators
- Strong participation increases
- Subgroup patterns emerging

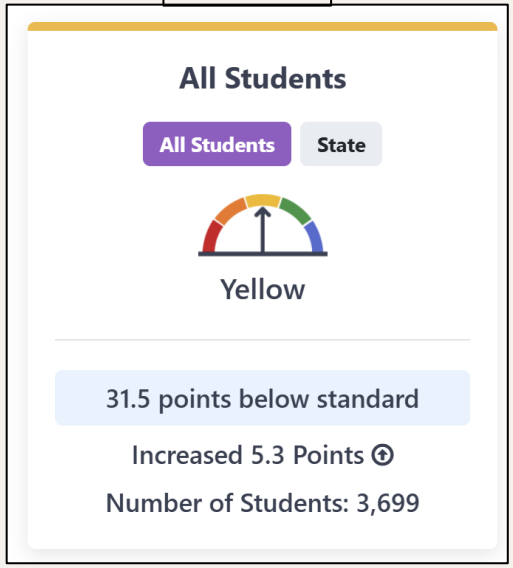


SBAC ELA

2025

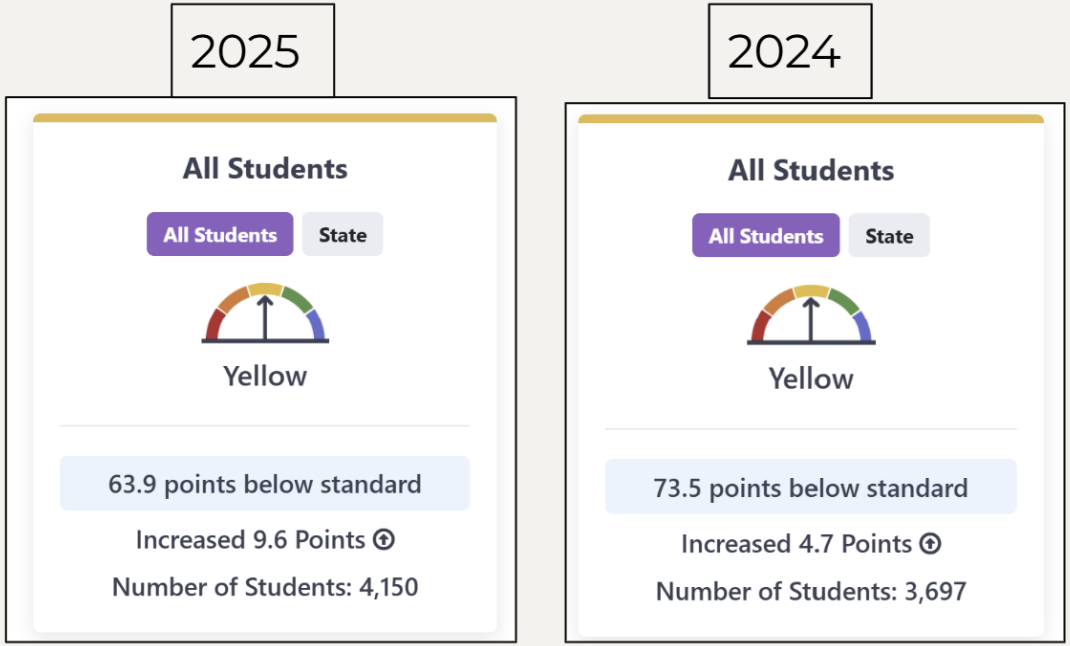


2024



- DFS improved significantly
- Remained in Yellow
- Participation in 2025: 99% compared to 2024 with 95%
- ELA is improving at a faster rate year-over-year

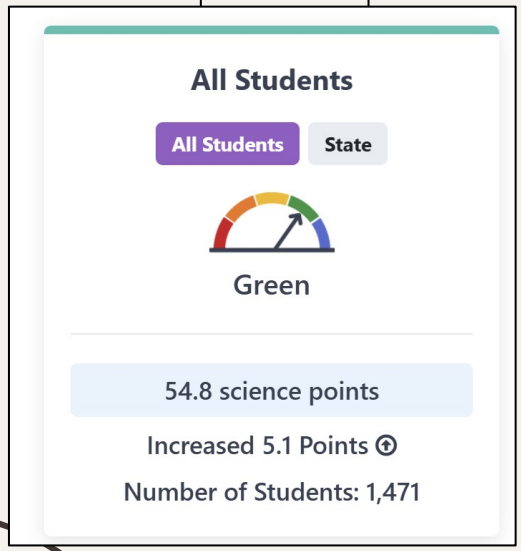
SBAC Math



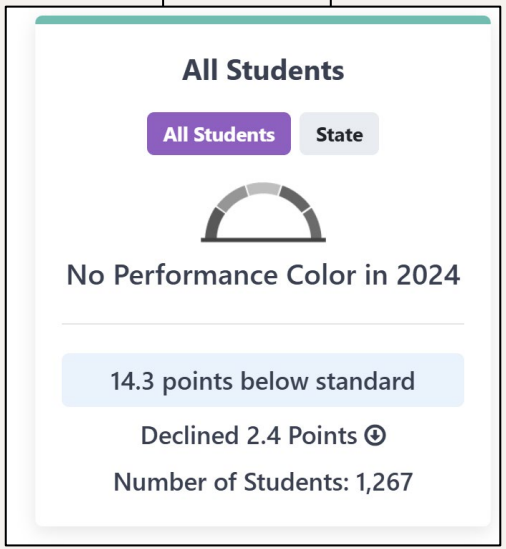
- DFS improved significantly
- Growth doubled
- Remained in Yellow
- Participation in 2025: 99% compared to 2024 with 95%
- Continues to be our largest gap despite strong improvement

CAST

2025



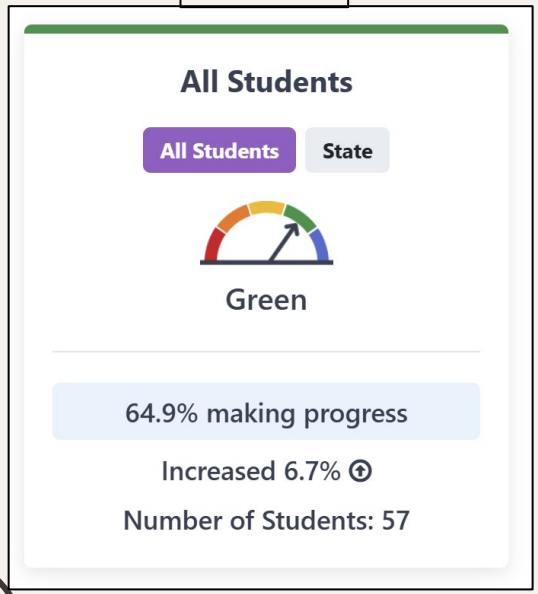
2024



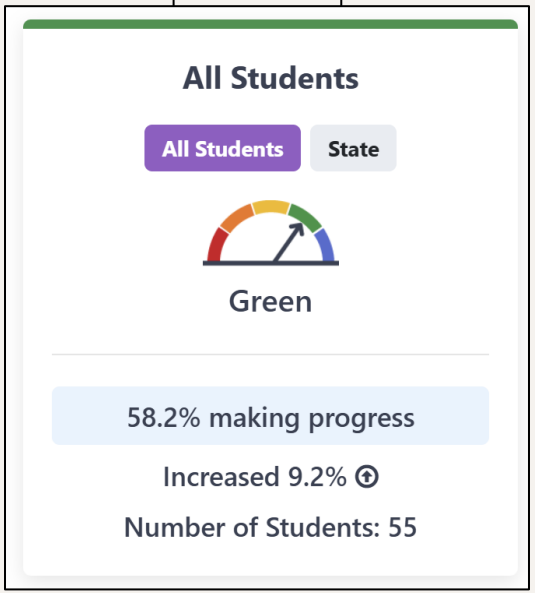
- Major success!
- One of our highest-performing academic areas
- Nearly every subgroup scored in Green, with Asian students scoring in Blue
- 2025 Participation: 98% compared to 94% in 2024

English Learner Progress

2025



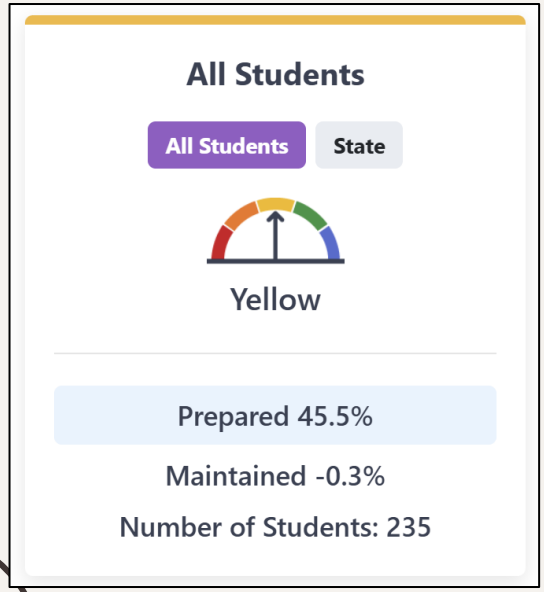
2024



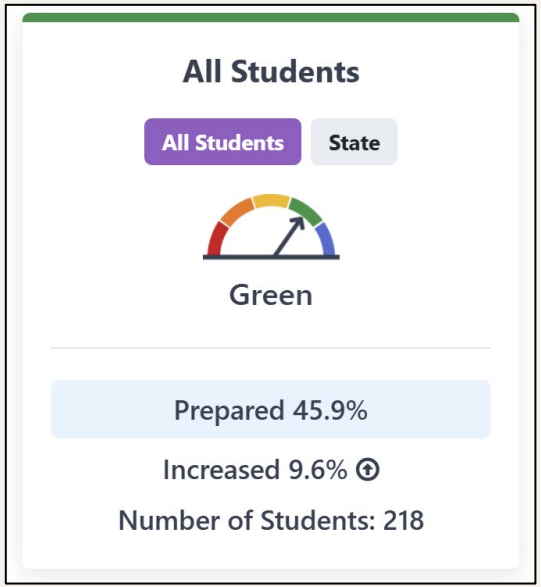
- Progress remained strong
- Remained in the Green High category
- Consistent, sustained EL improvement
- 100% participation in both years

College & Career

2025



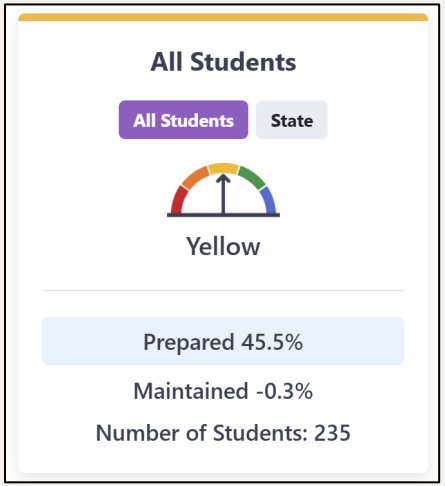
2024



- CCI Prepared percentages remained essentially flat at 45.5% compared to 45.9%
- Year-over-year change minimal
- Caused a color change from Green High to Yellow Medium

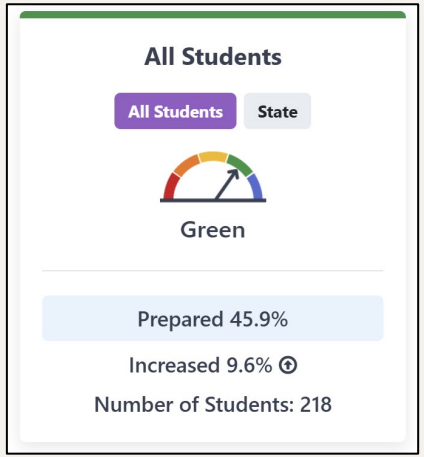
2025 College & Career

LEVEL	DECLINED SIGNIFICANTLY *from Prior Year (by 9.1% or more)*	DECLINED *from Prior Year (by 2.0% to less than 9.0%)*	MAINTAINED *from Prior Year (declined or increased by less than 1.9%)*	INCREASED *from Prior Year (by 2.0% to 8.9%)*	INCREASED SIGNIFICANTLY *from Prior Year (by 9.0% or more)*
VERY HIGH *70.0% or greater in Current Year*	Yellow (None)	Green (None)	Blue (None)	Blue (None)	Blue (None)
HIGH *55.0% to 69.9% in Current Year*	Orange (None)	Yellow (None)	Green (None)	Green (None)	Blue (None)
MEDIUM *35.0% to less than 54.9% in Current Year*	Orange (None)	Orange ▪ White	Yellow ▪ **All Students (School Placement)**	Green ▪ Socioeconomically Disadvantaged ▪ Hispanic or Latino	Green (None)
LOW *10.0% to 34.9% in Current Year*	Red (None)	Orange (None)	Orange (None)	Yellow (None)	Yellow (None)
VERY LOW *9.9% or lower in Current Year*	Red (None)	Red (None)	Red (None)	Orange (None)	Yellow (None)



2024 College & Career

LEVEL	DECLINED SIGNIFICANTLY *from Prior Year (by 9.1% or more)*	DECLINED *from Prior Year (by 2.0% to less than 9.0%)*	MAINTAINED *from Prior Year (declined or increased by less than 1.9%)*	INCREASED *from Prior Year (by 2.0% to 8.9%)*	INCREASED SIGNIFICANTLY *from Prior Year (by 9.0% or more)*
VERY HIGH *70.0% or greater in Current Year*	Yellow (None)	Green (None)	Blue (None)	Blue (None)	Blue (None)
HIGH *55.0% to 69.9% in Current Year*	Orange (None)	Yellow (None)	Green (None)	Green ▪ White	Blue (None)
MEDIUM *35.0% to less than 54.9% in Current Year*	Orange (None)	Orange (None)	Yellow (None)	Green ▪ Socioeconomically Disadvantaged ▪ Hispanic or Latino	Green ▪ **All Students (School Placement)**
LOW *10.0% to 34.9% in Current Year*	Red (None)	Orange (None)	Orange (None)	Yellow (None)	Yellow (None)
VERY LOW *9.9% or lower in Current Year*	Red (None)	Red (None)	Red (None)	Orange (None)	Yellow (None)



College & Career

2025

37.8%

Name	Cohort Students	Regular HS Diploma Graduates	Cohort Graduation Rate	Graduates Meeting UC/CSU Requirements	Graduates Earning a Seal of Biliteracy	Graduates Earning a Golden State Seal Merit Diploma	Graduates Receiving a Local Requirements Exemption
Blue Ridge Academy	234	218	93.2%	90	5	99	0

2024

30.5%

Name	Cohort Students	Regular HS Diploma Graduates	Cohort Graduation Rate	Graduates Meeting UC/CSU Requirements	Graduates Earning a Seal of Biliteracy	Graduates Earning a Golden State Seal Merit Diploma	Graduates Receiving a Local Requirements Exemption
Blue Ridge Academy	218	201	92.2%	67	0	85	0

College & Career

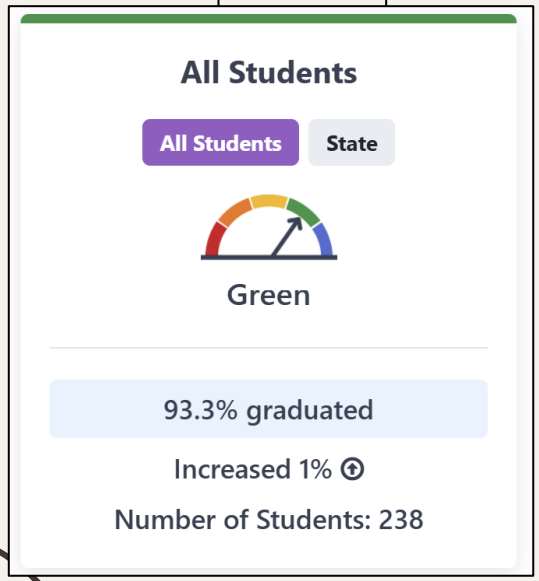
CCI Key Insight

The Prepared rate remained stable, but the individual components of college readiness actually strengthened significantly.

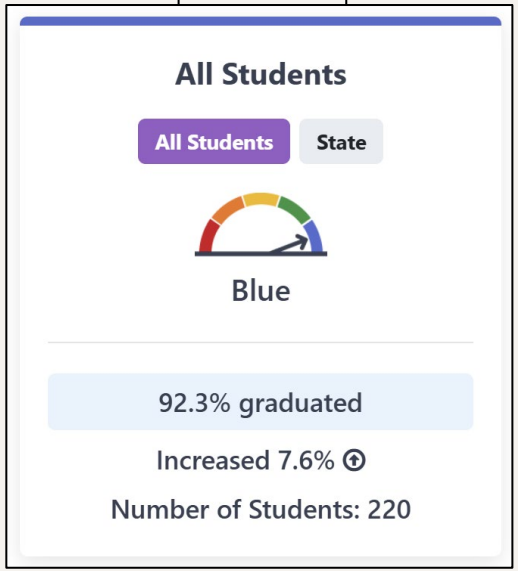


Graduation Rate

2025



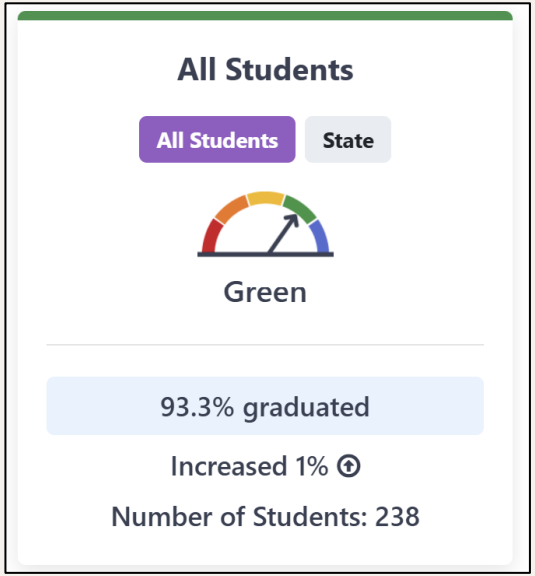
2024



- Color shift driven by change grid, not performance
- We improved by 1%, our grad rate continues to increase year-over-year

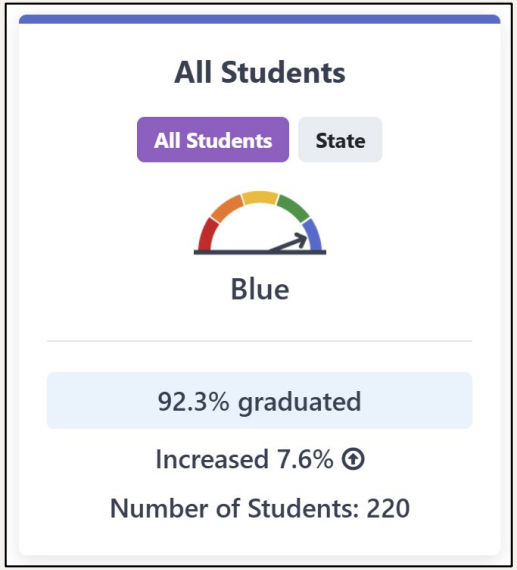
2025 Graduation Rate

LEVEL	DECLINED SIGNIFICANTLY *from Prior Year (by 5.1 p.pts or more)*	DECLINED *from Prior Year (by 1.0 p.pts to 5.0 p.pts)*	MAINTAINED *from Prior Year (declined or increased by 0.9 p.pts or fewer)*	INCREASED *from Prior Year (by 1.0 p.pts to 4.9 p.pts)*	INCREASED SIGNIFICANTLY *from Prior Year (by 5.0 p.pts or more)*
VERY HIGH (HIGHEST STATUS) *95.0% or greater in Current Year*	Gray (N/A)	Blue (None)	Blue (None)	Blue ▪ Hispanic or Latino	Blue (None)
HIGH *90.5% to 94.9% in Current Year*	Orange (None)	Yellow (None)	Green ▪ Socioeconomically Disadvantaged	Green ▪ **All Students (School Placement)**	Blue (None)
MEDIUM *80.0% to 90.4% in Current Year*	Orange (None)	Orange ▪ White	Yellow (None)	Green (None)	Green (None)
LOW *68.0% to 79.9% in Current Year*	Red (None)	Orange (None)	Orange (None)	Yellow (None)	Yellow (None)
VERY LOW (LOWEST STATUS) *67.9% or less in Current Year*	Red (None)	Red (None)	Red (None)	Red (None)	Red (None)



2024 Graduation Rate

LEVEL	DECLINED SIGNIFICANTLY *from Prior Year (by 5.1 p.pts or more)*	DECLINED *from Prior Year (by 1.0 p.pts to 5.0 p.pts)*	MAINTAINED *from Prior Year (declined or increased by 0.9 p.pts or fewer)*	INCREASED *from Prior Year (by 1.0 p.pts to 4.9 p.pts)*	INCREASED SIGNIFICANTLY *from Prior Year (by 5.0 p.pts or more)*
VERY HIGH (HIGHEST STATUS) *95.0% or greater in Current Year*	Gray (N/A)	Blue (None)	Blue (None)	Blue (None)	Blue (None)
HIGH *90.5% to 94.9% in Current Year*	Orange (None)	Yellow (None)	Green (None)	Green ▪ Socioeconomically Disadvantaged ▪ Hispanic or Latino ▪ White	Blue ▪ **All Students (School Placement)**
MEDIUM *80.0% to 90.4% in Current Year*	Orange (None)	Orange (None)	Yellow (None)	Green (None)	Green (None)
LOW *68.0% to 79.9% in Current Year*	Red (None)	Orange (None)	Orange (None)	Yellow (None)	Yellow (None)
VERY LOW (LOWEST STATUS) *67.9% or less in Current Year*	Red (None)	Red (None)	Red (None)	Red (None)	Red (None)



2025 Student Group

Student Group Report for 2025

Student Group	English Learner Progress	Chronic Absenteeism	Suspension Rate	Graduation Rate	English Language Arts	Mathematics	Science	College/Career
All Students	Green	Blue	Blue	Green	Yellow	Yellow	Green	Yellow
English Learners	Green	Blue	Blue	--	Yellow	Yellow	--	--
Long-Term English Learners	--	--	--	--	--	--	--	--
Foster Youth	N/A	--	--	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	--	--	--	--	--	--	--
Socioeconomically Disadvantaged	N/A	Blue	Blue	Green	Yellow	Yellow	Green	Green
Students with Disabilities	N/A	Green	Blue	--	Yellow	Orange	Green	--
Black or African American	N/A	Blue	Blue	--	Yellow	Orange	Green	--
American Indian or Alaska Native	N/A	--	--	--	--	--	--	--
Asian	N/A	Blue	Blue	--	Green	Green	Blue	--
Filipino	N/A	Blue	Blue	--	Green	Green	--	--
Hispanic or Latino	N/A	Blue	Blue	Blue	Yellow	Yellow	Green	Green
Native Hawaiian or Pacific Islander	N/A	--	--	N/A	--	--	--	N/A
White	N/A	Blue	Blue	Orange	Yellow	Yellow	Green	Orange
Two or More Races	N/A	Blue	Blue	--	Orange	Orange	Green	--

Overall Key Takeaways

- We’re seeing broad improvements across ELA, Math, EL Progress, and Science.
- CCI and Graduation continue to be strengths, with nuanced subgroup shifts.
- Overall, this was a strong improvement year in both academic and high school indicators.

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Regular Scheduled Board Meeting
October 28. 2025 – 6:00 pm
625 West Covina Blvd.
San Dimas, CA 91773

Attendance: Arlene Nelson, Sari Medina, May Hampton, Matthew Phillips
Absent: Nicole Zolfo
Also Present: Samantha Haynes, Dr. Loretta Burns, Amanda Panting (teleconference), Jim Surmeian

1. **Call to Order**
   Arlene Nelson called the meeting to order at 6:00 pm.

2. **Approval of the Agenda**
   The Board motioned to approve the Agenda.
   Motion: Sari Medina
   Second: Matt Phillips
   Arlene Nelson: Aye
   Sari Medina: Aye
   Nicole Zolfo: Absent
   May Hampton: Aye
   Matthew Phillips: Aye

3. **Public Comments**
   - Dr. Scott Meier shared with the Board that he met with Samantha Haynes and Dr. Loretta Burns regarding a recent meeting on authorizer oversight, and he was very pleased with how Blue Ridge is doing.

4. **Executive Director's Report**
   A report was provided by the Executive Director and the Director of Special Education and Student Services. No action was taken.

5. **Consent Agenda – Items for Consideration**
   a) **9-9-25 Board Minutes**
   b) **Invoices over $100,000**
   c) **2025-2026 ESY Dates**

   The Board motioned to approve the Consent Agenda – Items for Consideration.
   Motion: Sari Medina
   Second: Matthew Phillips

Arlene Nelson: Aye
Sari Medina: Aye
Nicole Zolfo: Absent
May Hampton: Aye
Matthew Phillips: Aye

6. **Discussion and Potential Action on the September Financials**
   The Board motioned to approve the September Financials.
   Motion: May Hampton
   Second: Sari Medina
   Arlene Nelson: Aye
   Sari Medina: Aye
   Nicole Zolfo: Absent
   May Hampton: Aye
   Matthew Phillips: Aye

7. **Discussion and Potential Action on the Next Regular Scheduled Board Meeting**
   The Board motioned to approve the Next Regular Scheduled Board Meeting on December 9, 2025 at 6:00pm.
   Motion: May Hampton
   Second: Sari Medina
   Arlene Nelson: Aye
   Sari Medina: Aye
   Nicole Zolfo: Absent
   May Hampton: Aye
   Matthew Phillips: Aye

8. **Board of Directors' Requests**
   None.

9. **Adjournment**
   The Board motioned to adjourn the meeting at 6:38 pm.
   Motion: May Hampton
   Second: Matthew Phillips
   Arlene Nelson: Aye
   Sari Medina: Aye
   Nicole Zolfo: Absent
   May Hampton: Aye
   Matthew Phillips: Aye

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Prepared by:
Amanda Panting

Noted by:

Board Secretary

Blue Ridge Academy Billing

For Period Beginning 12/01/2025

SUMMARY OF BILLING FOR PERIOD

Prior Balance **$281,731.13**

Client Payments **-$122,890.62**

$0.00

Remit to: **Nonstop Administration & Insurance Services, Inc.**
1800 Sutter Street, Suite 730
Concord, CA 94520

Due Date: **Upon Receipt**

New Premium Billed

Row Labels	Values Sum of Admin	Sum of NSW	ConsultingFee	AltcareRider	OtherRider	Broker Fees	Reserve	Total
medical								
active	$3,680.00	$14,720.00	$0.00	$1,840.00	$0.00	$2,660.00	$119,100.12	$142,000.12
Sub Total (Current)	**$3,680.00**	**$14,720.00**	**$0.00**	**$1,840.00**	**$0.00**	**$2,660.00**	**$119,100.12**	**$142,000.12**

Adjustments

Row Labels	Values Sum of Admin	Sum of NSW	Sum of ConsultingFee	Sum of AltcareRider	Otherrider	Broker Fees	Reserve	Total
active								
medical	$90.00	$360.00	$0.00	$45.00	$0.00	$85.00	$2,289.15	$2,869.15
terminated								
medical	($30.00)	($120.00)	$0.00	($15.00)	$0.00	($25.00)	($422.14)	($612.14)
Sub Total (Adjustments)	**$60.00**	**$240.00**	**$0.00**	**$30.00**	**$0.00**	**$60.00**	**$1,867.01**	**$2,257.01**

TOTAL COMPONENTS & ADJUSTMENT $144,257.13

TOTAL - CURRENT BILLING PERIOD $144,257.13

TOTAL DUE NOW **$303,097.64**

Only Pay This Amount. Previous balance of $158,840.51 was requested to be added to the aging for 11.10.25. - JC 11.10.25

BILLING - Current Period

TerminationDate	(All)
Carrier	(All)
Type	(All)

PlanName	PlanFI	Enrollments	EE & Deps	Total
2025/2026-Blue Ridge Academy-Blue Shield Local Access HMO-NSH	Employee + Spouse	5	10	1294.4
	Employee Only	38	38	6025.28
	Employee + Family	42	177	15885.24
	Employee + Child(ren)	19	60	4549.55
2025/2026-Blue Ridge Academy-Blue Shield Local Access HMO-NSH Total		**104**	**285**	**27754.47**
2025/2026-Blue Ridge Academy-Blue Shield Full PPO-NSH	Employee + Spouse	7	14	3382.26
	Employee Only	32	32	8371.2
	Employee + Family	39	159	27830.4
	Employee + Child(ren)	22	68	9516.98
2025/2026-Blue Ridge Academy-Blue Shield Full PPO-NSH Total		**100**	**273**	**49100.84**
2025/2026-Blue Ridge Academy-Kaiser 13850/13851 HMO-NSH-CUSTOM PLAN 1500/3000	Employee + Spouse	7	14	2787.61
	Employee Only	64	64	14514.56
	Employee + Family	59	262	35139.22
	Employee + Child(ren)	34	108	12703.42
2025/2026-Blue Ridge Academy-Kaiser 13850/13851 HMO-NSH-CUSTOM PLAN 1500/3000 Total		**164**	**448**	**65144.81**
Grand Total		**368**	**1006**	**142000.12**

BILLING - Adjustments

Adj Type	Adjust Period	Total
credit	11/01/2025	-2786.5
	10/01/2025	-2195.35
	08/01/2025	-226.79
	09/01/2025	-226.79
debit	11/01/2025	2964.75
	10/01/2025	2251.15
	08/01/2025	1427.38
	09/01/2025	1049.16
Grand Total		**2257.01**

Blue Ridge Academy Billing

For Period Beginning 12/01/2025

New Premium Billed

Row Labels	Values Sum of Adjusted Premium	Hyde Amendment services reserve	Total
medical			
active	$142,000.12	$0.00	$142,000.12
Sub Total (Current)	**$142,000.12**	**$0.00**	**$142,000.12**

Adjustments

Row Labels	Values Sum of Adjusted Premium	Hyde Amendment services reserve	Total
active			
medical	$2,869.15	$0.00	$2,869.15
terminated			
medical	($612.14)	$0.00	($612.14)
Sub Total (Adjustments)	**$2,257.01**	**$0.00**	**$2,257.01**

Invoice 20561

302 Washington St. #811
San Diego, CA 92103
+18582815001
backoffice@chartertechservices.com
www.CharterTechServices.com

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

SHIP TO
Blue Ridge Academy
625 W COVINA BLVD
SAN DIMAS, CA 91773

DATE	PLEASE PAY	DUE DATE
10/31/2025	**$215,941.25**	10/31/2025

DESCRIPTION	QTY	RATE	AMOUNT
State Testing - Student Chromebook w/ Management License	500	327.00	163,500.00T
State Testing - Student Chromebook warranty	500	69.00	34,500.00
CA recycle fee - Student Chromebook	500	4.00	2,000.00

Testing Chromebooks

Pay invoice

SUBTOTAL	200,000.00
TAX	15,941.25
TOTAL	215,941.25
TOTAL DUE	$215,941.25

THANK YOU.

Learning Period (LP) and Work Sample Upload Calendar

2026-2027

	LP	Start Date	End Date	Attendance Days	Holidays
Semester 1	1	8/19/26	9/18/26	22	9/7
	2	9/21/26	10/16/26	19	10/12
	3	10/19/26	11/19/26	23	11/11; 11/20 -11/27
	4	11/30/26	1/15/27	24	12/18-1/1; 1/18
Semester 2	5	1/19/27	2/19/27	23	2/15; 2/22
	6	2/23/27	3/19/27	19	
	7	3/22/27	4/30/27	24	3/26-4/2
	8	5/3/27	6/2/27	22	5/31

Important Dates to Remember

Add/Drop Dates

Fall - Last Day to Add/Drop a Course - Friday, September 25, 2026
Spring - Last Day to Add/Drop a Course - Friday, March 5, 2027

Progress Report Dates

Fall grades due by COB in Pathways - Friday, October 16, 2026
Spring grades due by COB in Pathways - Thursday, March 25, 2027

Report Card Dates

Fall grades due by COB in Pathways - January 22, 2027
Spring grades due by COB in Pathways - June 9, 2027

Upload Schedule

	WS Upload	Att Logs/Claim Due
LP1	9/28-10/2	9/25
LP2	10/26-10/30	10/23
LP3	**12/7-12/11 (Hard Deadline)**	**12/4 (Hard Deadline)**
LP4	1/25-1/29	1/22
LP5	3/1-3/5	2/26
LP6	**4/5-4/9 (Hard Deadline)**	**3/25 (Hard Deadline)**
LP7	5/10-5/14	5/7
LP8	N/A	6/2-6/9
AWR1	**Archive section by 1/19/27-1/22/27**	
AWR2	**Archive section by 6/2/27-6/9/27**	

2026-2027 Compensation Policy

Purpose
Blue Ridge Academy's ("School") Governing Board of Directors ("Board") adopts this Compensation Policy ("Policy") governing the compensation structure for School staff and to provide guidance on eligibility requirements for various forms of compensation, including salaries, stipends, and bonuses. This Policy is intended to govern compensation for the 2026-2027 school year and may be amended by the Board at any time.

Compensation Philosophy
A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer…
- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations
- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be affected

We recognize and reward…
- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers…
Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:
- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

Dedication to Non-discrimination
It is the policy of the School not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

Important Information
- This Policy does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School's Board adopts this compensation schedule for 2026-2027 only. Pay increases are not granted nor automatically guaranteed each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on the operational needs of the School or availability of funding.
- The Superintendent shall recommend compensation for all School staff, consistent with the budget approved by the Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.
- The School complies with all laws and regulations regarding fiscal oversight, including but not limited to, compensation, certification, supplemental pay, paid leave, overtime, payroll, etc.

CERTIFICATED EMPLOYEES

Certificated Employee Definition:
For the purposes of this schedule, a "certificated employee" is defined as a person who has a valid credential or certificate. through the California Commission on Teacher Credentialing ("CTC"). Certificated employee can include teachers, administrators (e.g., directors, principals), counselors, and school psychologists.

Salary Placement Guidelines:
Upon hire, each certificated employee will be placed on a step and column scale based on prior years of recognized service, degrees held and number of graduate level semester units, if applicable., The Superintendent may consider additional graduate level semester units when placing a certificated employee on a step and column on the designated pay scale. A certificated employee can earn a maximum of graduate level semester units subject to Superintendent approval.

Recognized Years of Experience:
- A certificated employee transferring from another accredited school will receive one (1) year of recognized service for each year of relevant teaching or professional experience, up to a maximum of four (4) years (except for hard to staff positions). This means that if a newly

hired certificated employee has seven years of relevant teaching/professional experience, they will receive four years of recognized service.

- One year of recognized service is defined by the completion of 75% or more of the school year (i.e., the contracted year) for a full-time employee. Part-time employees are granted ½ a year of recognized service for completion of 75% or more of the school year (i.e., contracted year). Recognized years of service for employees who work less than 75% of the year will be determined on a case-by-case basis. Part-time employees are those who work between 20 to 35 hours per week.
- Certificated employees who are in "hard-to-staff" positions may be granted additional years of recognized service beyond the four-year cap if they have additional years of relevant experience.
- Recognized years of professional or teaching experience must be for experience at an accredited school. Accredited school does not include, among others, co-ops or serving as a homeschool teacher. Accredited school would include, but is not limited to: a public school district, a public charter school, a nonpublic school, etc.

Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Former employees who are rehired will be placed on the pay scale based on the criteria noted above, which includes recognized years of service. This may result in an employee being placed in a different step and column than the employee was placed at when previously employed by the School.

Qualifications:

- Certificated employees will be placed on the corresponding step and column in the applicable pay scale table corresponding with their position, as set forth in the charts below.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential but hold an alternative certification (intern, emergency, or preliminary credential). Such employees are rated on the same salary scale as certificated teachers.
- A certificated employee advances to the next step or column on the pay scale once they meet the requirement for that specific step or column based on obtaining the required recognized years of service and/or graduate units, as applicable.
- Eligible certificated employees who desire to move up a step in the pay scale for completing graduate units (as noted in the applicable pay scale) must submit documentation showing successful completion of the units no later than October 31 in order for the units to apply to the employee's salary in that school year. If the employee submits all required documentation in a timely fashion, they will move up in the step and their new salary will be effective on the first pay period following the date the documentation was submitted. See example below. Documentation submitted to the School after October 31 will not be eligible for adjustment to the compensation until the following school year.
- Any increase in pay resulting from an advancement on the pay scale based on the successful completion of graduation level semester units (as noted in the applicable pay scale) will not take effect until after the School's receipt of sufficient documentation supporting the advancement subject to the October 31 deadline. Pay increases for graduate level semester units will not be paid retroactively. For illustration purposes, if a certificated employee is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the pay scale and increase in pay will be effective beginning the next school year. The certificated employees will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1). If an eligible certificated employee obtains a graduate degree on August 15 and provides the documentation on October 15, any advancement on the pay scale and increase in pay will be effective beginning the first pay

period following October 15. The certificated employee will not be paid at the higher rate of compensation during the period between August 15 and October 15.

- All teaching credentials must be reflected on the California Commission on Teacher Credentialing's website.

Advanced Degree/Certificate Stipends:

- Certificated Employees who hold a Doctoral degree are entitled to additional compensation of a $3,000 (stipend) of their current annual salary on the Salary Table.
- Certificated Employees who hold a National Board Certification (NBC) are entitled to additional compensation of a $1,000 (stipend) of their current annual salary on the Salary Table.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- To qualify for the advanced degree or certificate stipends, employees must submit proof of attainment of the degree. Stipends will not be paid until sufficient documentation is presented and will not be paid retroactively.
- The stipends will be paid as set forth in the Stipend Chart below.
- Employees must be employed with the School and be in good standing at the time the stipend is to be paid.

Additional Supplement Bonus ("Supplement"):

The Superintendent may recommend a Supplement for teachers as set forth in this section.

- A Superintendent, in his or her sole discretion, shall determine whether an employee qualifies to receive a Supplement.
- A supplement is not automatic and can be provided at the discretion and approval of the Superintendent, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed $35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular workday and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Supplements will be paid in installments if the amount exceeds $1,001. If less than that amount, the Supplement will be paid in one lump sum. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.

Discretionary Bonus ("Bonus"): The Superintendent , in his/her sole discretion, has the authority to award bonuses to employees based on job performance, the operational needs of the School, productivity, retention, recruitment, and incentives.

Supplemental Duty Stipends:

- Stipends are assigned and approved by the Superintendent or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Teachers who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the teacher by the Superintendent or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Superintendent or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for future years unless specifically authorized for those years. This means additional duties,

such as New Teacher Trainer, etc., are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.

- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined at the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Stipend amounts noted in the chart below are based on the performance of the supplemental duties for the entire school year based on the noted eligibility start date. See Stipend Chart below.
- If the supplemental duties are performed for a portion of the school year (i.e., after the Eligibility Start date in the chart below), the supplemental duty stipend will be prorated.
- Extra student stipends are paid per semester based on the teacher roster in the months of September and February.
- Each employee must be actively employed and in good standing to receive their eligible stipend

Stipend Chart

DESCRIPTION	MAXIMUM AMOUNT	ELIGIBILITY	ELIGIBILITY PERIOD	PAYMENT SCHEDULE
Community Connections Specialist	$5,000	Paid to a hired Community Coordinator who facilitates regular events for the Community Connections program.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Induction Coach Stipend	$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their teaching credential.	Entire school year. Employees who perform duties for a portion of the school year will be prorated	Two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Decathlon Coordinator Stipend	$5,000	Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathlon course requirements	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
NHS/NJHS Coordinator Stipend	$ 5,000	Assigned Position: paid to a staff member who oversees the selection process, induction, ceremony, monthly meetings, etc. that is required of NHS and NJHS.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend amount will only be paid to current employees
Extended School Year (ESY)	$ 3,500	Paid to special education teachers who provide services from the end of the academic school year to approximately July 15th	Extended School Year (summer). Employees who perform duties for the portion of the ESY will be prorated.	Half paid during the each of the two pay periods of June 30th and July 15th
Extra Student Stipend	$100/month/student over required roster limit	Provided to each teacher that agrees to handle additional students over their roster limits. The set maximum for overages is based on job description. Roster overages and/or changes may be adjusted at the discretion of the Superintendent based on the needs of the school and programs.	Becomes eligible once their rosters surpass required roster limits	Paid biweekly over 10.5 months; August 16 - June. Payment may be prorated based on period of service
Doctoral Degree Stipend	$3,000	Provided to teachers who hold a doctoral degree	For those who obtain their degree before October 31 of the current school year.	The two payments of equal installments (January/June) of the total stipend amount Payment may be prorated based on period of service.
National Board Certification	$1,000	Provided to teachers who hold a National Board Certification.	For those who obtain their degree before October 31 of the current school year.	The two payments of equal installments (January/June) of the total stipend amount Payment may be prorated based on period of service.
California Healthy Youth Act (CHYA)	$2,500	Paid to teachers who oversee the CHYA program and teaching involved for the school.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend Payment may be prorated based on period of service.
SPED Lead Reading Specialist	$2,000	Paid to a special education teacher with extensive background in evidence-based research reading programs.	Entire school year. Employees who perform duties for a portion	The two payments of equal installments (January/June) of the total stipend amount

				Payment may be prorated based on period of service.
Assessment Team Lead	$2,000	The Assessment Team Lead supports in conducting assessments, engaging in consultation with schools and families, and providing direct services to students. They oversee the assessment team schedule, ensure the assessment team is following the Special Education director's protocols and structures, and collaborate with the Director, Program Specialists, and case managers in balancing student and organizational needs.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend amount Payment may be prorated based on period of service.
SPED Lead	$2,000	Paid to a staff member that supports the leadership team with designee duties, document reviews and audits. They provide collaborative support to peers to include implementation of training and support including meeting facilitation and presentation.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	The two payments of equal installments (January/June) of the total stipend amount Payment may be prorated based on period of service.
Medical Opt-Out Stipend	$175 per pay period	Provided to employees who choose to opt-out of medical benefits.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	Paid biweekly over 10.5 months; August 16 -June. Payment maybe prorated based on period of service
Summer Counselor Support	$900	Paid to hired Counselor(s) to answer high school questions regarding transcripts, curriculum, and concurrent enrollment over specified hours in the month of July	Month of July.	Paid one time in July.
SPED Counseling Support	$1,500	Paid to a staff member that is providing counselor support and completing tasks specific to SPED students and their IGP.	Entire school year. Employees who perform duties for a portion of the school year will be prorated.	Two payments of equal installments (January/June) of the total stipend amount Payment may be prorated based on period of service.
Temporary Project Stipend	$500-$1,500	Paid to a staff member that is providing additional support to one or more departments on a specific, temporary task during the school year. This stipend amount is determined by the project's time requirement and responsibilities.	Entire school year.	Paid one time after successful project completion.

Administrator Salary Table
A-Basis – 12-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Executive Director														
A*	$222,889	$222,889	$227,348	$227,348	$231,895	$231,895	$236,532	$236,532	$241,263	$241,263	$246,087	$246,087	$251,008	$251,008
B	$227,348	$227,348	$231,895	$231,895	$236,532	$236,532	$241,263	$241,263	$246,087	$246,087	$251,008	$251,008	$256,028	$256,028
C	$231,895	$231,895	$236,532	$236,532	$241,263	$241,263	$246,087	$246,087	$251,008	$251,008	$256,028	$256,028	$261,149	$261,149
Vice Principal/SPED Director														
D*	$208,513	$208,513	$212,769	$212,769	$217,024	$217,024	$221,364	$221,364	$225,791	$225,791	$230,308	$230,308	$243,074	$243,074
E	$212,769	$212,769	$217,024	$217,024	$221,364	$221,364	$225,791	$225,791	$230,308	$230,308	$243,074	$243,074	$247,935	$247,935
F	$217,024	$217,024	$221,364	$221,364	$225,791	$225,791	$230,308	$230,308	$243,074	$243,074	$247,935	$247,935	$252,894	$252,894
Director														
G*	$152,388	$152,388	$155,264	$155,264	$158,139	$158,139	$161,301	$161,301	$164,527	$164,527	$167,818	$167,818	$171,175	$171,175
H	$155,264	$155,264	$158,139	$158,139	$161,301	$161,301	$164,527	$164,527	$167,818	$167,818	$171,175	$171,175	$174,599	$174,599
I	$158,139	$158,139	$161,301	$161,301	$164,527	$164,527	$167,818	$167,818	$171,175	$171,175	$174,599	$174,599	$178,091	$178,091
Assistant Director														
J*	$140,887	$140,887	$143,763	$143,763	$146,638	$146,638	$149,513	$149,513	$152,388	$152,388	$155,264	$155,264	$158,139	$158,139
K	$143,763	$143,763	$146,638	$146,638	$149,513	$149,513	$152,388	$152,388	$155,264	$155,264	$158,139	$158,139	$161,301	$161,301
L	$146,638	$146,638	$149,513	$149,513	$152,388	$152,388	$155,264	$155,264	$158,139	$158,139	$161,301	$161,301	$164,527	$164,527

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 230 work days. The 230 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*
****When hiring Executive Director, Board may consider past experience when determining initial placement and promotion.*

Pay Scale Group Key:
*A, D, G, J - Minimum requirements: Bachelor's Degree, Valid CA Teaching Credential, *Creditable Experience (internal candidates only)*
B, E, H, K - Valid CA Teaching Credential, Master's Degree (in related field) or Administrative Credential
C, F, I, L - Valid CA Teaching Credential, Master's Degree (in related field) and Administrative Credential

Home School Teacher (HST) Salary Table
B-Basis – 10-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
A (Minimum BA)	$72,843	$72,843	$72,843	$72,843	$73,935	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543
B (+14 graduate semester units)	$72,843	$72,843	$72,843	$73,935	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812
C (+28 graduate semester units)	$72,843	$72,843	$73,935	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099
D (+42 graduate semester units)	$72,843	$73,935	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099	$88,406
E (+56 graduate semester units)	$73,935	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099	$88,406	$89,733
F (+70 graduate semester units)	$75,045	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099	$88,406	$89,733	$91,080
G (+84 graduate semester units)	$76,171	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099	$88,406	$89,733	$91,080	$93,604
H (+98 graduate semester units)	$77,314	$78,475	$79,652	$80,848	$82,061	$83,292	$84,543	$85,812	$87,099	$89,710	$93,604	$95,477	$98,341	$101,292

Continued	15	20	25	30
H (+98 graduate semester units)	$104,333	$107,463	$110,688	$114,008

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2*

****Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

SPED Teacher Salary Table
B-Basis – 10 -month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
A (Minimum BA)	$74,665	$74,665	$74,665	$76,159	$77,684	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843
B (+14 graduate semester units)	$74,665	$74,665	$76,159	$77,684	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700
C (+28 graduate semester units)	$74,665	$76,159	$77,684	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594
D (+42 graduate semester units)	$76,159	$77,684	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594	$98,527
E (+56 graduate semester units)	$77,684	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594	$98,527	$100,498
F (+70 graduate semester units)	$79,238	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594	$98,527	$100,498	$102,509
G (+84 graduate semester units)	$80,822	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594	$98,527	$100,498	$102,509	$104,560
H (+98 graduate semester units)	$82,439	$84,089	$85,771	$87,487	$89,237	$91,023	$92,843	$94,700	$96,594	$98,527	$101,483	$104,529	$107,666	$110,896

Continued	15	20	25	30
H (+98 graduate semester units)	$114,223	$117,651	$121,180	$124,815

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.*
****Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

GE Instructional Coordinator Salary Table
B-Basis – 10-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Tier I														
A	$95,458	$97,183	$98,909	$100,634	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656
B	$97,183	$98,909	$100,634	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656	$122,049
C	$98,909	$100,634	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656	$122,049	$124,489
Tier II														
A	$98,909	$100,634	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656	$122,049	$124,489
B	$100,634	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656	$122,049	$124,489	$126,978
C	$102,359	$104,084	$105,809	$107,534	$109,260	$110,985	$112,710	$114,435	$117,310	$119,656	$122,049	$124,489	$126,978	$129,518

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

Pay Scale Group Key:
A – Minimum requirements, Bachelor's Degree and valid CA teaching Credential
B – Valid CA Teaching Credential, Master's Degree (in related field) or Administrative Credential
C – Valid CA Teaching Credential, Master's Degree (in related field) and Administrative Credential

Tier I: Coordinators who do not directly supervise instructional staff
Tier II: Coordinators who directly supervise instructional staff

High School Counselor Salary Table
C-Basis – 10.5-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
A (Minimum BA)	$76,252	$76,252	$76,252	$77,777	$79,333	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817
B (+14 graduate semester units)	$76,252	$76,252	$77,777	$79,333	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713
C (+28 graduate semester units)	$76,252	$77,777	$79,333	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647
D (+42 graduate semester units)	$77,777	$79,333	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647	$100,621
E (+56 graduate semester units)	$79,333	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647	$100,621	$102,633
F (+70 graduate semester units)	$80,920	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647	$100,621	$102,633	$104,686
G (+84 graduate semester units)	$82,539	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647	$100,621	$102,633	$104,686	$106,781
H (+98 graduate semester units)	$84,191	$85,876	$87,594	$89,346	$91,133	$92,957	$94,817	$96,713	$98,647	$100,621	$102,633	$104,686	$106,781	$108,917

Continued	15	20	25	30
H (+98 graduate semester units)	$111,096	$113,318	$115,585	$117,897

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 204 work days. The 204 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.*
****Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

Certificated Support Salary Table
C-Basis – 10.5-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Step	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15+
School Psychologist, Program Specialist								
Salary	$98,715	$104,637	$110,915	$117,570	$124,625	$132,101	$140,029	$148,430
Speech and Language Pathologist								
Salary	$90,264	$95,680	$101,421	$107,506	$113,956	$120,796	$128,043	$135,725
Nurse								
Salary	$79,114	$83,861	$88,894	$94,228	$99,881	$105,874	$112,227	$118,961
Occupational Therapist								
Salary	$85,839	$90,989	$96,450	$102,237	$108,371	$114,873	$121,766	$129,072

Doctorate Differential is $3000 paid in two installments in January and June.
NBC stipend is $1000 paid in two installments in January and June.
**Annualized salary includes 204 work days. The 204 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

CLASSIFIED EMPLOYEE COMPENSATION

Classified Employee Definition:
Classified employees include all employees, excluding those who fall in the definition of certificated employee. This includes, but is not limited to, non-certificated specialists, coordinators, and generalists within departments including but not limited to Accounts Payable, Operations, Enrichment, Curriculum, Human Resources, Field Trips, Community Support, Special Education, Pupil Services, and/or other departments as applicable. Classified employees are full-time employees.

Experience and Placement

- Each classified employee will be placed on the pay scale based on their recognized years of experience, which will be categorized as "equivalent" or "applicable" experience.
- "Equivalent experience" is the directly related experience of an employee to the position held or hired. "Applicable experience" is other administrative, teaching, or professional experience which is not directly related to the position held or hired.
    - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be considered as applicable experience.
    - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the pay scale will be recommended by the Human Resources Department and the Superintendent or designee will make the final decision, consistent with the School's approved budget.
- Each year of full-time "equivalent experience" will be equal to 1 year of recognized service, and each year of full-time applicable experience will be equal to a 0.5 year of recognized service up to a maximum of four (4) years. If the total years of experience is a fraction of a whole, it will be rounded up. For example, 3.5 years will be rounded to 4.0 years of recognized years of experience. To qualify as one year of equivalent or applicable experience, the employee must have performed work for at least 75% of the work year as full-time employee. Part-time employees who complete 75% of the work year as part-time employee performing equivalent experience will receive 0.5 years of recognized service. Part-time employees who complete 75% of the work year as part-time employee performing applicable experience will receive 0.25 years of recognized service.
- The following criteria will be considered in the evaluation of prior experience:
    - The number of days worked in a year must be at least 180 days as a full-time employee
    - The percentage of days worked in school year
    - Position held and duties performed
    - Type of the organization and accreditation
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the years of experience as defined herein.
- Experience may be earned from other schools, school districts or any other employer as determined by Human Resources and the Superintendent or his/her designee.
- Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Classified Staff Salary Table
A-Basis – 12-month Calendar*
July 1, 2026

PAY SCALE LEVEL

Pay Scale Group	Rate Type	A	B	C	D	E	F	G	H	I	J	K	L
Tier I													
Office Tech 1	*Hourly*	$18.84	$19.22	$19.60	$19.99	$20.39	$20.81	$21.22	$21.65	$22.07	$22.51	$22.96	$23.42
	Annual	$39,187	$39,977	$40,768	$41,579	$42,411	$43,284	$44,137	$45,032	$45,905	$46,820	$47,756	$48,713
Office Tech 2	*Hourly*	$22.86	$23.33	$23.79	$24.27	$24.75	$25.25	$25.75	$26.27	$26.80	$27.33	$27.88	$28.44
	Annual	$47,548	$48,526	$49,483	$50,481	$51,480	$52,520	$53,560	$54,641	$55,744	$56,846	$57,990	$59,155
Office Tech 3	*Hourly*	$24.46	$24.93	$25.44	$25.94	$26.46	$26.99	$27.54	$28.09	$28.64	$29.22	$29.81	$30.41
	Annual	$50,876	$51,854	$52,915	$53,955	$55,036	$56,139	$57,283	$58,427	$59,571	$60,777	$62,004	$63,252
Tier II													
Office Tech 4	*Hourly*	$30.49	$31.10	$31.71	$32.35	$33.01	$33.67	$34.34	$35.02	$35.71	$36.43	$37.16	$37.91
	Annual	$63,419	$64,688	$65,956	$67,288	$68,660	$70,033	$71,427	$72,841	$74,276	$75,774	$77,292	$78,852
Office Tech 5	*Hourly*	$40.69	$41.51	$42.34	$43.18	$44.05	$44.93	$45.83	$46.75	$47.69	$48.64	$49.61	$50.60
	Annual	$84,635	$86,340	$88,067	$89,814	$91,624	$93,454	$95,326	$97,240	$99,195	$101,171	$103,188	$105,248
Office Tech 6	*Annual Salary*	$96,454	$98,391	$100,352	$102,362	$104,420	$106,500	$108,629	$110,806	$113,032	$115,304	$117,610	$119,963

Department Managers may request from the Executive Director, or his/her designee, in writing that a team member is placed into a new higher cell on the salary schedule during the fiscal year (July 1 – June 30) based on:

a. *New team member exceeding job expectations and performance after a 3-month new hire period*
b. *Team member taking on new assignments, tasks, or job responsibilities*
c. *Team member becoming highly proficient in specific skills that allow him/her to train other department members*

Tier I: Classified staff who do not directly supervise staff
Tier II: Executive-level positions and/or classified staff who directly supervise staff

**Annualized salary includes 230 work days. The 230 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.*
***Annual salary advancements are not guaranteed and are subject to the school's operational needs and/or budget approved by the school Board.*

Role/Salary Placements

- All positions are classified according to the corresponding role and/or salary placements based on the required set of skills, education, effort, and responsibility of the job assignment as indicated in the specific job description. All positions may be reclassified as necessary by the Superintendent or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Superintendent .

Advancements on Pay Scale

- An advancement on the pay scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement

Lateral Transfer

- A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Reassignments

- If an employee is approved to voluntarily transfer to another position that impacts their placement on the salary scale, their salary will be adjusted accordingly based on their applicable experience and they will be placed in the appropriate step and column on the pay scale.
- Employees who are transferred to another position that results in an adjustment to their salary and placement on the salary scale will have their salary adjusted in next payroll cycle, or when determined by the Superintendent to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale based on applicable/relevant work experience. Former employees are not guaranteed placement on the pay scale similar at the same level when previously employed.

Additional Supplement Bonus ("Supplement"):

The Superintendent may recommend a Supplement for classified staff members as set forth in this section.

- A Superintendent, in his or her sole discretion, shall determine whether an employee qualifies to receive a Supplement.
- A Supplement is not automatic and can be provided at the discretion and approval of the Superintendent, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the schedule provided by the School at the time the Supplement award.
- The Supplement shall not exceed $35,000 or 50% of annual salary, whichever is less.
- All Supplements awarded are paid for the performance of duties beyond the regular workday and normal job responsibilities and are not approved solely on the basis of position classification or payment of a previous Supplement. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Supplements will be paid in installments if the amount exceeds $1,001. If less than that amount, the Supplement will be paid in one lump sum. However, this option will not be

available where it would cause the employee to receive compensation prior to providing the service.

Blue Ridge Academy

Parent - Student Handbook



2026-2027

955 Stanislaus St., Maricopa, CA 93252

(661) 412-9363

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Blue Ridge Academy Mission and Vision Statement

Mission Statement

The mission of Blue Ridge Academy is to provide a safe, collaborative and individualized learning experience in partnership with families and the community. Our independent study model allows our students opportunities to grow in an environment of inclusion, individualization and accountability. We will provide support and resources to students and families to ensure success towards their goals academically, emotionally, and socially.

Vision Statement

The vision of Blue Ridge Academy is to support and empower students to demonstrate the values and skills that promote knowledge and critical thinking. Our students are prepared to thrive in and contribute to their communities with kindness, respect, integrity and purpose.

Description of the Program

Blue Ridge respects a family's right to educate their children and strives to offer innovative, personalized learning options for all families. Our programs engage students with a truly personalized learning plan based on their own interests and specific learning needs while preparing them for success both now and in the future. Enrollment in our independent study program is tuition free.

Our programs provide students with many opportunities:

- Learn at home or on the go with options for flexible, standards based learning pathways using choices of curriculum, online platforms, and or bundled textbook programs
- Receive guidance, support, and assistance in person and virtually from your assigned credentialed Homeschool Teacher
- Optional field trips and community events
- Numerous and diverse vendor services and programs

Schoolwide Learner Outcomes (SLOs)

At BR, we have goals for our students. They are known as our Schoolwide Learner Outcomes, and they represent what students at Blue Ridge Academy engage in and strive to achieve when they work through our program. The SLOs are a part of our school culture, and they reflect our school vision, the College and Career Readiness standards, the education of the whole child, and the values of our homeschool community. Teachers, students, and parents partner together throughout the year to review and reflect on student progress of the SLOs. SLOs are also an important part of the WASC process as they demonstrate our school's commitment to support student learning.

Blue Ridge Academy Students are…

Navigators of the Digital World

Navigators of the digital world who are proficient in the use of technology, media, and online resources

Self-Directed
Self-directed and motivated students who are able to set attainable goals to achieve academic success.

Personalized Learners
Personalized Learners who are able to thrive in the style of education that best fits their individual needs.

Independent Critical Thinkers
Independent Critical Thinkers who have the ability to problem solve, take ownership and apply their knowledge to a variety of problems.

Responsible Citizens
Responsible Citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.

Effective Communicators
Effective Communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

WASC Accreditation

The WASC process is designed to allow us to go through an in-depth self-study of our school, focusing specifically on organization, curriculum, instruction, assessment, and school culture. We take a close look specifically at our high school students and their success. In addition, we identify and reflect on our progress towards our school-wide learning outcomes (SLOs.) The WASC cycle includes targeting our areas of strength and areas of growth and the creation of an action plan to address those areas to increase student achievement.

When a school becomes accredited, it:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school's program and student transcripts.
- Fosters improvement of the school's program and operations to support student learning.
- Assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.
- WASC accreditation is important because the military often requires applicants to be from accredited schools and many school districts and universities will only accept credits from WASC accredited schools.
- Allows high school students' courses, grades, and units to be accepted at more colleges and universities.

Enrollment Requirements

Required enrollment documentation includes: Proof of age, immunization record or and proof of residence.

Student must reside within a county Blue Ridge Academy serves and provide proof of residency prior to enrollment. While attending BR, if a family moves they must submit a new proof of residence within ten days to POR@theblueridgeacademy.com.

Proof of Residency (POR): The best POR document is your most current utility bill (gas, water, or electric bill). You can also use your most current property tax bill, mortgage statement, or lease agreement. If you have one of the extenuating circumstances below, you would need to complete the corresponding forms.

- Living with a friend or relative or Transitional living: Parent Residency Affidavit Form

Parent/Guardian with Active Military Orders: Affidavit Military Family
High school transcripts are necessary for determining proper class placement and for creating Individualized Graduation Plans. Transcripts should be submitted during the enrollment process and can be emailed to the Enrollment Department.

All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application may be considered as not meeting the requirements of the school and may result in the revocation or halting of enrollment until accurate information is provided.

Enrollment in Blue Ridge is contingent upon the student, parent, and teacher signing a Master Agreement Form (school contract) prior to the commencement of instruction and services. Parent and student will not have access to curriculum or planning amounts until the Master Agreement is signed and returned.

All Blue Ridge Academy students will be enrolled in their age appropriate grade level, unless a previous school has officially approved a retention or promotion.

Our school is a full-time, general education, independent study program; not a supplemental program or a part-time program. A student may not be dual enrolled in any other private or public school.

The Parent/Guardian's Role

- Regularly support your student in daily learning during the school day, following the educational plan you and your Homeschool Teacher agree to.
- Treat all Blue Ridge Academy Homeschool Teachers and school staff with respect and professionalism.
- Ensure that communication between Homeschool teachers, staff, and Parent/Guardians focuses on the students' academic, emotional, and social needs and support, and is focused on the students' educational progress.
- Work in collaboration with your Homeschool Teacher, ensuring your student participates fully in their homeschool learning journey.
- Make sure your student participates in online or other recommended intervention supports, if needed, and as advised by your Homeschool Teacher.

- Complete and submit the monthly Student Learning Log (attendance log).
- Complete the STAR 360 online assessment 2-3 times per school year.
- Support student in attending state-mandated testing (SBAC, CAST, and Physical Fitness Test).
- Practice consistent communication to enhance collaboration through daily checks of email and phone.
- Attend scheduled Learning Period meetings with Blue Ridge Academy staff and student. (LP meetings are held in person or under specific circumstances may be temporarily approved to be held via web conference or on the phone)
- Attend other necessary meetings with Blue Ridge Academy staff and student. The meeting modality required (on the phone, via web conference, or in person), will be outlined by the school.
- Align all work, meetings, and progress monitoring with the school calendar to ensure all compliance items are fulfilled during the appropriate timeline.
- Ensure submission of all required student assignments and/or work samples as assigned by the Homeschool Teacher

It is vital that the parent/guardian follow the expectations listed above. Not maintaining these expectations could result in your Homeschool Teacher beginning the non-compliance process.

Student Behavioral Expectations

At BR learning takes place in a variety of settings. These may include, but are not limited to:

- Online learning sessions
- Public libraries, coffee shops, parks, community sites
- Vendor locations
- Blue Ridge Academy sponsored field trips, workshops, and social events

At Blue Ridge Academy, the primary focus is on student learning. Any behaviors that prevent all students from this focus will be reviewed and discussed with all parties involved. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following student behavioral expectations have been established.

1. When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
2. Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
3. No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
4. No offensive comments, language, or gestures are part of the learning environment.
5. Impersonating another person on an online platform is prohibited.
6. Use only your own username and password for any online platforms, and do not share these with anyone.
7. Do not post personal information in online environments (Phone Number, YouTube, Facebook, Physical Address, Email Address, Passwords, etc.)
8. All appropriate and respectful use of virtual platforms are maintained.

An infraction of these expectations that is deemed to be disruptive of the learning environment, is cause for removal of a student from an activity and may result in disciplinary action.

School Policy Expectations

In addition to the guidelines outlined in this handbook, all parents and students are required to follow all Blue Ridge Academy guidelines and board-approved policies. These policies are designed to ensure a safe, inclusive, and effective learning environment for all. For a complete list of board-approved policies, please visit the School Board page of the Blue Ridge Academy website.

Consequences

Staff shall enforce disciplinary rules and procedures fairly and consistently. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, and the use of alternative educational environments, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

School Calendar

As a public charter school, we offer families full-time, continued enrollment throughout the entire school year.

2026 - 2027 ACADEMIC CALENDAR

BEARS
BLUE RIDGE ACADEMY

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Date	Event/Holiday
Aug. 19	First Day of School
Sept. 7	Labor Day
Oct. 12	Indigenous Peoples' Day
Nov. 11	Veterans Day
Nov. 20-27	Thanksgiving Break

Date	Event/Holiday
Dec. 18-Jan. 1	Winter Break
Jan. 15	Last Day of Semester 1
Jan. 18	MLK Jr. Day
Jan. 19	Second Semester Begins
Feb. 15	Presidents' Day

Date	Event/Holiday
Feb. 22	Lincoln's Birthday
Mar. 26-Apr. 2	Spring Break
May 31	Memorial Day
June 2	Last Day of School

Instructional Minutes	
Kindergarten	36000
1st - 3rd	50400
4th - 8th	54000
9th - 12th	64800
Instructional Days	176

Curriculum Choices & Learning Paths

Blue Ridge's academic program is designed to be flexible and customizable, while maintaining state standards regarding rigor and content. Working together, credentialed teachers and parents design a learning plan for each student that can incorporate:

- A variety of curriculum options and platforms
- Academic support including interventions
- A child's optimal learning modalities
- Seemingly limitless enrichment resources, materials, and experiences
- School sponsored learning enrichment, field trips, and student activities
- A blend of virtual and in-person support

If you are looking for an engaging, learning platform, explore the options below managed by our Curriculum Department. Other curriculum options such as Timberdoodle, Bookshark, Moving Beyond the Page, , and many more can be ordered through the Procurify System.

Blue Ridge Academy curricula include learning paths and platforms designed to address the needs of all students including:

- English Language Learners
- Students in Special Education
- Students with 504 Plans
- Socioeconomically Disadvantaged Youth
- Homeless/Foster Youth
- Gifted & Talented

To ensure students enjoy learning and feel prepared for life after school, our Blue Ridge curriculum department works closely with partners to offer the opportunity to enroll in engaging online platforms and we encourage you to explore these options below. As well, students are provided with access to supplemental yearly subscriptions such as MobyMax, BrainPop, NetTutor, Touch-Type, Read Spell, and others. Other homeschool-friendly curriculum options can be ordered through our Enrichment department.

Objectionable Materials

Blue Ridge Academy aims to remove any barriers to learning so that all students are able to make personal and academic progress. If your family finds certain lessons or materials in a particular unit of study to be objectionable for various personal reasons, please contact your Homeschool Teacher and she/he will work with you to identify alternative lessons to meet the lesson objectives.

Curriculum: Transitional Kindergarten - 8th Grade

Transitional Kindergarten through 8th grade students enrolled in Blue Ridge Academy have many options to choose from, including various online curriculum that may beproject, text, or video-based, offered as synchronous or asynchronous, and bundled for a cost-effective option. Whatever the need, we offer homeschool-friendly options for creating a personalized learning path. . A discussion with your credentialed Homeschool Teacher and a review of our curriculum flyers will help pinpoint how to gain the most from your curriculum, based on your student's need. Below is a sample of options available to students based on their grade level. Please note that these options are not exhaustive.

TK -2nd Grade:

- Acellus
- Branches Learning
- Bridgeway Stepping Stones
- FlexPoint Virtual School
- iLead Online
- Lincoln Empowered
- McGraw Hill
- Other - Can be ordered through the Procurify System

3rd-5th Grade:

- Acellus
- ALEKS
- Branches Learning
- Bridgeway Stepping Stones
- FlexPoint Virtual School
- iLead Online
- Lincoln Empowered
- McGraw Hill
- WriteAtHome
- Other - Can be ordered through the Procurify System

6th-8th Grade:

- Acellus
- ALEKS
- ASU Prep Digital
- Blue Tent Online
- Branches Learning
- Bridgeway Bridge
- BYU Independent Study
- Edmentum EdOptions Academy
- eDynamic Learning
- FlexPoint Virtual School
- High School Math Live (HSML)
- iLead Online

- Imagine Edgenuity
- LanguageBird
- Lincoln Empowered
- LIVE Online Math
- McGraw Hill
- Mr. D Math
- Roseta Stone Silver
- Thinkwell
- Williamsburg Learning
- WriteAtHome
- YaizY
- Other - Can be ordered through the Procurify System

Curriculum: High School

BR offers an Individualized Graduation Plan (IGP) for all high school students and the curricular options to meet course requirements of the IGP. Upon enrollment, students will discuss and create an IGP with their Homeschool teacher or a High School Counselor, based on the student's short and long-term academic goals. BR provides high school students with various homeschool curricula and vendor options to meet all academic and learning needs including rigorous college prep A-G and AP courses. Students have the freedom to choose instructor-led courses or the ability to work from our A-G Guides:

9th-12th Grade:

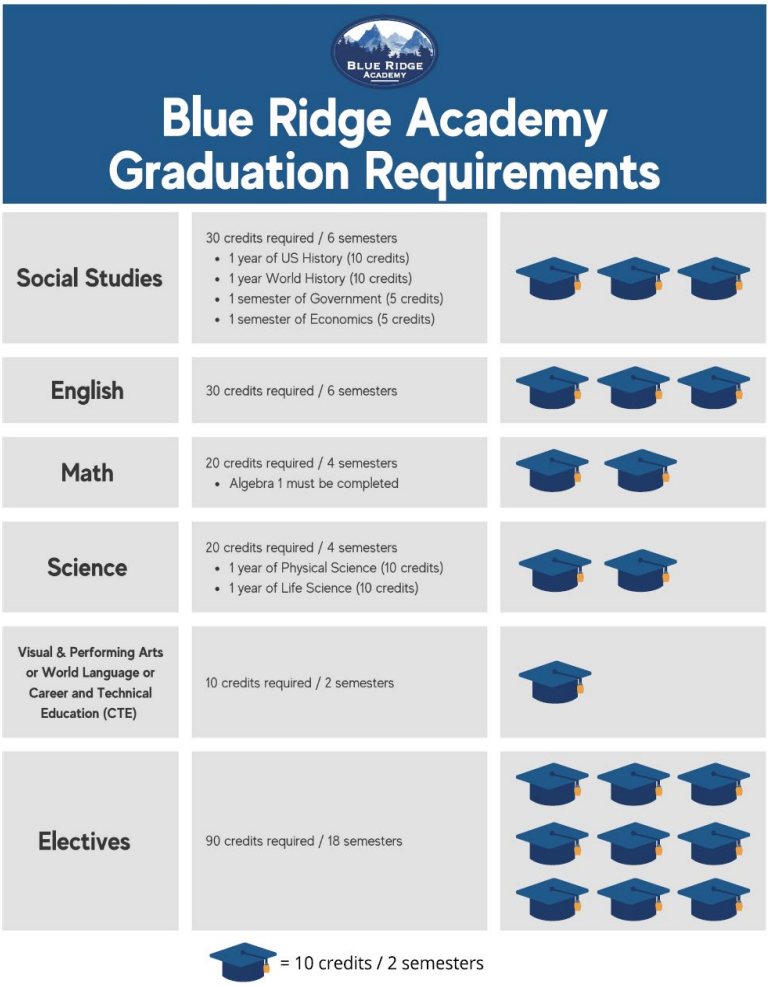
- ALEKS
- ASU Prep Digital
- Blue Tent Online
- Branches Learning
- Bridgeway Elite
- BYU Independent Study
- Edmentum EdOptions Academy
- eDynamic Learning
- FlexPoint Virtual School
- High School Math Live (HSML)
- iLead Online
- Imagine Edgenuity
- LanguageBird
- LIVE Online Math
- McGraw Hill
- Mr. D Math
- Roseta Stone Silver
- Silicon Valley High School (SVHS)
- Thinkwell
- UC Scout On Demand
- VIZIO Makeup Academy
- Williamsburg Learning
- WriteAtHome

- YaizY
- Other - Can be ordered through the Procurify System

Graduation Requirements

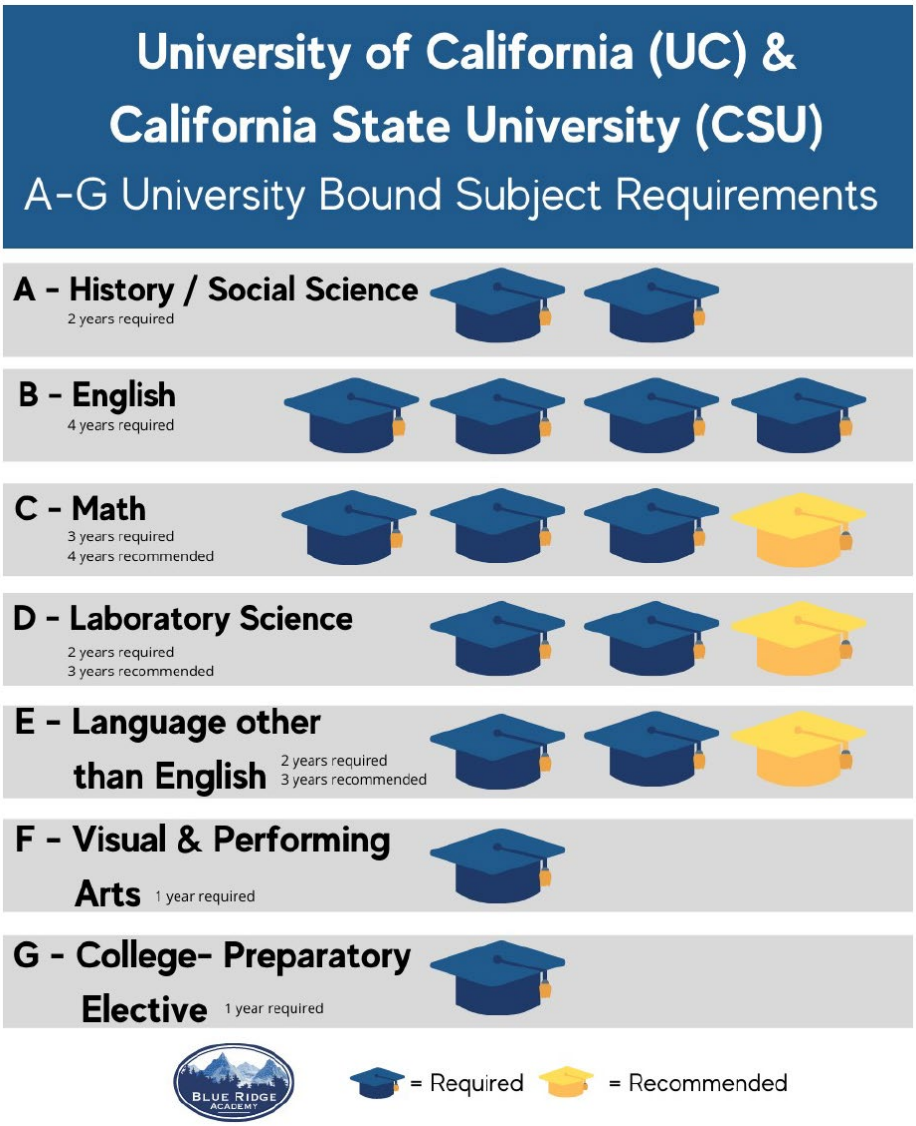
High school graduation requirements and college entrance requirements are not the same. Course selection should be based on academic, career, and personal interest. Student interests and goals should guide the path through high school.

College admission requirements will vary from school to school, it is recommended that students check admission requirements before applying to their college of choice. Students can always reach out to their Counselor if they have questions about graduation requirements or the college admission process. Graduation requirements information can also be found on our website here.



* Please note that once a subject area graduation requirement has been fulfilled, all excess credits will be rolled over to the Electives category

Suggested Course Sequence			
9th Grade	**10th Grade**	**11th Grade**	**12th Grade**
• English 9 • Algebra 1 • Physical Science *or* Earth Science • Elective / Elective • Elective / Elective	• English 10 • World History • Math • Biology • Elective /Elective	• English 11 • US History • World Language *or* Visual & Performing Arts • Elective / Elective • Elective / Elective	• Economics *and* Government • Elective / Elective • Elective / Elective • Elective / Elective • Elective / Elective



4-year College Entrance Requirements

Students who plan to apply to a 4-year college right after high school graduation should plan to meet “a- g” requirements. These requirements are mandatory for students who apply to the CSU or UC systems, and recommended for students who plan to apply to private and out-of-state colleges and universities. The “a-g” requirements are summarized below:

Students who plan to apply to the UC or CSU systems will need to take courses that are “a-g" approved. All “a-g” courses must be completed with a grade of C or better. There are alternative ways to meet “a-g” requirements through testing and community college courses. Students can check the progress of their “a-g” requirements by consulting with their counselor.

Subject requirements will vary for private and out-of-state colleges and universities. However, most students who are eligible for UC admission and fulfill the “a-g” requirements will also likely meet the admission requirements for most of the private and out-of-state colleges and universities.

Students should also plan to take the SAT or ACT. SAT Subject Tests are usually optional; however, students who are applying to specific departments or highly selective schools will want to check with the admissions office of the college or university of interest to verify requirements.

For more information, please visit the sites below:

- “A-G” Requirements
- Blue Ridge Academy A-G Course List
- SAT Information
- ACT Information

High School Elective Credit for 7th & 8th Graders

Blue Ridge Academy will grant high school elective credit for high school math, world languages, and CTE courses taken by 7th and 8th grade students. As a parent choice school, we allow 7th and 8th graders to take high school courses, but it is important to consider how taking courses in middle school will affect high school and college before choosing this option for your student. Families should read our school’s Middle School Guidelines and communicate with their HST about their intentions.

Academic Expectations

TK-8th Grade

Families choose to enroll at BR for a variety of reasons, but at the cornerstone of each decision is a supportive partnership between the family and their chosen/assigned credentialed Homeschool Teacher. Our school provides the tools and guidance for students to experience a high quality education by providing access to personalized curriculum and instruction. Students need to be engaged in learning each school day. Families and credentialed Homeschool Teachers work together to provide support for struggling students. Families are required to meet with their credentialed Homeschool Teacher once every 20 school days.

High School

All high school students enrolled at BR will discuss and create an Individualized Graduation Plan (IGP) with their Homeschool Teacher. Short and long term goals will be created based on the needs of each student. A guidance counselor is also assigned to each student and will review the IGP. Students must be enrolled in a minimum of four courses each semester and should complete a minimum of five courses each semester (25 units) to remain on track for graduation. Students are expected to meet with their teacher regularly to ensure adequate progress is made toward completing courses.

I CAN Statements

I CAN statements are family friendly guides that can be used to help your family and ensure your students are on track for their grade level. All learning objectives for Math, Language Arts, Science and Social Studies are provided, written in family-friendly language. I CAN statements help make grade level learning targets clear for families and they address the standards students of the same grade learn in all public schools.

Academic Integrity

Blue Ridge Academy urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has completed.

By definition, Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in academic work.

The following behaviors may be considered as acts that do not uphold Academic Integrity:

- Plagiarism
- Talking during a proctored exam

- Copying another student's test/assignment
- Allowing others to copy your work
- Exchanging assignments with other students (either handwritten or computer generated)
- Using a computer or other means to translate an assignment/part of a World Language assignment to another language
- Using summaries or commentaries (Cliff Notes, Spark Notes) in lieu of reading the assigned materials
- Submitting purchased papers
- Altering a grade (on a computer, on a report card, on an assignment)
- Taking an exam for someone else
- Using bribery/blackmail/threats

Any student known to have acted without academic integrity will be subject to disciplinary action in the following manner:

- **First offense:** A grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week and parent/guardian notification
- **Second offense:** A grade of F and/or 0% on the assignment/exam with no resubmit and conference with parent/guardian
- **Third offense:** A grade of F in the class, in person conference, and placement on Academic Probation for 1 year
- **Fourth offense:** Disciplinary hearing; possible expulsion from the

  school

Students placed on Academic Probation may be subject to the following consequences:

- Copy of cheating referral placed in permanent cumulative file
- Proctored unit tests and finals by a Blue Ridge Academy staff member
- Restricted from participating in school activities (field trips, prom, graduation)
- Ineligible to receive letters of recommendation from staff and faculty
- May restrict activities requiring approval, such as but not limited to, work permits, concurrent enrollment, enrichment ordering and other

Report Cards

Report Cards - TK-8th

At Blue Ridge Academy, students, parents, and teachers work in partnership to design personalized learning plans and goals. The credentialed Homeschool Teacher affirms the learning plan and is guided by the I CAN statements.

Report Cards are not required to be filed in your student's cumulative file for grades TK-8, but families may request them to be added from their teacher. While TK-8 report cards are not required, they are sometimes necessary for other student endeavors such as sports teams,

insurance, government verifications, etc. Please consider your family participation in these types of activities when deciding to request a report card in your student's Cumulative Record or not. We highly recommend that parents of 7th and 8th grade students request a report card to be filed in your student's Cumulative Record as this type of documentation is frequently requested when transitioning into a traditional high school setting. Parents of TK-8th grade students have two (2) Report Card options (Option A is the default if you do not make a selection):

- **Option A:** I would like my teacher to create a Report Card and I would like a copy filed in my student's Cumulative Record.
- **Option B:** I would like my teacher to create a Report Card and I would NOT like a copy filed in my student's Cumulative Record.

Your Homeschool Teacher will communicate directly with you to ask which option you would like for Report Cards. Each year, parent/guardian must share with their Homeschool Teacher if they require Option B, as it does not transfer from year to year.

Review of Student Work

Families share all of the learning that has occurred during their monthly meetings with their teachers and provide this portfolio of work in all subjects to their teacher throughout the year. Teachers work with the family to review and reflect on student learning. Teachers will use the shared information to determine mastery of standards and match these to the I CAN statements.

It is our school's policy and practice that individual student data is never shared with anyone other than the parent and teacher. The data is used solely to show grade level and school-wide trends for accreditation purposes.

AWRs-Assignment and Work Records

We work collaboratively with our families to create and discuss assignments each Learning Period using the Assignment and Work Record process (AWR). The HST and family review the specific needs and goals for each student. The goal is to create an individualized curricular path, via the monthly assignments, that work toward successful completion of educational goals by the end of the school year.

Report Cards - High School

All 9th -12th grade students are required to have a report card issued at the conclusion of each semester and are unable to opt out. Semester report cards will be based on progress made in the student's assigned high school courses.

Students in high school earn letter grades. High school students need to complete requirements and lessons as outlined by their Homeschool Teacher or by the High School

Content Teacher, as applicable.

The chart below shows the grading rubric for quality of assigned work:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59 and below	F

Attendance

- Parent/guardian is responsible for ensuring that their child is actively engaged in learning each school day.
- Monthly Student Learning Log (Attendance Log) must be signed and submitted to your Homeschool Teacher at the end of each month. The Homeschool Teacher will communicate with individual families/students on the collection process of this document.
- The following are acceptable reasons for not logging attendance: prolonged illness, hospitalization, bereavement, family emergency, natural disaster. In such cases the absences would be considered excused. Some instances may require verification, such as a doctor's note, to be provided to your teacher.
- Homeschool Teachers will be knowledgeable of student progress, learning, and engagement in school. This can occur at regularly scheduled meetings, calls, emails, and or other methods.
- If the Homeschool Teacher is unable to obtain knowledge of the progress, learning, and engagement in school, attempts to contact will be documented and a non-compliance letter may be sent. After multiple failed attempts to contact a family, the school may deem that enrollment in Blue Ridge Academy is not in the best interest of the student and he/she may be subject to withdrawal. (Refer to Non-Compliance Policy on page 32)

Withdrawing Your Student From Blue Ridge Academy

To withdraw your student from Blue Ridge Academy please provide your Homeschool Teacher with the following information:

- Last date of Blue Ridge Academy attendance
- Name of school or school district your student will be enrolling in
- Reason for withdrawal
- Work Sample(s) from the final date of attendance with Blue Ridge Academy

Once this information is received, your Homeschool Teacher will assist you with the materials return process and finalizing any outstanding compliance items. All school

property must be returned to Blue Ridge Academy.

Special Education

Blue Ridge Academy personnel are committed to identifying and serving students who have exceptional needs and are eligible to receive special education supports and services. Our commitment is based on the belief that all students shall have access to a high quality public education.

In cooperation with the Los Angeles County Charter SELPA, Blue Ridge Academy will work to ensure that a Free and Appropriate Public Education (FAPE) is provided to all eligible students with exceptional needs in the student's Least Restrictive Environment (LRE). Specifically, Blue Ridge Academy will comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and any other civil rights enforced by the U.S. Department of Education Office of Civil Rights (OCR), and applicable special education policies and practices of the SELPA.

For more information, please review the full Special Education Policy

Common Questions

Following are the most common questions that the special education department receives from families regarding special education at Blue Ridge Academy. Please review and contact the department which serves your child if you would like to discuss these topics further.

What is Special Education?

Special Education is specially designed instruction, supports, and services to meet the unique educational needs of individuals with disabilities, which cannot be met in the general education program. It is an integral part of the total public education system, and special education services are provided:

- In a way that promotes maximum interaction between students with and without exceptional needs;
- At no cost to families; and
- Include a full range of program options to meet the educational and service needs in the least restrictive environment (LRE). --California Education Code Section 56031

Who should you contact when you believe your child may need additional academic support?

Your assigned Homeschool Teacher is the best person to initially discuss any academic

questions or concerns with. Your Homeschool Teacher will most likely recommend interventions and/or accommodations for you to use with your child if appropriate.

In the event that you and your Homeschool Teacher need additional guidance in supporting your child, you may request for a Student Study Team (SST) meeting be held. This meeting will document the concerns of school staff and families, identify interventions attempted, and possibly recommend additional interventions. Interventions should be attempted for six to eight weeks and a second SST meeting should be held to document the student's response to intervention. Depending on the successful implementation of the intervention, the SST will contact the Assessment Team for additional support or recommendations.

How is it determined that a student is eligible to receive special education?

Assessments are the basis for Special Education eligibility, placement, and service decisions. The assessments will be done by professionals who have had specialized training and required certification/licensure. Please note: General Education teachers and parents, who know the students well, play a critical role in understanding a student's academic strengths and struggles and are essential in the process of documenting/identifying areas of needs.

When the school receives a referral for special education, the child's legal guardian will be sent an assessment plan that details the types of assessments being proposed. The child will receive a "full and individual initial evaluation" to determine if the child has a disability and what the child's educational needs are. A full evaluation means that the child shall be assessed in all areas of suspected disability within 60 calendar days of parental consent received by Blue Ridge Academy via signature on an assessment plan (timelines adjusted for student breaks over five consecutive days).

What is an Individual Education Plan (IEP)?

An IEP is a contractual, legal obligation, on the part of the school stating how the school plans to assist a student once they have been determined eligible for Special Education supports and services. The IEP document is written following the determination of a student's need and eligibility for special education.

The Individual with Disabilities Education Act (IDEA) requires that an IEP include a "statement of measurable annual goals" which allow the child to be involved in and make progress in the general education curriculum and meet each of the child's other educational needs that result from the child's disability." The IEP team develops the IEP document annually and identifies the child's needs, annual goals, objectives, adaptations, services and placement.

What is the role of the parent in an IEP meeting?

Parents are encouraged to participate in the IEP meeting by providing information on which supplementary aids and services, program accommodations, and support for the parent's role as learning coach are needed to help the child progress toward attaining progress in general education curriculum and on their IEP goals. Please speak with your Special Education teacher

further regarding the structure of IEP meetings and if you have any questions or concerns.

How are special education services provided at our independent study school?

Students with IEPs are required to participate in special education services as indicated in their IEP documents.

- Specialized Academic Instruction (SAI) is delivered virtually and is taught by experienced and credentialed special education teachers. The format of these sessions are determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech and language therapy, etc. may be provided by qualified District staff or via non-public agencies (NPA) contracted with Blue Ridge Academy. NPAs have a certification with the California Department of Education to work with school aged students and they are carefully selected by Blue Ridge Academy.

May a family maintain the same special education NPA Providers/individual therapists, if they enroll in Blue Ridge Academy and year to year?

Each NPA oversees the scheduling and availability of their services providers. Our Special Education Department will confirm an NPA's certification with the California Department of Education, establish a contract with that NPA to start services.

Please note: The Special Education Department is happy to work with families, however we are not able to guarantee that they may maintain the same NPA providers/individual therapists.

Should Special Education Teachers be included in the development of a student's education plan, designed by the Homeschool Teacher?

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's education plan, which is designed by the learning coach and Homeschool Teacher. While it is not a requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get a different perspective on how to help support a student's needs, challenges, and strengths.

Shall your Homeschool Teacher collect work samples for students with an IEP?

Blue Ridge's Work Sample policy is the same for all students.

Instructional Planning Amounts

Program Description

At Blue Ridge Academy, we focus on Personalized Learning, a philosophy that truly puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In order to allow families flexibility on their personalized learning path, BR establishes a planning amount for students for educational items and services per full school year. Parents and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as a Homeschool Teacher and the Superintendentmust approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability to provide necessary educational services to students (e.g., pursuant to a student's individualized education program). Families utilize this planning amount to work with their teachers to carefully select educational products, such as curriculum, technology items, supplemental enrichment materials, field trip opportunities, and services, such as enrichment lessons and classes to fit their goals, learning plans, and subjects outlined in their Master Agreement. The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. All orders must be secular and are approved by your Homeschool Teacher and/or our Enrichment Staff based on a school approved vendor list and school approved Enrichment Guidelines. Instructional Planning Amounts cannot be transferred between students.

Product:

- Academic Enrichment Materials
- Curriculum
- Technology Items*
- Educational Field Trips

Service:

- Fine Art Lessons & Classes
- Performing Art Lessons & Classes
- Academic Enrichment Classes
- Physical Education Classes
- Tutoring Services
- Driver's Education Courses
- Cooking Classes
- Gardening Classes
- Reading and Writing Classes
- STEM Classes

**The Technology Acceptable Use Acknowledgement must be signed in order to receive the technology equipment. All families receive this form through email at the beginning of the year.*

All families will have access to the list of approved vendors/service providers and

product/material items. This list is updated on a daily basis throughout the school year.

Instructional Planning Amounts are state funds and are not the property of the parent, nor is any material ordered through these planning amounts. All materials ordered through BR with state funding are the property of BR. Materials are loaned to enrolled students for educational purposes only. The items must be returned to the school at the commencement of the withdrawal process. All materials must be returned to BR within thirty days. Families may be billed for any items not returned and student transcripts may be held until all materials are returned.

How to Request Services/Products

1. Log into the Blue Ridge Academy Procurify platform to request any service or product.
2. The first time a family uses a vendor for service, they will need to sign and submit a mega waiver form.
1. If families are requesting a service, an Enrichment Certificate will be created and sent via email to the parent, HST, and vendor. Students are not able to start services without an Enrichment Certificate.
2. Families will present the Enrichment Certificate to the vendor.
3. Each vendor will invoice Blue Ridge Academy for the services listed on the certificate.
4. Families must place an order for services prior to the start of services. Back dated service orders will not be approved.
5. Blue Ridge Academy pays vendors directly. Parents should not pay vendors for Blue Ridge Academy Student services as we cannot provide payment/reimbursement to families.
6. To request technology products offered exclusively by our Technology Department (i.e. laptops, MacBooks, tablets, and accessories), please visit the Tech Catalog on our Procurify system. This catalog offers a curated list of current items which require configuration or standardization.

How to Request New Vendors

- If a family would like to use a vendor that is not currently on the approved vendor list, a vendor request can be submitted using this link: Vendor Request Survey <u>Please note that survey submissions are not guaranteed approvals.</u>
- Vendors must meet criteria that include but are not limited to one or more of the following:
  - Services provided must be non-sectarian
  - Vendor may not be located at or affiliated with a school, preschool, or daycare facility
  - Services may not be provided to relatives (e.g., child, grandchild, niece/nephew, sibling, etc.) of the vendor (or its employees)
  - Vendor must be recognized as a valid California business with a social media, web page, or another online business site with verifiable services
- Product vendors do not need to be pre-approved.
- Our Vendor Team will contact the vendor.
- All services must be approvable service per the Blue Ridge Academy Enrichment Guidelines.

- The vendor approval process is largely dependent on how quickly a vendor returns their application and supporting documents. The process could take a couple days to a couple of weeks. Our goal is to have the vendor approval process completed within two weeks.

Blue Ridge students are expected to comply with all Board approved policies. Please review the full Educational Materials and Restitution Policy.

Tech Catalog

Choosing technology can be overwhelming. Our Tech Catalog helps simplify your selection by providing a curated list of qualified devices, items, and accessories. All items offered meet internal standards of quality, performance, value, availability, and support. These items can be obtained with Instructional Planning Amounts.

Some technology items (e.g. laptops, MacBooks, tablets and printers) require specific configurations, must meet certain standards or be purchased through select suppliers, channels, or agreements.

Tech Costs

Most Tech Catalog items are business-class devices and are not found in local retail stores, so be certain you are comparing the exact same models and specs. Remember, all taxes (ex. sales tax) and fees (ex. shipping, CA e-waste disposal) are also included in the price you see. Unfortunately, we are not able to price match.

Tech Catalog pricing also includes software and device licenses, school compliance features, management services, enhanced warranties and damage protection, solid state drives (SSD), protective cases, asset tagging and inventory, packaging materials, shipping both ways, and lifetime support for the device is standard. These items are factored into the Planning Amount cost of Tech Items.

The following limits have been placed for tech devices assigned to students and families:

- 1 computer per student
- 1 tablet per student
- 1 printer per student

Technology devices are expected to be usable for 3 years or more, this includes laptops, Chromebooks, MacBooks, and tablets. Prior approval is required to order a similar device within the 3 years. Please save the original box the device came in to use upon return.

If you are ordering a new similar type of device, like a laptop for a laptop, you need to send the old device back to the tech department prior to receiving the new device. Please reach out to the helpdesk@theblueridgeacademy.com for a shipping label to send the old device back.
If the device is damaged or broken within 3 years, please put in a help desk ticket and we will review the device to see if it can be repaired or a loaner provided.

How to place an order

Tech devices are now available through the Procurify System and can be ordered in the same fashion as other enrichment items. Please review the tech options on your Procurify account.

Public Wifi Access

All Blue Ridge Academy student devices have a 3rd party content filter on them to block out malicious websites and harmful or inappropriate content. Student devices with the content filter cannot connect to public wifi connections with a captive portal (redirect page), examples include Starbucks, Panera, and Marriott. Alternatively, devices can connect to public wifi that does not have a captive portal when connecting.

Tech Department Returns

All Tech items are the property of BR and returns can be submitted to our Technology Department. Please contact us for detailed directions on how to return item(s).

The school is unable to sell any enrichment/technology items to families.

For Tech support or questions, please call or email:
helpdesk@theblueridgeacademy.com , (661) 379-6145

Parent-Student Information Technology Acceptable Use Policy

Blue Ridge Academy is committed to providing our students with access to technology, information, and digital resources while fostering safe, responsible, and ethical learning environments. The Charter School is committed to upholding important security, privacy, and safety regulations, protocols, and standards. Users of the Charter School's devices, networks, accounts, and other resources must adhere to the Charter School's policies. Users are also

expected to fully comply with local, state, and federal regulations. Failure to adhere to these policies or regulations may result in discipline, legal action, or other remedies determined to be within the rights of the Charter School. Relevant regulations include (but are not limited to):

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPAA)

The purpose of the Blue Ridge Academy Governing Board approving this Parent-Student Information Technology Acceptable Use Policy is to accomplish the following:

1. Define Technology Use Terms and Phrases
2. Identify the User Responsibility
3. Outline Acceptable Use of Resources
4. Outline Unacceptable Use of Resources
5. Outline the Expectation of Privacy
6. Define Cyberbullying
7. Outline Stolen Technology Procedures
8. Outline the Student Departure Procedures
9. Identify the Disclaimers and Acknowledgements
10. Establish the User Agreement

1. **Definitions:**
   - ***School*** *or* ***Organization*** *or* ***We*** – the Charter School
   - ***ITD*** – Blue Ridge Academy Information Technology Department
   - ***You*** *or* ***Your*** *or* ***I*** - the parent/guardian, student, and signer of this Acceptable Use of Technology Policy
   - ***Resources*** - devices, systems, services or networks owned, operated or issued by the Charter School.
   - ***User*** - any person(s) accessing or utilizing the Charter School's resources that is not a resource operator
   - ***AUP*** – Parent-Student Information Technology Acceptable Use Policy

2. **User Responsibilities:** Access to the Charter School's technology, resources, and support is a privilege which offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this AUP document.

   - You agree to learn about and comply with all information outlined in this AUP document

   - Persons to whom items are assigned are expected to exercise reasonable care to protect those items against damage, loss and theft. "Reasonable care" is defined as:
     - Never leaving items unattended

- Never lending, giving or releasing items to a person other than an employee of the ITD or Charter School
- Never removing protective accessories or features (e.g. cases, bumpers)
- Keeping items away from dangerous conditions (e.g. liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear

- You must immediately report damaged, lost, or stolen items/resources. Items reported stolen or missing will require a police report.

- Parents/guardians are expected to provide supervision and monitor device/Internet access and usage.

- You are expected to make a reasonable effort to protect your passwords, information and data.

- You are obligated to notify the ITD of continued access to resources beyond student departure (e.g. withdrawal, graduation, expulsion) in the event the ITD has not contacted you to do so.

- **Items, devices and resources issued by the Charter School are School property and must be returned or relinquished to the Charter School upon request.**

3. **Acceptable Use of Resources:**
   - All of the Charter School-issued accounts are intended solely for use by the person authorized to use the account.

   - When sharing or exposing personal information or data online, extreme caution should be exercised.

   - Any information or communication accessible via any of the Charter School networks should be assumed private property.

   - The Charter Schools reserves the right to verify whether specific uses of the Charter School technology or networks are consistent with this acceptable use policy.

   - The Charter School is bound by certain licensing agreements. Users are expected to comply with those agreements.

   - Educational and instructional use as related to the Charter School only.

4. **Unacceptable Use of Resources:**

- All commercial or personal for-profit usage is prohibited.
- The access, use or transmission of objectionable material (e.g. materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
- Violation of any local, state, or federal laws as well as School, board or administrative policies are prohibited. (e.g. Federal copyright laws - Title 17, USC)
- Any attempt to circumvent the Charter School's security measures, content filters or access restricted resources is prohibited.
- All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of *California's unauthorized computer access law, Penal Code 502(c) PC.*
- The intentional collection, mining, or uncovering of personal information, files, passwords belonging to a user other than yourself is prohibited.
- Impersonation of any user other than yourself is prohibited.
- Unauthorized falsification or modification of any school records is prohibited.
- The collection or transmission of personal information (e.g. home address, phone number, personal email) which may be useable to identify an individual without written consent is prohibited.
- Political lobbying or advertising is prohibited
- Unauthorized maintenance, service, repairs, or upgrades are prohibited. The Charter School's owned or operated resources must be maintained by the ITD or authorized third parties.

5. **Expectation of Privacy:** For email, networks, systems, and other resources owned or operated by the Charter School, users should have no expectation of privacy. The Charter School reserves the right to manage and monitor all aspects of its own resources. The following are examples of actions which may be performed for reasons deemed legitimate by the Charter School:

    - Obtain emails, messages, and their attachments transmitted to or through the Charter

School's owned or operated email systems

- Monitor an individual's use of the Charter School's owned resources
- Locate or track the location of the Charter School's owned resource
- Confiscate, search, disable, or wipe any of the Charter School's owned device, item or their contents/data

Personal devices are private. The Charter School must obtain permission to access personal devices.

6. **Cyberbullying**: Cyberbullying is the use of technology resources to willfully harm either a person or persons through electronic systems (e.g. texts, photos, videos. messages, social media). Examples of this behavior include, but are not limited to:

   - Transmitting false, cruel, hateful, or embarrassing information or media targeting others
   - Creating posts or websites that have stories, cartoons, pictures or jokes ridiculing others
   - Unauthorized access to any resource (e.g. social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
   - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and transmitting that information or media to others
   - Posting of a student picture without their permission.
   - The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health.
   - **Stolen Technology:** The Charter School provides:Remote security to monitor and protect each device
   - Reporting tools that give hardware and software information
   - Web filtering to protect students on and off school networks
   - Adherence to CIPA regulations around internet security policies

Additionally, we reserve the right to utilize digital features for the purposes of recovering property that is believed to be lost or stolen.

The Charter School will work with local law enforcement to recover any stolen device.

The Charter School's ITD always tries to take the most cautious and diplomatic approach when attempting to recover any stolen items. Three attempts will be made to contact the parent using all forms of communication. Once our attempts have been unsuccessful, a police report is established for further investigation. ITD will then continue their process by tracking the device, contact the person in question, communicate with local law enforcement and if found provide a warrant to search for the device.

If a student has a lost or stolen device while still enrolled with the School, please report the device to local law enforcement and contact the ITD to begin the investigation process. ITD will do their best to recover and replace any device that has been reported as lost, stolen, or missing. A police report must be provided prior to starting the investigation.

For more details, please contact: helpdesk@theblueridgeacademy.com.

7. **Student Departure:** Upon student departure (e.g. withdrawal, graduation, or expulsion) from the Charter School, all issued items must be returned within 30 days. Prepaid return labels may be provided at no cost. Please reach out to your homeschool teacher for complete details regarding returns.

   If all attempts to collect a device are unsuccessful, the matter will be handed over to local law enforcement and pursued on behalf of the Charter School. Any missing technology will also be added to the student's records and you may be held financially responsible for the device cost.
   For information regarding technology returns, please review the Charter School's *Tech Centre and Issued Technology Agreement* or contact ITD at helpdesk@theblueridgeacademy.com.

8. **Disclaimer & Acknowledgements:**
   - The Charter School reserves the right to modify its policies and rules at any time.

   - **ALL DEVICES, ITEMS AND SOFTWARE ISSUED BY THE CHARTER SCHOOL ARE SCHOOL PROPERTY.** YOU ARE REQUIRED TO RETURN ALL ITEMS ISSUED TO YOU UPON REQUEST BY OR DEPARTURE FROM THE CHARTER SCHOOL. We reserve the right to issue penalties (e.g. denial of access to resources, withholding of transcripts) or seek legal remedies in response to non-compliance.

   - Access to the Charter School's technology, resources and support is a privilege, not a right. These privileges are offered at the discretion of the Charter School.

- The Charter School will not be held liable for the information or data retrieved, stored, or transmitted by means of the Charter School owned or operated resources, devices, networks, or systems

- Users should not have an expectation of privacy in the use of the Charter School's resources, email, systems, networks

- Illegal activities performed using the Charter School's devices, networks, and systems will be reported to the proper authorities when discovered

- The Charter School will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries

- The Charter School's issued property reported as lost, missing, or stolen may be remotely tracked, located and/or disabled at the discretion of the Charter School.

- The Charter School may confiscate and search any of the Charter School's resource for any reason deemed reasonable by the Charter School including in response to violation of school policies or government regulations

- The Charter School is not in any way an Internet Service Provider

- Parents/guardians are held financially responsible for all willfully damaged or lost properties. If properties are lost or willfully damaged, students and/or parents/guardians shall be responsible for restitution equal to the current replacement cost of the materials. If payment is not made, the Charter School may withhold the student's grades, diploma or transcripts, provided, certain due process is met.

- When ordering, all tech items are subject to availability and may be substituted for a similar product based on supply. The following limits have been placed for tech devices assigned to students:
  1 computer per student
  1 tablet per student
  1 printer per student

  To provide access for all students, Blue Ridge Academy Tech Store offers a baseline option of technology items for students to select without using the student's planning amount. Previously issued devices need to be returned prior to issuing a like device. Technology devices are expected to be usable for 3 years or more, including laptops, Chromebooks, MacBooks, and tablets. Prior approval is required to order a similar device within 3 years. Please save the original box the device came in to use upon return. If you are ordering a new similar type of device, like a laptop for a laptop, you need to send the old device back to the tech department prior to receiving the new

device. Please reach out to the helpdesk@theblueridgeacademy.com for a shipping label to send the old device back.

- If the device is damaged or broken within 3 years, please contact ITD and they will review the device to see if it can be repaired or a loaner provided.

- All Blue Ridge Academy student devices have a 3rd party content filter on them to block out malicious websites and harmful or inappropriate content. Student devices with the content filter cannot connect to public wifi connections with a captive portal (redirect page), examples include Starbucks, Panera, and Marriott. Alternatively, devices can connect to public wifi that does not have a captive portal when connecting.

9. **User Agreement Statement:** I have read, understand, and will abide by the PARENT-STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY when using any of the Charter School's technology and other electronic resources issued, owned or operated by the Charter School. I further understand that any violation of the policies above is considered unethical, may subject my child to disciplinary actions and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement, I understand my access to any of the Charter School's technology resources may be limited, revoked or returned and disciplinary and or legal action may be taken.

Non-Compliance Policy

Blue Ridge Academy Homeschool Teachers partner with families to educate students enrolled in our programs. The partnership is effective if students and parent/guardians are actively participating in our program and meeting enrollment requirements.

Indications that a student is not actively participating in our program include:

- Non-attendance
- Missing or refusing to schedule meetings
- Unable to contact
- Not meeting enrollment requirements
- Not submitting requested work samples
- Making inadequate progress
- Not participating in internal benchmark testing

In these instances, BR may:

- Contact the family by phone and email requesting resolution within two school days.
- Two school days later, if there is not a satisfactory resolution, the Homeschool Teacher will attempt to contact the family again by phone, email, and a letter of non-compliance will be sent to the address on file. The letter will request a

resolution within five school days.

- If the issue is resolved, the parent/guardian and teacher will confer to review expectations and create a plan to maintain compliance.
- If the issue is not resolved, the Homeschool Teacher will attempt to contact the family again by phone, email, and a second letter of non-compliance will be sent to the address on file. The letter will request a resolution within five school days. In addition, an Administrative Conference Call will be scheduled to be held no sooner than six days of the date the letter was sent.
- It may be deemed, at that time, that independent study is not the best educational placement for the student and the student may be withdrawn.
- Should a student be Administratively Withdrawn, the student is not eligible to re-enroll in the school for at minimum, one full academic school year.
- Enrichment and Curriculum orders will be put on hold until compliance issues are resolved.

Blue Ridge students are expected to comply with all Board approved policies. Please review the full Non-Compliance Policy.

Work Samples

To meet California Independent Study Guidelines, Work Samples will be required and collected at the end of each Learning Period. Students are required to submit work samples as requested by their Homeschool Teacher to demonstrate and document student learning. Failure to provide work samples may jeopardize your child's enrollment status at Blue Ridge Academy.

Acceptable Work Sample Criteria:

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Includes student's first/last name, subject, and date in the top right hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them

Non-Compliant Work Samples Include:

- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period

- Samples completed on non-school days such as weekends and holidays
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Testing & Assessment

Assessment data is critical to Blue Ridge Academy. Essentially, assessments are one indicator of student learning. Using assessment data is not only a healthy thing to do internally as a school community, but also a required part of the WASC accreditation process and the charter renewal process.

WASC accreditation shows that a school has met and is maintaining a high level of standards. Furthermore, having WASC accreditation validates the integrity of the school's program for transfer students and transcripts for university acceptance. Many of our families put great value on WASC accreditation. In order to receive WASC accreditation, a school must go through a rigorous process of describing, demonstrating, and evaluating its instructional program through a school-wide action plan.

It is a wonderful accomplishment for a school to be accredited, but the work is not finished. Maintaining accreditation is an ongoing cycle of managing change and improvement through regular assessment, planning, implementing, monitoring and reassessing. Blue Ridge Academy is involved in the WASC cycle.

Assessment data is also an important piece in our charter renewal process. All charter schools are authorized by a sponsoring school district. The authorizer is granting permission to the petitioning organization to make their own independent decisions and operate their own school. In return, the charter school needs to demonstrate compliance with the essential terms of the charter, which include Ed Code, student achievement, governance, reporting requirements, etc. Blue Ridge Academy must remain in good standing with the authorizer. Without authorization, we have no charter! Authorizers gauge compliance and achievement with assessment data. Scores at the individual student level are never shared, and privacy of student names is maintained according to federal laws that protect students.

Regular benchmark testing is important for understanding a student's learning process and needs and is required as being a part of Blue Ridge Academy. Failure to participate in benchmark testing during the assigned assessment window will trigger non-compliance. The school will begin the non-compliance process based on school policy, which may result in administrative withdrawal.

State Standardized Tests – California Assessment of Student Performance and Progress (CAASPP)

As students of a public charter school, our students participate in the following state standardized tests:

- Grades 3 – 8: Smarter Balanced Assessment Consortium (SBAC)
- Grade 11: Smarter Balanced Assessment Consortium (SBAC)
- Grades 5, 8, and one time in High School during the year of their last science course: California Standards Test for Science (CAST)
- Grades 5, 7 and 9: Physical Fitness Test (PFT)
- ELPAC: English Language Proficiency Assessments for California (English Learners only)

As a public charter school we receive state funds that each student accesses when they use their Instructional Planning Amount.

Participation rates are critical to the success of our school. A public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its students participate in any assessment, the school runs the risk of receiving a serious penalty by the state of California.

Notwithstanding any other provision of law, a parent's or guardian's written request to Charter School officials to excuse their child from any or all parts of the CAASPP shall be granted.

Blue Ridge Academy faculty administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing will be made available to parents that would like a copy.

Often our families have questions or concerns about the SBAC/CAST assessments. At Blue Ridge Academy we want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We have created Parent Testing Videos and Resources for this purpose. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

Non-Participation in Testing

Students who do not participate in the CAASPP and CAST assessments during the applicable grades (CAST for grades 5, 8, and 11; CAASPP for grades 3-8 and 11) will be provided an alternative grade-level, proctored exam, currently CAASPP Interim Assessment. As described in the Parent Student Handbook, it is essential for the School's and the student's success that all students participate in school-wide testing and students who do not participate in either the CAASPP and CAST assessments or the alternative assessment (CAASPP Interim Assessment), will not be allowed to re-enroll the following school year.

Star 360

Blue Ridge Academy believes that ongoing assessments will help to inform instructional

practices. The Star 360 is not designed to find flaws but rather to build strength and skills necessary to become successful in the student's educational career.

BR chose Star 360 because of its adaptive and non-adaptive nature and the diagnostic tool pinpoints students' needs down to the sub-skill level. Star 360 provides data-driven insights and support for successful implementation of the new standards. BR will provide the parents with the results of Star 360, so the parent and teacher can work together to create a personalized learning plan for each student.

Assessments allow our teachers to monitor student growth and performance consistently and continuously over a student's entire K-12 career. The questions will automatically change the level of difficulty, thus "adaptive," based on student response patterns.

Star 360 Testing will occur up to three times a year, typically in the fall, winter, and spring of each year.

Testing for English Language Learners

California state law requires that the ELPAC be given each year to English Learners. The ELPAC (English Language Proficiency Assessments for California) is a test that measures how well a student can listen, speak, read, and write in English. The purpose of ELPAC is to ensure all students receive adequate support to succeed.

New students that have declared another language besides English on their home language survey must be assessed. This includes TK students. Students that have been previously designated as English Learners at another public school (even if it was years ago) must be tested by law every year until they reach a level of proficiency and are reclassified. At that point they will no longer need to take the test.

Records Department

The Records Department supports families by maintaining student records and will process requests for various documents such as work permits, enrollment verification, report cards, and transcripts.

Document Requested	Expected Time of Processing
Work Permit	2-3 Business Days
Enrollment Verification	2-3 Business Days
Copies of Grades & Official/Unofficial Transcripts	3-5 Business Days
Copies of CUME (Student Records)	3-5 Business Days

Work Permits

There are two types of work permits: Entertainment and Non-Entertainment

- **Entertainment Work Permits** are obtained from the entertainment industry employer, filled out, and sent to records@theblueridgeacademy.com**,**
- **Non-Entertainment Work Permits** are different. Before the Records Department can fill out a regular work permit, the employer needs to provide the student a **B1-1** permit (think of this as the permit to attain a permit). This is important because it tells our department where the student wishes to work. Once the **B1-1** permit is sent to records@theblueridgeacademy.com, one of our Records specialists will fill it out and provide a **B1-4 a**t the same time. The **B1-4** is the actual permit.

It is within the discretion of the school to determine whether a minor, who is still subject to the state's compulsory education laws, may obtain a work permit and, therefore, be employed to work. Students must be in good academic standing and in compliance with all school policies to be eligible for a work permit.

*Examples of good academic standing include but are not limited to:

- The student having C's or better in all subjects and is completing sufficient work based on our non-compliance process.
- The student is compliant with all school policies.
- The student is not missing work samples or attendance or in the non-compliance process.

*Please note this list is not exhaustive and the school will review the student's specific situation prior to issuing a work permit.

Concurrent, College Enrollment Exceptions

For all concurrent, college enrollment requests, please send applications and inquiries to your HST and Guidance Counselor. There is a minimum five (5) business day turnaround for these applications, so please plan accordingly.

Call (661) 412-9363 if you have any comments, questions, or concerns regarding the Records Department.

Harassment

It is the policy of BR to prohibit harassment by any means, including but not limited to: sexual, physical, verbal, written, electronic, mental, emotional and visual harassment, intimidation, bullying, and cyberbullying. Whether direct or indirect, such intentional acts substantially harm and interfere with a student's education, threaten the overall educational environment, and disrupt the operation of school.

Harassment for any reason including, but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental

disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is a violation of both state and federal law. Verified harassers may face loss of computer or other special privileges, suspension, or expulsion. Any disciplinary action will be determined by the school administrators and board of directors. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials. Harassers may also be subject to civil and criminal liability for any such unlawful behavior.

BR will take measures against harassment. This includes any act that takes place on or immediately adjacent to the location of any school event, at any school-sponsored activity, on school-provided transportation, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interfere with the rights of students to be secure.

In situations in which electronic or cyber bullying originates from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be so severely disruptive of the educational process that it markedly interrupts or severely impedes the student learning.

It is important to understand that jokes, stories, cartoons, nicknames, the sending or posting of inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and comments that violate school, state, and federal law may be offensive to others and will not be tolerated.

If you feel you have been a victim of harassment or are being bullied, inform your Homeschool Teacher or school administrator immediately. Keeping quiet or ignoring the problem will not make it go away. The teacher or school administrator will document the events, contact the appropriate parties, and appropriate steps will be taken.

Grievance Policy and Procedure

BR is committed to achieving student/family satisfaction. The following procedure was developed to ensure that student, family and Blue Ridge Academy staff grievances are addressed fairly by the appropriate persons in a timely manner. BR prohibits discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or mental disability, race, color, gender, national origin, sexual orientation or religion.

The parent/guardian will address in writing any concern or grievance initially with the student's Homeschool Teacher and supervisor. Both Homeschool Teacher and supervisor will respond within ten (10) school days.

If the concern or grievance is not resolved, the parent/guardian may, within ten (10) school days, request a meeting with school leadership to discuss the concern or grievance. The Sr. Director will investigate and respond with ten (10) school days.

A written email and letter will be sent to the family that will address the concern and outcome.

Appendix A: Nondiscrimination Statement

Nondiscrimination Statement

The Charter School does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School Board of Directors shall not refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, or members of other ethnic, cultural, religious, or socioeconomic status groups. The Charter School Board of Directors shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use of such would subject a student to unlawful discrimination pursuant to Education Code section 220.

The Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

The Charter School does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. The Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with the Charter School's charter and relevant policies.

The Charter School does not request nor require student records prior to a student's enrollment.

The Charter School shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

Pursuant to California law and the California Attorney General's guidance to K-12 schools in responding to immigration issues ("Guidance"), Charter School provides equal access to free public education, regardless of a student's or their parent's or guardian's immigration status or religious beliefs. The complete Guidance, including Appendix G – Know Your Rights can be reviewed via the following link: https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf

The Charter School is committed to providing an educational atmosphere that is free of unlawful

harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). The Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Charter School Uniform Complaint Procedures ("UCP") Compliance Officer:

Name:	Samantha Haynes
Address:	955 Stanislaus Street Maricopa, CA 93252-9779
Phone:	(805) 638-7321
Email:	samantha.haynes@theblueridgeacademy.com

The lack of English language skills will not be a barrier to admission or participation in the Charter School's programs or activities. The Charter School prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

Appendix B: Complete Policies

Family Educational Rights and Privacy Act (FERPA) Directory Information Policy and "Opt-Out" Notice
Blue Ridge Academy is committed to ensuring that the Charter School complies with the Family Education Rights and Privacy Act (FERPA) and the disclosure of directory information.

The purpose of the Blue Ridge Academy Governing Board approving this Family Educational Rights and Privacy Act Directory Information Policy and "Opt-Out" Notice is to accomplish the following:
1. Establish the Release of Directory Information
2. Define Directory Information
3. Identify the "Opt-Out" Notice Procedure

1. Release of Directory Information: "Directory information," which is defined as set forth below, may be released to requestors in limited circumstances by the Charter School without additional notice to parents/guardians unless the parent/guardian "opts out" of such disclosures, in writing. State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. However, the Charter School 's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT the Charter School will release such information to requestors that engage in political advocacy, lobbying, or information dissemination related to California charter schools.

2. Definition of Directory Information: Blue Ridge Academy has designated the following information as directory information:

- Parents'/guardians' names
- Address
- Electronic mail address
- Dates of attendance
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

3. "Opt-Out" Notice: If a parent/guardian does not want the Charter School to disclose the parent/guardian's contact and other directory information from his/her child's records to such persons or entities without the parent/guardian's prior written consent, the parent/guardian must notify the Charter School in writing within two weeks of receipt of this policy.

Foster Youth Policy
The Governing Board of Blue Ridge Academy (the "Charter School") desires to ensure that foster children are provided equal access to the same free, appropriate public education provided to other children and youth. Foster students will be given access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Foster students will not be stigmatized or segregated in a separate school or program based on the student's status as foster youth. The purpose of the Blue Ridge Academy Governing Board approving this Foster Youth Policy is to accomplish the following:
1. Define Foster Child/Student/Youth and School of Origin
2. Establish a Foster Child Liaison

3. Outline Admission Requirements for Foster Children
4. Outline the Rights of a Former Foster Children
5. Outline Course Work and Graduation Requirements for Foster Children
6. Establish Transportation Requirements for a Foster Children
7. Outline Who Has Access to Records for Foster Children

1. Definitions:

• Foster child/student/youth means a child who has been removed from his or her home pursuant to Welfare and Institutions ("W&I") Code section 309, is the subject of a petition filed under W&I sections 300 or 602, or has been removed from his or her home and is the subject of a petition filed under W&I Code sections 300 or 602.

• The Charter School is the school of origin when the student attended the Charter School when permanently housed or was last admitted at the initial detention or placement or subsequent change in placement of a foster child. If the school the foster child attended when permanently housed is different from the school in which the foster child was last admitted, or if there is some other school that the foster child attended with which the foster child is connected and that the foster child attended within the immediately preceding 15 months, the foster child liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, shall determine, in the best interests of the foster child, the school that shall be deemed the school of origin.

2. Foster Child Liaison: The School's foster child liaisons are:
   - Dr. Loretta Burns, loretta.burns@theblueridgeacademy.com
   - Bambi Ballesteros, bambi.ballesteros@theblueridgeacademy.com

The School's foster child liaison is required to do all of the following:

• Ensure and facilitate the proper educational placement, enrollment in school and checkout from school of foster children.

• Assist foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

• Notify the foster child's attorney and the appropriate representative of the county child welfare agency of pending expulsion proceedings if the decision to recommend expulsion is a discretionary act, pending proceedings to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act, and, if the foster child is an individual with exceptional needs, pending manifestation determinations if the School has proposed a change in placement due to an act for which he decision to recommend expulsion is at the discretion of the Superintendent.

• The foster child liaison, in consultation with, and with the agreement of, the foster child and the person holding the right to make educational decisions for the foster child, may recommend, in accordance with the foster child's best interests, that the foster child's right to attend the school of origin be waived and the foster child be enrolled in a public school that pupils living in the attendance area in which the foster child resides are eligible to attend.

• Before making a recommendation to move a foster child from his or her school of origin, the foster liaison shall provide the foster child and the person holding the right to make educational decisions for the foster child with a written explanation stating the basis for the recommendation and how the recommendation serves the foster child's best interest.

• If the foster child liaison, in consultation with the foster child and the person holding the right to

make educational decisions for the foster child, agrees that the best interests of the foster child would best be served by his or her transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school.

3. Admission: All foster students are required to follow the school's process for admitting students, including filling out and submitting the school's admission packet on time. As with all students, admission depends upon availability. In the event of an oversubscription in a grade, foster students will participate in the lottery as with any other student.
If the foster child seeking admission has outstanding fees, fines, textbooks or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for admission, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history, proof of residency, other documentation or school uniforms, this will not serve as a basis for non-admission. Within two days of admission of the foster child, the foster child liaison will contact the school last attended by the foster child to obtain all academic and other records.
If a dispute arises regarding the request of a foster child to remain in Blue Ridge Academy as the school of origin, the foster child has the right to remain in Blue Ridge Academy pending resolution of the dispute. The dispute shall be resolved in accordance with the Uniform Complaint Procedures adopted by the School.
Admission in Blue Ridge Academy as the school of origin will be allowed, unless a determination is made that it is not in the best interest of the foster child to attend Blue Ridge Academy. Best interest factors include, but are not limited to, appropriateness of the current educational setting and proximity to the school in which the child is enrolled at the time of placement.

4. Former Foster Children: If the jurisdiction of the court is terminated before the end of an academic year, the Blue Ridge Academy shall allow a former foster child who is in kindergarten or any of grades 1 to 8, inclusive, to continue his or her education as the school of origin through the duration of the academic school year.
If the jurisdiction of the court is terminated while a foster child is in high school, Blue Ridge Academy shall allow the former foster child to continue his or her education in Blue Ridge Academy as the school of origin through graduation.

5. Course Work and Graduation Requirements: The Charter School will accept coursework satisfactorily completed by the foster child while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for coursework completed.

The credits accepted shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior school. The Charter School will not require the foster child to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school. If the pupil did not complete the entire course, the Charter School shall not require the pupil to retake the portion of the course the pupil completed unless the Charter School, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the foster youth shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course.

A foster youth shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California.

A foster student who transfers between schools any time after the completion of the student's second year of high school and is in the student's third or fourth year of high school, the School shall exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements specified in Education Code section 51225.3, unless the School makes a finding that the student is reasonably able to complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.
If the School determines that the foster student is reasonably able to complete the School's graduation requirements within the student's fifth year of high school, the School shall do all of the following: 1) Inform the student of the student's option to remain in school for a fifth year to complete the School's graduation requirements; 2) Inform the student, and the student's educational rights holder, about how remaining in the School for a fifth year to complete the School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; 3) Provide information to the student about transfer opportunities available through the California Community Colleges; 4) Permit the student to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or if under 18 years of age, with the person holding the right to make educational decisions for the student.

To determine whether a foster student is in the third of fourth year of high school, either the number of credits the pupil has earned to the date of transfer or the length of the student's school admission may be used, whichever will qualify the student for the exemption.

Within 30 calendar days of the date that a foster student may qualify for the exemption from local graduation requirements transfers into a school, the School shall notify the student, the educational rights holder, and the School's liaison for foster children and youth of the availability of the exemption and whether the student qualifies for an exemption. If the School fails to provide timely notice, the student shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student is no longer in foster care, if the student otherwise qualifies for the exemption.

A foster student that has been exempted from local graduation requirements in accordance with Education Code section 51225.1 and completes the statewide coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the School shall not require or request that the pupil graduate before the end of the student's fourth year of high school.

If a foster student is exempted from local graduation requirements pursuant to Education Code section 51225.1, the School shall notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

If a foster student who is eligible for the exemption from local graduation requirements and would otherwise be entitled to remain in attendance at the School shall not be required to accept the exemption or be denied admission in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of high education, regardless of

whether those courses are required for statewide graduation requirements.
If a foster student is not exempted from local graduation requirements or has previously declined the exemption, the School shall exempt the student at any time if an exemption is required by the student and the student qualifies for the exemption.

If a foster student is exempted from local graduation requirements, the School shall not revoke the exemption.
If a foster student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer a foster student while the student is admitted in the School or if a foster student who is exempt from local graduation requirements transfers to the School from another school.

The School shall not require or request a foster student to transfer schools in order to qualify the student for an exemption.

A complaint for noncompliance with this section may be filed with the School under the School's Uniform Complaint Procedures.

6. Transportation: If the foster student requires transportation to continue to attend the Charter School as the school of origin, the Charter School will ensure that the foster child receives transportation in a cost effective manner.

7. Records: A foster family agency with jurisdiction over a currently admitted or former pupil, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver who has direct responsibility for the for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family (as defined below), may access the current or most recent records of grades, transcripts, attendance, discipline and online communication on platforms established by schools for pupils and parents, and any individualized education programs (IEPs) that may have been developed, or any plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 of a currently admitted or former foster pupil.

A foster family agency, short-term residential treatment program, or caregiver may review and receive pupil records pursuant to subdivision (a) for purposes of monitoring the pupil's educational progress, updating and maintaining the pupil's education records as required by Section 16010 of the Welfare and Institutions Code, and ensuring the pupil has access to educational services, supports, and activities. These purposes include, but are not limited to, admitting the pupil in school, assisting the pupil with homework, class assignments, and college and scholarship applications, and admitting the pupil in extracurricular activities, tutoring, and other afterschool and summer enrichment programs.
A "resource family" means an individual or family that has successfully met both the home environment assessment and the permanency assessment criteria necessary for providing care for a child placed by a public or private placement agency by court order, or voluntarily placed by a parent or guardian.

Homeless Education Policy

Blue Ridge Academy is committed to ensuring that homeless students are provided equal access to the same free, appropriate public education provided to other children and youth. Homeless students will be given access to the education and other services that such students need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Homeless students will not be stigmatized or segregated in a separate school or program based on the student's status as homeless.

The purpose of the Blue Ridge Academy Governing Board approving this Homeless Education Policy is to accomplish the following:

1. Define Homeless Children and Youth
2. Identify the Homeless Liaison's Responsibilities
3. Explain the Requirements for Admission of Homeless Children and Youth
4. Identify Admission Disputes and the Dispute Resolution Process
5. Outline Transportation Options
6. Define Comparable Education Services for Homeless Children and Youth
7. Describe Coursework and Graduation Requirements

1. Definitions:

- ***Homeless children and youths*** means individuals who lack a fixed, regular and adequate nighttime residence and includes children and youths:

    - Who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks (not including mobile home parks), or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

    - Who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;

    - Who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

    - Who are migratory children who qualify as homeless for purposes of this part because the children are living in circumstances described above.

- ***Unaccompanied youth*** includes a youth not in the physical custody of a parent or guardian.
- ***The Charter School is the school of origin*** when the student attended the Charter School when permanently housed or was last admitted when the student became homeless. The Charter School will not be considered the school of origin when it is

contrary to the wishes of a student's parent(s) or guardian(s), or is not in the best interest of the student.

In determining the best interest of the child or youth, the School shall:

- Presume that keeping the child or youth in the school of origin is in the best interest of the child or youth, less it is contrary to the request of the child's or youth's parent or guardian, or unaccompanied youth;

- Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or unaccompanied youth;

- If, after conducting the best interest determination based on consideration of the presumption identified above and the student-centered factors identified above, the School determines that it is not in the child's or youth's best interest to attend the School, the School shall provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal; and

- In the case of an unaccompanied youth, ensure that the School liaison assists in placement or admission decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

A child or youth or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

2. **Homeless Liaison Responsibilities:** The School's Homeless Liaison is Bambi Ballesteros, Bambi.Ballesteros@theblueridgeacademy.com The School's homeless liaison is required to do all of the following:

   - Ensure that homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;

   - Ensure that homeless children and youth are admitted in, and have a full and equal opportunity to succeed in the School;

   - Ensure that homeless children and youths have access to and receive educational services for which such families, children, and youth are eligible, including referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;

- Ensure that the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

- Ensure that admission disputes are mediated in accordance with the dispute resolution process outlined below;

- Ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians, including schools, shelters, public libraries and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths;

- Ensure that school personnel providing services participate in professional development and other technical support as determined appropriate by the State Coordinator;

- Ensure that unaccompanied youths 1) are admitted to school; 2) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth, including implementation of procedures to identify and remove barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school; and 3) are informed of their status as independent students and that the youths may obtain assistance from the liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid.

3. **Admission:** All homeless students are required to follow the school's process for admitting students, including filling out and submitting the school's enrollment packet on time. As with all students, admission depends upon availability. In the event of an oversubscription in a grade, homeless students will participate in the lottery as with any other student. As used in this policy, admission means attending classes and participating fully in school activities.

   If the homeless student seeking admission is unable to produce records normally required for admission, such as previous academic records, medical records, proof of residency or other documentation, this will not serve as a basis for non-admission. Provided that the admission process has been followed in all other respects, a homeless student will be admitted in the School despite the missing paperwork. Upon admission, the School will contact the school last attended by the students to obtain relevant academic and other records.

   If the student needs to obtain immunizations, or immunization or medical records, the School will immediately refer the parent or guardian of the student, or the unaccompanied youth,

to the Homeless Liaison, who shall assist in obtaining necessary immunizations, or immunization or medical records.

A homeless student shall be allowed to continue his or her education in the school of origin through the duration of homelessness. If the homeless student's status changes before the end of the academic year so that the student is no longer homeless, either of the following apply: 1) If the homeless student is in high school, the School (if it the school of origin) shall allow the formerly homeless student to continue that student's education in the School through graduation; 2) If the homeless student is in kindergarten or any of grades 1 to 8, inclusive the School (if it is the school of origin) shall allow the formerly homeless student to continue that student's education in the School through the duration of the academic school year.

4. **Admission Disputes and the Dispute Resolution Process:** If a dispute arises over admission in the School of a homeless student, the student will be immediately enrolled to the School in which admission is sought, pending resolution of the dispute.

   The School will refer the student and/or his/her parents or guardians to the Homeless Liaison, who will carry out the dispute resolution in accordance with the process set forth below, as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Homeless Liaison will ensure that the youth is immediately admitted in school pending resolution of the dispute.

   Parents, guardians and unaccompanied youth may provide written or oral documentation to support their positions about admission and may seek assistance of social services, advocates, and/or service providers in the dispute process.

   The School will provide the parent or guardian of the student with a written explanation of the School's decision regarding admission, including the rights of the parent, guardian or unaccompanied youth's appeal the decision. The written explanation will be complete, as brief as possible, simply stated and provided in a language that the parent, guardian or unaccompanied youth can understand.

   If the dispute remains unresolved at the School level or is appealed, then the School Homeless Liaison will forward all written documentation and related paperwork to the homeless liaison at the county office of education (COE). The COE's homeless liaison will review these materials and determine the school selection or admission decision within five (5) working days of receipt of the materials. The COE homeless liaison will notify the School and parent/guardian/unaccompanied youth of the decision.

   If the dispute remains unresolved at the COE level or is appealed to the State, then the COE homeless liaison will forward all written documentation and related paperwork to the State Homeless Coordinator. Upon review, the CDE will notify the

parent/guardian/unaccompanied youth of the decision relating admission in the School within ten working days of receipt of the materials.

5. **Transportation**: The School will provide or arrange for transportation of a homeless student, at the request of the parent, guardian or Homeless Liaison, to the School when the School is the school of origin. If the student begins living in an area served by another local educational agency while continuing his/her education at the School, the School will contact that local educational agency to agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the School.

6. **Comparable Education Services:** Each homeless student will be provided access to services comparable to services offered to other students in the School, including but not limited to the following:
    - Educational services for which the homeless student meets federal, state and local program eligibility criteria
    - Programs in career and technical education

7. **Coursework and Graduation Requirements:** The School shall accept coursework satisfactorily completed by a homeless student while attending another public school, a juvenile courts school, a School, a school in a country other than the United States, or a nonpublic, nonsectarian school even if the pupil did not complete the entire course and shall issue that homeless student full or partial credit for the coursework completed.

    The credits accepted shall be applied to the same or equivalent course, if applicable, as the coursework completed in the prior school.

    The School shall not require a homeless student to retake a course if the student has satisfactorily completed the entire course in a prior school. If the student did not complete the entire course, the School shall not require the pupil to retake the portion of the course the student completed unless the School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be admitted in the same or equivalent course, if applicable, so the student may continue and complete the entire course.

    A homeless student shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California.

    A homeless student who transfers between schools any time after the completion of the pupil's second year of high school and is in the student's third or fourth year of high school, the School shall exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements specified in Education Code section 51225.3, unless the School makes a finding that the student is reasonably able to

complete the School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

If the School determines that the homeless student is reasonably able to complete the School's graduation requirements within the student's fifth year of high school, the School shall do all of the following: 1) Inform the student of the student's option to remain in school for a fifth year to complete the School's graduation requirements; 2) Inform the student, and the student's educational rights holder, about how remaining in the School for a fifth year to complete the School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; 3) Provide information to the student about transfer opportunities available through the California Community Colleges; 4) Permit the student to stay in school for a fifth year to complete the School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or if under 18 years of age, with the person holding the right to make educational decisions for the student.

To determine whether a homeless student is in the third of fourth year of high school, either the number of credits the pupil has earned to the date of transfer or the length of the student's school admission may be used, whichever will qualify the student for the exemption.

Within 30 calendar days of the date that a homeless student may qualify for the exemption from local graduation requirements transfers into a school, the School shall notify the student, the educational rights holder, and the School's liaison for homeless children and youth of the availability of the exemption and whether the student qualifies for an exemption. If the School fails to provide timely notice, the student shall be eligible for the exemption from local graduation requirements once notified, even if that notification occurs after the student is no longer homeless, if the student otherwise qualifies for the exemption.

A homeless student that has been exempted from local graduation requirements in accordance with Education Code section 51225.1 and completes the statewide coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and that student would otherwise be entitled to remain in attendance at the school, the School shall not require or request that the pupil graduate before the end of the student's fourth year of high school.

If a homeless student is exempted from local graduation requirements pursuant to Education Code section 51225.1, the School shall notify the student and the person holding the right to make educational decisions for the student how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

If a homeless student who is eligible for the exemption from local graduation requirements and would otherwise be entitled to remain in attendance at the School shall not be required

to accept the exemption or be denied admission in, or the ability to complete, courses for which the student is otherwise eligible, including courses necessary to attend an institution of high education, regardless of whether those courses are required for statewide graduation requirements.

If a homeless student is not exempted from local graduation requirements or has previously declined the exemption, the School shall exempt the student at any time if an exemption is required by the student and the student qualifies for the exemption.

If a homeless student is exempted from local graduation requirements, the School shall not revoke the exemption.

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the pupil is no longer a homeless student while the student is admitted in the School or if a homeless student who is exempt from local graduation requirements transfers to the School from another school.

The School shall not require or request a homeless student to transfer schools in order to qualify the pupil for an exemption.

A complaint for noncompliance with this section may be filed with the School under the School's Uniform Complaint Procedures.

Standards of Conduct and Civility Policy

Blue Ridge Academy is committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students. Blue Ridge Academy employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All Blue Ridge Academy employees and any individuals acting on behalf of Blue Ridge Academy are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility Policy.

The purpose of the Blue Ridge Academy Governing Board adopting this Standards of Conduct and Civility Policy is to do the following:

1. Explain Conduct and Civility
2. Outline Communication Etiquette
3. Outline Unacceptable Behaviors Involving Students
4. Outline Prohibited Work Conduct
5. Outline Acceptable and Recommended Behaviors
6. Explain the Process for Reporting Unacceptable Behaviors and Consequences

1. **Conduct and Civility:** Blue Ridge Academy expects all employees to uphold the highest standards of personal integrity and conduct. This includes, but is not limited to, treating others with respect, kindness and a positive and professional attitude. Blue Ridge Academy does not allow harassment in any form. See our Anti-Harassment Policy and Title IX Policy for Sexual Harassment for details.

2. **Communication Etiquette:** Blue Ridge Academy employees communicate with other staff, families, students and the community in a variety of ways. The following outlines acceptable communication measures for communicating via email, phone or social media.

Email:

- Remember that your email correspondence is a reflection upon you and our school
- Please be professional in content and tone in your email correspondence with staff, departments, students, and families by using a greeting (Dear xxx or Good Morning)
- Use appropriate language (refrain from using text shorthand in emails)
    - Refrain from over-punctuation
    - Use of 'Reply All'
        - DO NOT use 'reply all' to emails sent to All Staff such as 'Welcome' or 'Congratulations' emails. Instead, reply only to the person being welcomed or congratulated
        - DO use the 'reply all' feature in all other cases so no one is cut out of the loop
    - Be careful about forwarding information that includes long threads. Often times, the person receiving the forwarded information does not need to see all threaded responses
    - If you are not readily available to respond to your families by email for any reason, please remember to set an out of office message on your email that states you are out of the office, your estimated return, and who to contact if they need immediate assistance.
- Emails are documents that can be requested for legal review and shared with all parties.
- When emailing your families, use BCC so they do not have each other's email addresses, and so they don't "reply all" and flood each other with emails.

Phone:

- It is very important that the number you are using for work is monitored/answered by you only.
- When answering the phone let the families know they've reached you
    - 'Hello, this is'….. or 'Thank you for calling'.
    - Blue Ridge utilizes Ring Central as a dedicated line for work calls. Talk to your supervisor to set up this service.
- Record a professional voicemail
    - Sample message:
        - *Hello, you have reached _____, Blue Ridge Academy teacher. I am either supporting a student or away from my desk. Please leave a detailed message and I will return your call within 24 business hours. Thank you and have a great day!*

Social Media:

- Please send all work-related posts and fliers to your director for approval prior to posting on social media or printing.
- It is very important that as a school we have consistent and clear messaging. We need to maintain professionalism at all times when responding to posts as a Blue Ridge employee.
- Maintaining a professional tone and response is expected.
- Please DO NOT under any circumstances provide information about our school that is false as that is a misrepresentation and can result in negative consequences.
- All information needs to be 100% accurate.
- If ever in doubt, please seek the answer directly from your director before posting a response.
- As Blue Ridge employees, we need to be advocates of accuracy and ensure accuracy 100% of the time.

3. **Unacceptable Behaviors Involving Students:** These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.
    - Giving gifts to an individual student that are of a **personal and intimate nature** (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of a School Leader. Use best judgement and it is recommended that any such gifts be filtered through the Regional Coordinator along with the rationale.
    - Kissing of ANY kind
    - Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
    - Full frontal or rear hugs and lengthy embraces
    - Sitting students on one's lap (grades 3 and above)
    - Touching buttocks, thighs, chest or genital area
    - Wrestling with students or other staff member except in the context of a formal wrestling program
    - Tickling or piggyback rides
    - Any form of sexual contact
    - Any type of unnecessary physical contact with a student in a private situation
    - Intentionally being alone with a student away from school
    - Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
    - "Dating" or "going out with" a student
    - Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
    - Taking photographs or videos of students for personal use or posting online
    - Undressing in front of a student
    - Leaving campus alone with a student for lunch

- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of Regional Coordinator and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities.
- Communication via private social media accounts is not acceptable.

4. **Prohibited Work Conduct:** The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.
    - Falsification of employment records, employment information, or other School records
    - Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
    - Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
    - Provoking a fight or fighting during working hours or on School property
    - Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
    - Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
    - Violation of the Substance and Alcohol policy
    - Rudeness and/or unprofessionalism in your interactions with staff, students and families
    - Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
    - Unreported absence on scheduled workdays unless otherwise excused,
    - Excessive tardiness or absenteeism unless otherwise excused,

- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

5. **Acceptable and Recommended Behaviors:** These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.
    - Pats on the shoulder or back
    - Handshakes
    - "High-fives" and hand slapping
    - When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
    - Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
    - Holding hands while walking with small children or children with significant disabilities
    - Assisting with toileting of small or disabled children in view of another staff member
    - Touch required under an IEP or 504 Plan
    - Reasonable restraint of a violent person to protect self, others, or property

- Obtaining formal written pre-approval from the Superintendentto take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

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

6. **Reporting Unacceptable Behaviors and Consequences:** Any concerns must be promptly reported to a supervisor or the Executive Director. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Suicide Prevention Policy

Blue Ridge Academy is committed to protecting the health and well-being of all Blue Ridge Academy students, including vulnerable youth populations, by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide and self-harming behavior. Vulnerable youth populations include LGBTQ (lesbian, gay, bisexual, transgender, questioning) youth, youth living with mental and/or substance use disorders, youth who engage in self-harm or have attempted suicide, youth in out-of-home settings, youth experiencing homelessness, American Indian/Alaska Native youth or youth that identify with other racial minority groups, youth bereaved by suicide and youth living with medical conditions and disabilities.

California *Education Code* (*EC*) Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

The purpose of Blue Ridge Academy Governing Board approving this Suicide Prevention Policy is to accomplish the following:

1. Explain the Purpose for The Suicide Prevention Policy
2. Identify Parental Involvement in Suicide Prevention
3. Outline Key Terms and Definitions of Suicide Prevention
4. Identify Risk Factors and Protective Factors
5. Outline the Warning Signs of Suicide
6. Outline How to Respond to the Warning Signs of Suicide
7. Explain Suicide Discussion/Communication for Parents and Children.
8. Outline the Process for Assessment and Referral
9. Outline the Process for Implementing the Policy
10. Provide Resources for Parents, Students, and Staff Members on Suicide Prevention

1. Purpose: Blue Ridge Academy recognizes that:

a) physical, behavioral, and emotional health is an integral component of a student's educational outcome,

b) further recognizes that suicide is a leading cause of death among young people,

c) the has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and

d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

In recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, Blue Ridge Academy hereby adopts a policy, which corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

With the intention of creating a safe and nurturing educational entity that minimizes suicidal ideation in students, we also recognize our duty to protect the health, safety, and welfare of our students, and aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. These safeguards include ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Because the emotional wellness of students greatly impacts learning, motivation, and educational success, the current policy shall be paired with other policies that support the emotional and behavioral wellness of students. Our policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

In an attempt to reduce suicidal behavior and its impact on students and families, the school has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for parents/guardians, caregivers, students, and school personnel who regularly interact with students or serve in a position to recognize the risk factors and warning signs of suicide.

2. **Parental/Guardian Involvement**: Parents and guardians play a key role in youth emotional and behavioral health, including suicide prevention. This policy is meant to be used as a tool for parents/guardians to be informed and actively involved in decisions regarding a child's welfare. Parents/guardians who learn the warning signs and risk factors for suicide are better equipped to connect with professional help when necessary. The school encourages and advises parents/guardians to take every statement regarding suicide or personal harm seriously and avoid assuming that a child is simply seeking attention.

   Parents and guardians can also contribute to factors and conditions that reduce vulnerability to suicidal and self-harming behavior, for vulnerable youth populations. Feeling accepted by parents or guardians is a critical protective factor for vulnerable youth populations. As educators, Blue Ridge Academy faculty and staff can help protect vulnerable youth populations by ensuring that parents and guardians have adequate resources regarding family acceptance and the essential role it plays in students' behavioral and emotional health.

3. **Student Participation and Education:** Blue Ridge Academy along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;
- Receive developmentally appropriate guidance regarding the School's suicide prevention, intervention, and referral procedures.
- The content of the education shall include:
    - Coping strategies for dealing with stress and trauma;
    - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;
    - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

Blue Ridge Academy will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevent (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs).

4. Key Terms and Definitions:

- ***At Risk*** A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.
- ***Crisis Team*** A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response, and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.
- ***Mental Health*** A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.
- ***Postvention*** Suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a

suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

- ***Risk Assessment*** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist or school counselor). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

- ***Risk Factors for Suicide*** Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

- ***Self-Harm*** Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

- ***Suicide*** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.

- ***Suicide Attempt*** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

- ***Suicidal Behavior*** Suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

- ***Suicide Contagion*** The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

- ***Suicidal Ideation*** Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

5. Risk Factors and Protective Factors:

Risk Factors are characteristics or conditions that increase the chance that a person may try to take her or his life or participate in self-harming behaviors. These risks tend to be highest when someone has several risk factors at the same time.

The most frequently cited risk factors for suicide are:

1. Major depression (feeling down in a way that impacts your daily life) or bipolar disorder (severe mood swings)
2. Problems with alcohol or drugs
3. Unusual thoughts and behavior or confusion about reality
4. Personality traits that create a pattern of intense, unstable relationships or trouble with the law
5. Impulsivity and aggression, especially along with a mental disorder
6. Previous suicide attempt or family history of a suicide attempt or mental disorder
7. Serious medical condition and /or pain

It is important to bear in mind that the large majority of people with mental disorders or other suicide risk factors do not engage in suicidal behavior.

Protective Factors are characteristics or conditions that may help to decrease a person's risk of suicide or self-harming behaviors. While these factors do not eliminate the possibility of suicide, especially in someone with risk factors, they may help to reduce that risk. Protective factors for suicide have not been studied as thoroughly as risk factors, so less is known about them.

The most frequently cited protective factors of suicide include:

1. Receiving effective mental health care
2. Positive connections to family, peers, community, and social institutions such as marriage and religion that foster resilience
3. The skills and ability to solve problems

It is important for school districts to be aware of student populations that are at elevated risk of suicidal or self-harming behavior based on various factors:

1. Youth living with mental and/or substance use disorders. While the large majority of people with mental disorders do not engage in suicidal behavior, people with mental disorders account for more than 90 percent of deaths by suicide. Mental disorders, in particular depression or bipolar (manic-depressive) disorder, alcohol or substance abuse, schizophrenia and other psychotic disorders, borderline personality disorder, conduct disorders, and anxiety disorders are important risk factors for suicidal behavior among your people. The majority of people suffering from these mental disorders are not engaged in treatment, therefore school staff may play a pivotal role in recognizing and referring the student to treatment that may reduce risk.
2. Youth who engage in self-harm or have attempted suicide. Suicide risk among those who engage in self-harm is significantly higher than the general population. Whether or not they report suicidal intent, people who engage in self-harm are at elevated risk for dying by suicide within 10 years. Additionally, a previous suicide attempt is a

known predictor of suicide death. Many adolescents who have attempted suicide do not receive necessary follow up care.

3. Youth in out-of-home settings. Youth involved in the juvenile justice or child welfare systems have a high prevalence of many risk factors of suicide. Young people involved in the juvenile justice system die by suicide at a rate about four times greater than the rate among youth in the general population. Though comprehensive suicide data on youth in foster care does not exist, one research found that youth in foster care were more than twice as likely to have considered suicide and almost four times more likely to have attempted suicide than their peers not in foster care.
4. Youth experiencing homelessness. For youth experiencing homelessness, rates of suicide attempts are higher than those of the adolescent population in general. These young people also have higher rates of mood disorders, conduct disorders, and post-traumatic stress disorder.
5. American Indian/Alaska Native youth. In 2009, the rate of suicide among American Indian / Alaska Native youth ages 15-19 was more than twice that of the general youth population. Risk factors that can affect this group include substance use, discrimination, lack of access to mental health care, and historical trauma.
6. LGBTQ (lesbian, gay, bisexual, transgender, or questioning) youth. The CDC finds that LGBTQ youth are four times more likely, and questioning youth are three times more likely, to attempt suicide as their straight peers. The American Association of Suicidology reports that nearly half of young transgender people have seriously considered taking their lives and one quarter report having made suicide attempt. Suicidal behavior among LGBTQ youth can be related to experiences of discrimination, family rejections, harassment, bullying, violence and victimization. For those youth with baseline risk for suicide (especially those with a mental disorder), these experiences can place them at increased risk. It is these societal factors, in concert with other individual factors such as mental health history, and not the fact of being LGBTQ that will elevate the risk of suicidal behavior for LGBTQ youth.
7. Youth bereaved by suicide. Studies show that those who have experience suicide loss, through the death of a friend or loved one, are at increased risk for suicide themselves.
8. Youth living with medical conditions and disabilities. A number of physical conditions are associated with an elevated risk for suicidal behavior. Some of the conditions include chronic pain, loss of mobility, disfigurement, cognitive styles that make problem-solving a challenge, and other chronic limitations. Adolescents with asthma are more likely to report suicidal ideation and behavior than those without asthma. Additionally, studies show that suicide rates are significantly higher among people with certain types of disabilities, such as those with multiple sclerosis or spinal cord injuries.

6. Warning Signs of Suicide: It is vital to suicide prevention that individuals are equipped to recognize the warning signs of someone who is seriously contemplating suicide. Behaviors that may mean a person is at *immediate* risk for suicide and thus prompt you to take action right away include:

- Talking about wanting to die or to kill one's self
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun

- Talking about feeling hopeless or like there's no point in living or carrying on

- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again

- Sudden efforts to get one's affairs in order, e.g., making a will out of the blue or giving away prized possessions

- A sudden sense of calm and happiness; though this might sound contradictory, if an extremely depressed person suddenly seems calm or happy, this can mean the person has made a decision to commit suicide. *Do not assume a person expressing a desire to die is joking*. Ask if they are serious. And make sure to follow up. Someone might say they are only joking when in fact the "joke" is motivated by a sincere desire to die. Suicide is not a joking matter; do not treat it as such. Less immediate, but still concerning, warning signs of suicidal ideation include:

- Feeling anxious or agitated

- Sudden reckless behavior

- Significant changes in sleep behavior (hardly sleeping, sleeping too much)

- Withdrawing or isolating from others

- Talking about feeling trapped

- Talking about pain feeling unbearable

- Talking about being a burden to others

- Increased use/abuse of alcohol or drugs

- Extreme mood swings

The above behaviors do not necessarily indicate suicidal ideation in and of themselves. However, when combined with other factors (like a recent, painful loss or public moment of humiliation), they should take on a new sense of urgency to intervene with help.

7. **Responding to the Warning Signs**: The most important thing you can do is ***take the person seriously***. Do not judge them; do not make them feel bad; do not make a joke about it even if it makes you feel uncomfortable. Above all, do not assume the person is only seeking attention. That is not your judgment to make and you making it could be a life-threatening mistake. Be

there, support them, and take immediate action. That immediate action should include, at the very minimum, the following:

- Talk to the person. Let them know you care about them.

- Listen without judging. This means you need to set aside whatever religious or theological beliefs you have about suicide in the abstract. This moment is about helping the human being in front of you who needs support.

- Try not to act/appear shocked. The person is already in distress; an overwhelming display of emotions on your part could only further distress them and make them feel they should not talk to you.

- Ask the person directly, "Are you thinking of ending your life?" or "Are you considering killing yourself?" Though it might make *you* uncomfortable, remember these four concrete questions: Suicidal? Method? Have what you need to follow through with plan? When?

The more information you know, the better you can help the suicidal person as well as the professionals that need to get involved. Also, asking these questions can help you determine how significant the risk. The more developed the person's suicidal plan, the higher the risk. For example, if the person has a method and a time in mind, the risk is extremely high.

- If the person says, "No," continue to be with the person and give support and stay in touch for the next few days, repeating the above process.

- If the person says, "Yes," and has a plan and access to lethal means, do not leave the person alone. Get a professional involved. ***Immediately contact a local mental health professional, law enforcement, a local hospital emergency department, and/or the National Suicide Prevention Lifeline (1–800–273-8255).***

- Provide any relevant information you may have about the person to those who are managing the crisis.

- Keep in contact with the person after the crisis and provide ongoing care and support.

- Draw on other leaders and volunteers in your home and school community to provide support

- If a person ever asks you to keep their suicidal feelings or thoughts secret, refuse. The most loving response to someone feeling suicidal is getting them the help they need. A life is at risk. *If the risk of chronic/not immediate:* Sometimes people may display warning signs of suicide or *feel* suicidal but not have any plans to actually commit suicide. Their risk may be low, but their suicidal feelings or thoughts are still causing significant distress in their lives. Even though their risk of actually attempting suicide is low, you should still reach out and do your best to support them. Here are some ways you can do so:

- Ask them directly about their feelings and thoughts. You'd be surprised how willing some people are to talk about their suicidal urges. It might even be a relief for them to have someone to talk to about those urges. The Help Guide gives the following suggestions for starting such a conversation:

    - Help Guide, "Suicide Prevention: How to Help Someone who is Suicidal," http://www.helpguide.org/articles/suicide-prevention/suicide-prevention-helping-someone-who-is- suicidal

        - *Ways to start a conversation about suicide*: I have been feeling concerned about you lately. Recently, I have noticed some differences in you and wondered how you are doing. I wanted to check in with you because you haven't seemed yourself lately.

        - *Questions you can ask*: When did you begin feeling like this? Did something happen that made you start feeling this way? How can I best support you right now? Have you thought about getting help?

        - *What you can say that helps*: You are not alone in this. I'm here for you. You may not believe it now, but the way you're feeling will change. I may not be able to understand exactly how you feel, but I care about you and want to help. When you want to give up, tell yourself you will hold off for just one more day, hour, minute—whatever you can manage.

Educate yourself about suicide. Study more about suicide, its causes, and how to show love to someone who struggles with it.

Do not talk about suicidal people as if they are "crazy" or "insane." Use words that will not make them feel like isolating themselves even more. Most suicidal people are not clinically psychotic. They might be grief-stricken or depressed, but do not make them feel like they should be locked up in an asylum.

Help the person find professional assistance. Offer to help them find a counselor or therapist; offer to help fill out forms for applying to your county or state's mental health care system.

Encourage positive lifestyle changes, such as exercising more. Start small: for example, invite the person to going for a walk or hiking with you on the weekend.

Help the person make a safety plan. Help the person develop a set of concrete and specific-steps they promise to follow if they feel particularly suicidal. The plan should include things they promise to avoid (alcohol, drugs, etc.) and things they promise to do instead (call you, call another friend or therapist, etc.).

If necessary, have the person temporarily give you anything that they could use to commit suicide, such as unneeded, extra medications, razors, knives, etc.

Continue to stay in touch and support the person over the long-term. Repeat the above steps as needed.

8. For Parents- Suicide Discussion/Communication: Talking to your Children: *Here are some suggestions to help you with introducing the subject:*

- **Be courageous**: There is no shame in admitting that suicide is a scary issue. As parents, you probably want to protect your kids from all sorts of scary things. But you also have an obligation to teach them how to face reality and equip them to deal with all the scary things reality can bring. Here's the truth: your kids are going to learn about suicide one way or another. So would you rather that they learn about it from the media or a friend who suddenly kills himself, or would you rather that you have the opportunity to educate them in advance? So face those fears and dive right in.

- **Pick a time where you can have an uninterrupted conversation:** Start the conversation when you have the best chance of having your child's attention. A car ride, for example, ensures that your child will have fewer distractions than at home with the TV on. While you want to make sure your child gives you their attention, also make sure they don't feel trapped. Remember: if talking about suicide makes *you* uncomfortable, it can also make your child feel uncomfortable. So make sure you not only have their attention, but that you do so in an environment that feels non-threatening and open.

- **Plan in advance:** Think about what you want to say and make sure you have the right information to talk to your child accurately and helpfully about suicide. Make notes or plan a script if you want.

- **Tailor the conversation to your child's age:** When talking about suicide (or any big, serious topic, for that matter), make sure that you keep the conversation at a level that is appropriate for that child's developmental level. For younger children, your descriptions can be shorter and simpler. For older children, give longer and more detailed answers. Additionally, older children will likely have many questions. If you don't know the answer to a question, don't be afraid to say that. You can make it into a learning experience and research the answer with your child together. That's much better than inaccurate or misleading information.

- **Explain suicide in a way that dispels common myths:** Let your children know not only the facts about suicide, but also what depression is and how it can make people feel suicide is their only escape. Let them know that suicide is never a necessity and that there is always hope. Let them know that they are not bad if they feel sad or upset and that it's ok to tell you if they do feel this way. Make sure they feel safe in your home and that they do not have to pretend to always be happy. Let them know you will

not judge them if they are feeling down and that you love them no matter how happy or sad they are.

- **Encourage them to talk to trusted adults:** Let your kids know that they can talk to you if they are feeling depressed or suicidal. Or let them know that if they ever feel uncomfortable talking to you about depression or suicide, that they can always talk to another trusted family member or adult in your community. The important thing is that they do not hold their feelings inside until they become so unbearable they feel like they are going to explode.

- **Let your child speak:** Ask your child what *they* think about the topic. Just be direct, e.g., "Have you thought about suicide? What do you think about it? Do your friends think about it? Do you know who you can talk to if you're feeling these feelings?"

- **Listen to your child:** If you ask your child what they think, make sure to be silent and give them the space to talk. If they say something that is inaccurate or that worries you, definitely be honest but do not interrupt them. Wait until they are done, affirm that you heard what they said and appreciate that they shared their thoughts with you, and *then* address whatever issues you feel need to be corrected.

- **Seeking Assistance:** There are differing situations where your child's distress may become apparent. Your child may reveal their suicidal thoughts to you, a friend, or a trusted adult. Whoever becomes aware of your child's distress must immediately seek assistance. In seeking assistance, your child's safety is the first consideration. The child should **never** be left alone during this crisis. If your child has a physician or therapist, call to alert them of the situation.

For the Child/ Student: School can be an exciting time, filled with new experiences, but at times you might feel as though it is more of a struggle. This information is meant to help you as you work through a tough time.

Life can be stressful. Between the friend drama, packed schedules, classes, clubs, relationships, sports, jobs, parental expectations, figuring out who you are, uncertainty over things, and not getting enough sleep, life can occasionally get you down and feel overwhelming. That is normal.

What is not normal is struggling through each day, feeling like things will only get worse. Maybe you feel like you have lost control, that nothing matters, or that you are alone. These feelings may indicate a condition that requires professional help, such as depression, anxiety or other mental health conditions.

Not everyone experiences mental health conditions in the same way, but **everyone struggling with their mental health deserves help**. Depression is among the most common conditions experienced. It is a complex medical illness that significantly interferes with an individual's ability to function, enjoy life, and feel like themselves.

A number of factors may contribute to a person becoming depressed; genetic predisposition and stressful life events can certainly play a role, but sometimes depression can occur without an obvious cause. This means that **anyone can become depressed**, even those who seemingly have every reason to be happy.

Depression commonly affects your thoughts, your emotions, your behaviors, and your overall physical health. Experiencing any one of these symptoms on its own does not constitute depression; a diagnosis of depression requires several of these symptoms to occur for at least two weeks. Here are some of the most common symptoms that point to the presence of depression:

- **Feelings:**
    - Sadness
    - Hopelessness
    - Guilt
    - Moodiness
    - Angry outbursts
    - Loss of interest in friends, family, and favorite activities
- **Thoughts:**
    - Trouble concentrating
    - Difficulty making decisions
    - Trouble remembering
    - Thoughts of harming oneself
    - Delusions and/or hallucinations can also occur in cases of severe depression
- **Behaviors:**
    - Withdrawing from people
    - Substance abuse
    - Missing work, school, or other commitments
    - Attempts to harm oneself (e.g., cutting)

- **<u>Physical/Somatic Problems:</u>**
    - Tiredness or lack of energy
    - Unexplained aches and pains
    - Changes in appetite
    - Weight loss or gain
    - Changes in sleep – sleeping too little or too much

If you are experiencing symptoms of depression, it is important to **talk to a trusted adult** (parent, teacher, counselor, coach, or clergy) or doctor so that you can get the help you need. **Depression does not go away on its own, but with the appropriate help it can be treated.** Studies show that more than 80% of people with depression can feel better with talk therapy (counseling) and/or medication. Maybe you have noticed that your friend has not been acting like themselves lately and you are worried about whether or not they are really "fine" after all. If you think a friend may be depressed, show them you care by reaching out. Give yourself time to talk in a private, comfortable place. Honestly share what you have noticed (changes in behavior, things they have said or done) and ask them how they are feeling. Let them know that you are asking them because you care, because you want them to feel better, and because there is help. Let them know that there is hope and help available, and support them to get the help they need. If you don't feel comfortable asking your friend, share your concerns with a trusted adult who can. Talking about mental health can be difficult, but reaching out and getting help for depression is one of the most courageous, important things you can do for yourself or for a friend. **It might even save a life.**

- Resources at home or outside school:
    - Talk to a parent or older relative
    - Call your pediatrician or physician
    - Talk to a trusted adult, teacher, or guidance counselor
    - National Suicide Prevention Lifeline: 800-273-8255
    - If someone is in immediate danger, **call 911**. ***Getting help does not mean that you have failed, it demonstrates courage, hope, and means you've allowed others to show they care.***

9. Assessment and Referral: When a student is identified by a staff person as potentially suicidal, e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the same school day to assess risk and facilitate referral. If

there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

- School staff will continuously supervise the student to ensure their safety.

- The designated mental health and suicide prevention coordinator (s) will be made aware of the situation as soon as reasonably possible.

- The mental health professional/coordinator will contact the student's parent or guardian, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local hospital emergency department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

- Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

Protecting the health and well-being of all students is of utmost importance. A suicide prevention policy serves to assist and protect all students through the following steps:

- Students should be made aware of and informed about recognizing and responding to warning signs of suicide in peers and friends, using coping skills, using support systems, and seeking help for themselves and friends.

- Blue Ridge Academy will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.

- When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the parents, staff, and student, and help connect them to appropriate local resources.

- Students will have access to national resources which they can contact for additional support.

- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell an adult (e.g., teacher, parent) if they, or someone they know, is feeling suicidal or in need of help.

- Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

- If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- A referral process should be prominently disseminated to all staff members with access to students, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

- The Superintendentshall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

- The referral process shall be prominently disseminated to all parents/guardians/caregivers so they know how to respond to a crises and are knowledgeable about the school and community-based resources.

Coping Skills/Healthy Behaviors: These are positive actions and behaviors that a student engages in to help them through their struggles on a daily basis. Some coping strategies include activities that students can do in order to regulate his/her emotions; ask the student for input, and teach him/her additional strategies if necessary. Strategies may include: *slow breathing, yoga, play basketball, draw, write in journal, take a break from school activities to drink water, listen to music.*

Places I Feel Safe: These are places that the student feels most comfortable. It should be a safe, healthy, and generally supportive environment. This can be a physical location, an imaginary happy place, or in the presence of safe people. Help students identify a physical and/or emotional state of being. Places may include: m*y being with my friends, youth group at church, imagining I am on a beach watching the waves.*

School Support: Any school staff member or administrator can check in with a student regularly (regardless of whether or not the student seeks out help). Notify student's teacher(s) and request monitoring and supervision of the student (keeping in mind not to share confidential information).

Adult Support: It is important that a student also feel connected with healthy adults at home or in their community. The student should trust these adults and feel comfortable asking for help during a crisis. Identify how student will communicate with these individuals and include a phone number. Some adults may include: *family (e.g., grandparent, aunt, uncle, adult sister); clergy (e.g. youth pastor); or neighbor.*

10. **Prevention: School Policy Implementation**: A suicide prevention coordinator shall be designated by Blue Ridge Academy Administration. This may be an existing staff person, such as a School Counselor or School Psychologist. The suicide prevention coordinator will be responsible for planning and coordinating implementation of suicide prevention for the school.

    The school suicide prevention coordinator will act as a point of contact in the school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school mental health/suicide prevention coordinator.

Providing a safe, positive, and welcoming school climate; and ensuring that students have trusting relationships with adults serves as the foundation for effective suicide prevention efforts. Bullying and suicide-related behaviors have a number of shared risk factors including mental health challenges (e.g., depression, hopelessness, and substance use/abuse). Youth who report frequently bullying others and those who report being frequently bullied are at increased risk for suicidal thoughts and behavior. Bully-victims (those who report both bullying others and being bullied) are at the highest risk for suicidal thoughts and behaviors. Keep in mind the relationship between bullying and suicide is more complex and less direct than it might appear. While bullying may be a precipitating event, there are often many other contributing factors, including underlying mental illness.

Prevention efforts should also address non-suicidal self-injury (NSSI or "cutting"). While the behavior is typically not associated with suicidal thinking, it is a red flag that someone is distressed and does increase the risk for suicidal thinking and behaviors. It is important that school staff learn to recognize the signs of NSSI, including cuts, burns, scratches, scabs, and scrapes, especially those that are recurrent and if explanations for the injuries are not credible. Suicide risk assessment should always be a part of intervention with the student who displays NSSI.

Staff Professional Development: All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native student, LGBTQ students, students bereaved by suicide and those with medical conditions or certain types of disabilities. Additional professional development in risk assessment and crisis intervention will be provided to school employed mental health professionals and school nurses.

Identification and Intervention: Early identification and intervention are critical to preventing suicidal behavior. When a parent/caregiver or school staff become aware of a student exhibiting potential suicidal behavior, they should immediately and contact a member of the school's crisis response team for a suicide risk assessment and support. If the appropriate staff is not available, 911 should be called. Typically, it is best to inform the student what you are going to do every step of the way. Under no circumstances should the student be left alone (even in a bathroom/ restroom). Reassure and supervise the student until a 24/7 caregiving resource (e.g., mental health professional or law enforcement representative) can assume responsibility.

Designated members of the school crisis team should conduct a suicide risk assessment. The purpose of the assessment is to determine the level of risk and to identify the most appropriate actions to ensure the immediate and long-term safety and well-being of the student. This should be done by a team that includes a school-employed mental health professional.

Caregiver notification is a vital part of suicide prevention. The appropriate caregiver(s) must always be contacted when signs of suicidal thinking and behavior are observed.

Typically, this is the student's parent(s); however, when child abuse is suspected protective services should be contacted. Even if a child is judged to be at low risk for suicidal behavior, schools may ask caregivers to sign a form to indicate that relevant information has been provided. Regardless, all caregiver notifications must be documented. Caregivers also provide critical information in determining level of risk. Whether a student is in imminent danger or not, it is strongly recommended that lethal means are (e.g., guns, poisons, medications, and sharp objects) are removed or made inaccessible.

Refer to community services if warranted. Referral options to 24-hour community-based services should be identified in advance. It is best to obtain a release from the primary caregiver to facilitate the sharing of information between the school and community agency.

Help the parent/caregiver and/or school staff to develop with the student a safety plan. Helping the student to develop a written list of coping strategies and sources of support that can be of assistance when he or she is having thoughts of suicide (e.g., a safety plan) is recommended. Suicide prevention hotlines (e.g., 800-273-TALK) and the app MY3 (my3app.org) can be helpful elements of such a plan.

Schools are legally responsible for documenting every step in the assessment and intervention process. A documentation form for support personnel and crisis response team members should be developed to record all suicide intervention actions and caregiver communication. Student information must be kept confidential but there are exceptions to FERPA when safety is of concern. Staff responsible for the safety and welfare of the student should be provided with the information necessary to work with the student and preserve the safety. School staff members do not need clinical information about the student or a detailed history of his or her suicidal risk or behavior. Discussion among staff should be restricted to the student's treatment and support needs.

Keep tabs on the rumor mill (including social media). If you hear or see something credible, refer the student to a school-employed mental health professional or crisis response team member. At the same time, gossip about particular incidents and students should also be discouraged.

Please Remember:

If it seems that an individual is in immediate danger of hurting himself or herself: Take the person to a hospital Emergency Room to be evaluated by a health professional.

If the person refuses help: Call 9-1-1 *for police evaluation of the individual.* If the person is a danger to self or others, the officer can transport the person to a hospital where he or she may be held.

Postvention. Following a suicide, school communities must strike a delicate balance. Students should have an opportunity to grieve, but in a way that does not glorifying, romanticizing or sensationalizing suicide, which may increase suicide risk for other students.

Confirm facts. Confirm the facts related to the death with the family and/or police. Inform other schools in the district with students related or close to the deceased. Contact the family

to offer condolences, ask what the school can do to help, offer resources, and to discuss communication with the school community. Protect and gather the personal effects of the deceased for the family and/or the police. Pay close attention to other students (and staff) who may also be at risk of suicidal behavior.

Resources needed. In some situations, schools may have adequate resources to handle the aftermath of a suicide. However, it is critical that schools assess the impact of the suicide on the school community to determine the level of postvention support needed. Factors to consider include how well known the student was, if the suicide was public (e.g., occurred at a school event), and/or if the deceased had shared his/her suicidal intentions with others (particularly to large numbers of other students via social media). These factors generally increase the impact and thus the potential postvention needs of members of the school community.

Contagion. Suicide contagion occurs when suicidal behavior is imitated. The effect is strongest among adolescents: they appear to be more susceptible to imitative suicide than adults, largely because they may identify more readily with the behavior and qualities of their peers. Guilt, identification, and modeling are each thought to play a role in contagion. Sometimes suicide contagion can result in a cluster of suicides. Studies indicate that 1-5% of all suicides within this age group are due to contagion (100-200 teenage cluster suicides per year).

Suicide postvention strategies designed to minimize contagion include avoiding sensationalism or giving unnecessary attention to the suicide, avoiding glorifying or vilifying of suicide victims, and minimizing the amount of detail about the suicide shared with students.

If there appears to be contagion, school administrators should consider taking additional steps beyond the basic crisis response, including stepping up efforts to identify other students who may be at heightened risk of suicide, collaborating with community partners in a coordinated suicide prevention effort, and possibly bringing in outside experts.

Memorials. Memorials in particular run the risk of glamorizing suicide and should thus be implemented with great care. Living memorials are recommended such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing opportunities for service activities in the school that emphasize the importance of student's taking care of each other.

Care for the caregiver. It is important that administrators and crisis team members not underestimate the potential impact that a suicide can have on school staff members. School leaders should promote a culture in which both the students and the adults in the building feel comfortable asking for help and/or to take a break. Providing contact information and encouraging staff to meet their own mental health needs is an important first step in ensuring that staff are adequately supported.

Grief. Understanding the nature of grief can help us better cope with loss. Grief is a natural, healthy process that enables us to recover from terrible emotional wounds. Grief can affect our thinking, behavior, emotions, relationships, and health. People may experience sleeplessness, exhaustion, indigestion, lack of appetite, or memory lapses. Recognizing that these are

common reactions to grief can help us minimize them by reaching out to friends, or joining a community support group.

The journey through grief has four phases:

- Shock – In the days and weeks immediately following a devastating loss, common feelings include numbness and unreality, like being trapped in a bad dream.

- Reality – As the fact of the loss takes hold, deep sorrow sets in, accompanied by weeping and other forms of emotional release. Loneliness and depression may also occur.

- Reaction – Anger, brought on by feelings of abandonment and helplessness, may be directed toward family, friends, doctors, and the one who died or deserted us. Other typical feelings include listlessness, apathy, and guilt over perceived failures or unresolved personal issues.

- Recovery – Finally, there is a gradual, almost imperceptible return to normalcy. This is a time of adjustment to the new circumstances in life.

These phases vary in duration for each person, so the school should not impose a timetable upon anyone. Some people need a year or two, while others may take less time. Holidays, anniversaries, and birthdays can trigger intense grief, especially the first year. Everyone grieves differently – depending on personality, religious beliefs, maturity, emotional stability, and cultural traditions.

The following steps should be implemented after a **mental health crisis** has happened:

- Treat every threat with seriousness and approach with a calm manner, make the student a priority;

- Listen actively and non-judgmental to the student. Let the student express his or her feelings;

- Acknowledge the feelings and do not argue with the student;

- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;

- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

The following steps shall be implemented upon **re-entry to school after a suicide attempt**:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;

- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student's teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

11. Resources for Parents, Students and Staff Members on Suicide Prevention:

- **Parents as Partners: A Suicide Prevention Guide for Parents** is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at https://www.save.org/product/parents-as-partners/
- **Sources of Strength:** https://sourcesofstrength.org
- **Know the Signs:** http://www.suicideispreventable.org
- **National Mental Health and Suicide Support Services:** The following are just a few places you can access listings for local mental health services in your area. Please call or visit their websites for details.
- **National Suicide Prevention Lifeline:** 1 (800) 273-TALK (800-273-8255)
- **Mental Health America (MHA):** www.mentalhealthamerica.net 1-800-969-6642
- **Mental Health Services Locator:** www.mentalhealth.samhsa.gov/databases
- **American Foundation for Suicide Prevention** www.afsp.org
- **American Association for Suicide Prevention** www.suicidology.org
- **Center for Disease Control & Prevention** www.cdc.gov/ViolencePrevention/suicide
- **Healthy Place** - www.healthyplace.com
- **Jed Foundation** - www.jedfoundation.org

- **National Federation of Families for Children's Mental Health** www.ffcmh.org
- **National Alliance on Mental Illness (NAMI)** www.nami.org 1-800-950-NAMI (6264)
- **The Trevor Lifeline** - www.thetrevorproject.org 1-866-488-7386
- **National Institute of Mental Health (NIMH) -** www.nimh.nih.gov
- **Strength of US-** www.strengthofus.org
- **Substance Abuse and Mental Health Services Administration (SAMHSA)** www.samhsa.gov/prevention/suicide.aspx
- **Suicide Awareness Voices of Education (SAVE)** www.save.org
- **Suicide Prevention Action Network USA** - www.spanusa.org
- **Suicide Prevention Resource Center (SPRC) -** www.sprc.org

Book Resources for Parents: Mental Health and Resilience

- Beardslee, William. Out of the Darkened Room: When a Parent is Depressed: Protecting the Children and Strengthening the Family. 2002.
- Rapee, Ronald et al. Helping your anxious child: A step by step guide. 2000.
- Manassis, Katharina & Levac, Anne Marie. Helping your teenager beat depression: A problem-solving approach for families. 2004.
- Lezine, DeQuincy and Brent, David. Eight Stories Up: An Adolescent Chooses Hope over Suicide. 2008.
- Bourne, Edward. The Anxiety & Phobia Workbook. 2005.
- Riera, Michael. Uncommon Sense for Parents with Teenagers. 2004.
- Phelan, Thomas. Surviving Your Adolescents: How to Manage and Let Go of Your 13-18 year olds.1998.
- Sachs, Brad. The Good Enough Child: How to Have an Imperfect Family and Be Totally Satisfied. 2001.
- Apter, Terri. The Confident Child: Raising Children to Believe in Themselves. 1997.
- Book Resources for Teens: Mental Health and Resilience
- Hipp, Earl. Fighting Invisible Tigers: A Stress Management Guide for Teens. 2008.

- Fox, Annie. Too Stressed to Think? A Teen Guide to Staying Sane When Life Makes You Crazy. 2005
- Seaward, Brian. Hot Stones and Funny Bones: Teens Helping Teens Cope with Stress and Anger. 2002.
- Espeland, Pamela. Life Lists for Teens: Tips, Steps, Hints, and How-To's for Growing Up, Getting Along, Learning, and Having Fun. 2003.
- Covey, Sean. The 7 Habits of Highly Effective Teens. 1998.
- Kay Redfield Jamison, *Night Falls Fast: Understanding Suicide*
- Andrew Slaby and Lili Frank Garfinkle, *No One Saw My Pain: Why Teens Kill Themselves*
- Beverly Cobain and Jean Larch, *Dying to Be Free: A Healing Guide for Families after a Suicide*
- Linda H. Kilburn, *Reaching Out After Suicide: What's Helpful and What's Not*
- Judith Herman, *Trauma and Recovery: The Aftermath of Violence–from Domestic Abuse to Political Terror*
- Laura Van Dernoot Lipsky and Connie Burk, *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*
- Pema Chodron, *The Places that Scare You: A Guide to Fearlessness in Difficult Times*
- Pete Walker, *The Tao of fully feeling: Harvesting forgiveness out of blame.*
- Peter A. Levine, *Waking the Tiger: Healing Trauma*

Suspension and Expulsion Policy

Blue Ridge Academy is committed to promoting learning and protecting the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

The purpose of Blue Ridge Academy Governing Board approving this Suspension and Expulsion Policy is to accomplish the following:

1.Establish the Responsibility of the Charter School

2.Identify the Grounds for Suspension and Expulsion of Students
3.Identify Enumerated Offenses
4.Outline Suspension Procedures
5.Outline the Authority to Expel
6.Outline Expulsion Procedures
7.Outline Special Procedures for Expulsion Hearings Involving Sexual Assault or BatteryOffenses
8.Identify the Record of Hearing
9.Identify the Presentation of Evidence
10.Outline the Written Notice to Expel
11.Outline the Maintenance of Disciplinary Records
12.Outline Expelled Students/Alternative Education
13.Outline Rehabilitation Plans
14.Outline the Readmission Process

1.Responsibility of the Charter School: When the policy is violated, it may be necessary to suspend or expel a student from the Charter School. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion, and it may be amended from time to time without the need to amend the charter so long as the amendments comply with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of te Parent-Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

A student has the right to be free from the use of seclusion and behavioral restraints of any form imposed as a means of coercion, discipline, convenience, or retaliation by staff. This right includes, but is not limited to, the right to be free from the use of a drug administered to the student in order to control the student's behavior or to restrict the student's freedom of movement, if that drug is not a standard treatment for the student's medical or psychiatric condition. School staff may use seclusion or a behavior restraint only to control behavior that poses a clear and present danger of serious physical harm to the pupil or others that cannot be immediately prevented by a response that is less restrictive. School staff shall avoid, whenever possible, the use of seclusion or behavioral restraint techniques.
School staff shall not do any of the following:

- Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
- Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
- Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places his or her body weight against the pupil's torso or back.
- Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
- Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back.
- Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

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

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

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

d) during, going to, or coming from a school-sponsored activity.

3. Enumerated Offenses:
Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the student:
o Caused, attempted to cause, or threatened to cause physical injury to another person.
o Willfully used force of violence upon the person of another, except self-defense.
o Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
o Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
o Committed or attempted to commit robbery or extortion.
o Caused or attempted to cause damage to school property or private property.
o Stole or attempted to steal school property or private property (as used in this policy, "school property" includes, but is not limited to, electronic files and databases).
o Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited, to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student.
o Committed an obscene act or engaged in habitual profanity or vulgarity.
o Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
o Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
o Commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts specified above relating to disrupting school activities and willful defiance, and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
o Knowingly received stolen school property or private property.
o Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
o Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code Section 243.4.
o Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
o Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
o Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

o Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
o Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
o Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.
o Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
o Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within the school.
o Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of that student's age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
ii. Causing a reasonable student to experience a substantially detrimental effect on that student's physical or mental health.
iii. Causing a reasonable student to experience substantial interference with that student's academic performance.
iv. Causing a reasonable student to experience substantial interference with that student's ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) “Electronic Act” means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
i. A message, text, sound, or image.
ii. A post on a social network Internet Web site including, but not limited to:
(a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
(b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

iv. An act of cyber sexual bullying. (48900(r)(2)(A)(iii).
(a) For purposes of this section, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.
(b) Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.

o A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
o Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the student:
o Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the student:
o Caused, attempted to cause, or threatened to cause physical injury to another person.
o Willfully used force of violence upon the person of another, except self-defense.

o Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
o Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
o Committed or attempted to commit robbery or extortion.
o Caused or attempted to cause damage to school property or private property.
o Stole or attempted to steal school property or private property.
o Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student.
o Committed an obscene act or engaged in habitual profanity or vulgarity.
o Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
o Knowingly received stolen school property or private property.
o Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
o Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code Section 243.4.
o Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
o Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
o Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
o Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
o Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

o Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.
o Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.
o Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within the school.
o Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that student's age, or for a person of that student's age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
ii. Causing a reasonable student to experience a substantially detrimental effect on that student's physical or mental health.
iii. Causing a reasonable student to experience substantial interference with that student's academic performance.
iv. Causing a reasonable student to experience substantial interference with that student's ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "Electronic Act" means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
i. A message, text, sound, or image.
ii. A post on a social network Internet Web site including, but not limited to:
(c) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
(d) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
(e) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
iv. An act of cyber sexual bullying. (48900(r)(2)(A)(iii).
(a) For purposes of this section, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.
(b) Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.

o A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
o Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the student:
o Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.
The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

4. Suspension Procedure: Suspensions shall be initiated according to the following procedures:
 Conference: Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Director or designee.

The conference may be omitted if the Director or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.
At the conference, the student shall be informed of the reason for the disciplinary action, the evidence against that student, the other means of correction that were attempted before the disciplinary action, and shall be given the opportunity to present that student’s version and evidence in his or her defense. This conference shall be held within two school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student’s parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student’s parent or guardian at the conference.
 Notice to Parents/Guardians: At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspension Time Limits/Recommendation for Expulsion: Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Director or Director’s designee, the student and the student’s guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the Director or designee upon either of the following: 1) the student’s presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student’s suspension will be extended pending the results of an expulsion hearing. If such extended suspension exceeds 10 days, the following procedures shall be followed: 1) The Superintendentshall provide timely, written notice of the charges against the student and an explanation of the student’s basic rights; 2) The School will provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the student has a fair opportunity to present testimony, evidence and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel. At this hearing, it will be determined whether the presence of the student at the School would cause a danger to persons or property or a threat of disrupting the instructional process pending the results of an expulsion hearing.

Upon the request of a parent/guardian/educational rights holder/student, a teacher shall provide to a student in any of grades 1 to 12 who has been suspended from the School for two or more schooldays, the homework that the pupil would otherwise have been assigned. If a homework assignment that is requested and turned into the teacher by the student either upon the student’s return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation for the student’s overall grade in the class.

5. Authority to Expel: A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least

three members who are certificated and neither a teacher of the student or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

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

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under FERPA) unless the Student makes a written request for a public hearing three (3) days prior to the hearing.
Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:
1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to present testimony, evidence and witnesses and confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

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

The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

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

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

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

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing.
If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

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

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

11. Disciplinary Records: The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

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

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

14. Readmission: The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Director or designee and the student and guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Director or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

Title IX Policy for Sexual Harassment

I. Purpose

Blue Ridge Academy ("School") is committed to maintaining a safe and respectful school environment that is free from discrimination and harassment. Title IX of the Education Amendment Act of 1972 ("Title IX") prohibits discrimination on the basis of sex, including sexual harassment, in the School's education programs and activities.

II. Scope and Jurisdiction

This Policy applies only to complaints that fall within the definition of "Sexual Harassment" under Title IX. Sexual Harassment under Title IX means conduct on the basis of sex that falls within one or more of the following categories:

1. A school employee conditioning the provision of a school aid, benefit, or service on an individual's participation in unwelcomed sexual conduct.

2. Unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.

3. Sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in 34 CFR section 106.30).

All other sex discrimination or sexual harassment-related complaints or allegations that do not fit the definition of Sexual Harassment will be investigated through the School's Uniform Complaint Procedures. The School's Title IX Coordinator shall determine whether allegations should be investigated under this Title IX Policy or under the Uniform Complaint Procedures.

III. Title IX Personnel

The School has designated the following individual as its Title IX Coordinator to coordinate its efforts to comply with Title IX:

Name:	Samantha Haynes
Address:	955 Stanislaus Street Maricopa, CA 93252-9779
Phone:	(805) 638-7321

Email: samantha@theblueridgeacademy.com

The Title IX Coordinator may designate other individual(s) to fulfill all or part of their duties. In addition to the Title IX Coordinator, the following Title IX Personnel will be involved in the formal complaint process:

- Investigator: The individual responsible for gathering all evidence related to the complaint. This individual will create an "Investigation Report" which will summarize the relevant evidence.

- Decision-Maker: The individual responsible for evaluating evidence in order to make a determination regarding the formal complaint. The Decision-Maker submits a written determination of findings to the parties. The Decision-Maker cannot be the Title IX Coordinator, the Investigator, or any individual involved in the investigation of the complaint.

- Title IX Appeals Officer: If applicable, this individual is responsible for evaluating an appeal of the final determination. The Title IX Appeals Officer cannot be the Title IX Coordinator, Investigator, or any individual involved in the investigation of the complaint.

All Title IX Personnel will receive training in accordance with Title IX requirements. Title IX Coordinator must ensure individuals responsible for investigating a formal complaint are neutral.

IV. Reporting Allegations of Sexual Harassment

Any individual (e.g., an individual who is alleged to be a victim of Sexual Harassment or a parent/guardian of a student who is alleged to be a victim of Sexual Harassment), may submit a report of Sexual Harassment to the School's Title IX Coordinator, or any other available School employee who shall immediately forward the report to the Title IX Coordinator.

Upon receiving such a report, the Title IX Coordinator will inform the complainant of the right to file a formal complaint and the process for filing a formal complaint.

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, or by e-mail. A complainant may use the attached Title IX form to submit a formal complaint.

V. The School's Initial Response to Report of Sexual Harassment

Upon receipt of a report (written or oral) of Sexual Harassment, the Title IX Coordinator or his/her designee will take the following steps:

1. Contact Complainant and Determine Need for Supportive Measures: Title IX Coordinator will immediately contact the complainant and respondent[1], whether or not a formal complaint has been filed, to discuss the availability of supportive measures to stop the harassment, protect students, and ensure access to the educational program. If a formal complaint was not filed, explain to complainant the right to file a complaint and the process for filing a formal complaint.

    a. Supportive measures will be nondisciplinary and nonpunitive and shall be available at any point during the Title IX investigation. Supportive measures may include, but may not be limited to: wellness check-ins, counseling services, extension of deadlines or course-related adjustments, modifications of work or class schedules, or changes of work locations, leaves of absences. Title IX Coordinator is responsible for implementing the supportive measures.

2. Determine Need for Emergency Removal: Title IX Coordinator will review the facts to determine whether the respondent (either student or staff) may need to be removed from the School setting to prevent any further sexual harassment and/or maintain the safety of students and staff.

    a. If the respondent is a student, the School may determine that removal from the educational program is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations. The School will conduct an individualized safety and risk analysis before the removal. The School shall provide the student with notice and opportunity to challenge the decision immediately following the removal consistent with expulsion procedures set forth in the charter. The School will comply with applicable laws concerning disciplining or expelling students with exceptional needs.

    b. If the respondent is an employee, the employee may be placed on administrative leave during the pendency of the formal complaint process.

3. Use of Informal Resolution Process: At any time after a formal complaint has been filed, but before reaching a determination regarding responsibility, the School may offer an informal resolution process (such as a mediation) to the parties. The informal resolution process is not available where the complainant alleges that an employee sexually harassed a student.

4. Refer to Title IX Grievance Procedures or Uniform Complaint Procedures: If a formal complaint is filed, the Title IX Coordinator will review the complaint to determine whether the complaint raises allegations that fall within the definition of Sexual Harassment under Title IX as described above.

    If it does, the Title IX Coordinator will initiate this Policy's Title IX Grievance Procedures. If it does not, the Title IX Coordinator will determine whether the complaint

[1] The "complainant" is the individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. The "respondent" shall mean the individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

should be dismissed (as explained below) or investigated pursuant to the School's Uniform Complaint Procedures.

VI. Review for Mandatory or Permissive Dismissal

Potential Dismissal of Complaint: Under certain circumstances, the Title IX Coordinator may determine that the complaint must or should be dismissed. The Title IX Coordinator should make this determination no more than **ten (10) days** from the date it receives the complaint, unless otherwise extended by the Title IX Coordinator.

a. Mandatory Dismissal: The Title IX Coordinator must dismiss the formal complaint if any of the following is determined:

    i. The alleged conduct would not constitute Sexual Harassment as defined under Title IX even if proved.

    ii. The alleged conduct did not occur in the School's education program or activity or did not occur against an individual in the United States.

b. Permissive Dismissal: The Title IX Coordinator may dismiss a formal complaint if any of the following is determined:

    i. The complainant notifies the School, in writing, that he/she would like to withdraw the complaint or any allegations in the complaint.

    ii. The respondent is no longer enrolled in, or employed by, the School.

    iii. Sufficient circumstances prevent the School from gathering evidence to reach a determination with regard to the complaint.

c. Written Notice of Dismissal: If the Title IX Coordinator dismisses the complaint, he/she must send written notice of the dismissal.

    i. The written notice should state the reason(s) for the dismissal and inform the parties of their right to appeal the dismissal of a formal complaint or any allegations in the complaint in accordance with the appeal procedures described in the "Appeals" section below.

    ii. If the Title IX Coordinator determines the Uniform Complaint Procedures is the appropriate grievance procedure for the complainant's allegation(s), the Title IX Coordinator shall inform the parties of the School's intent to investigate the complaint through the Uniform Complaint Procedures policy.

    iii. The written notice must be sent simultaneously to both parties (complainant and respondent).

VII. Title IX Grievance Procedures

Upon receipt of a formal written complaint, the School will initiate the following Title IX Grievance Procedures. The School will complete its investigation and issue a Written Decision within **ninety (90) days of receipt of the formal complaint** unless the parties agree to an extension of time.

Step 1: Send Written Notice of Formal Complaint

If a formal complaint is filed, the Title IX Coordinator will seek to provide the parties with a Notice of Formal Complaint **within ten (10) days of receipt of the formal complaint**. The notice shall include: (1) copy of this Policy; (2) description of allegations potentially constituting Sexual Harassment with sufficient details known at the time; (3) statement that the respondent is presumed not responsible for conduct and that a determination regarding responsibility is made at the conclusion of complaint process; (4) statement informing parties of opportunity to have an advisor of their choice and the ability to inspect and review evidence; (5) statement informing parties that they must not knowingly make false statements or submit false information.

Step 2: Investigator Conducts Investigation

Upon receipt of the formal complaint, the Investigator will initiate the investigation process, which will consist of gathering and reviewing evidence related to the allegations. This can include, but is not limited to, interviewing parties or witnesses, as well as reviewing relevant evidence. The parties will have the right to be accompanied to any related meetings by an advisor of their choice.

Step 3: Investigator Provides Parties Equal Opportunity to Review Gathered Evidence

Within **fifty (50) days of School's receipt of a formal complaint**, the Investigator will seek to provide both the complainant and respondent with an equal opportunity to review the evidence gathered over a period of **10 days**. The parties will have opportunities to ask the Investigator for additional relevant questions to be considered and to provide more evidence before the Investigation Report is provided to the parties.

Step 4: Investigator Shares Investigative Report

The Investigator will prepare an Investigative Report summarizing the relevant evidence. The Investigative Report is not the School's final written decision. The Investigator will send to the parties and their advisors, if any, the Investigative Report for their review and written response within **seventy (70) days of School's receipt of the formal complaint**.

The report must offer the parties an opportunity to submit written, relevant questions that the party wants asked of any party or witness to Decision-Maker **within ten (10) days of receipt of Investigative Report**. The Decision-Maker is responsible for providing the responses (if any) to both parties to these questions.

Step 5: Decision-Maker Issues Written Decision

The Decision-Maker will issue a Written Decision to both parties simultaneously. The Decision-Maker shall use the "preponderance of evidence" standard (i.e., it is more likely than not that the respondent committed the alleged conduct).

The written decision will include all of the following:

1. Identification of the allegations potentially constituting Sexual Harassment.

2. A description of the procedural steps taken by the School during the investigation process (e.g., notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence).

3. Findings of fact supporting the determination.

4. Conclusions regarding the application of the School's policies to the facts.

5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's educational program will be provided by the School to the complainant.

6. The School's procedures and permissible bases for either party to appeal the decision.

The written decision will be issued within **ninety (90) days from the receipt of the formal complaint**. The 90-day timeline may be extended if both parties agree to an extension in writing or for good cause, as defined under 34 CFR section 106.45.

Remedies

If the School determines that the respondent engaged in Sexual Harassment, the School will provide remedies to the complainant, as appropriate. This may include supportive measures described above. Remedies may also include: transfer from a class; parent/student conference(s); positive behavior support; warnings; detention; and formal discipline, such as suspension and expulsion. When an employee is found to have committed Sexual Harassment, the School will take appropriate disciplinary action, up to and including termination, in accordance with School policies.

VIII. Appeals

Either party may appeal the School's Written Decision or Dismissal of a formal complaint or any allegation in the complaint within **five (5) days of the issuance of the Written Decision**. An appeal may be made on the following bases:

1. A procedural irregularity affected the outcome.

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

3. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against complainant or respondent that affected the outcome of the matter.

Upon receipt of an appeal, the School will provide a written notification to the other party about the appeal that gives both parties a reasonable, equal opportunity to submit a written statement in support of/challenging the appeal.

The Title IX Appeals Officer (not Decision-Maker, Title IX Coordinator, or Investigator) shall issue written decision of an appeal within **thirty (30) days from the receipt of the appeal**.

IX. Record Keeping

The School will maintain for a period of seven (7) years records pertaining to Title IX Sexual Harassment allegations, as well as all material used to train Title IX Personnel.

Title IX Sexual Harassment
Complaint Form

Instructions: This form can be completed by any individual who has knowledge of a sexual harassment conduct occurring within Blue Ridge Academy's ("School") education program or activity. Please complete the information below to the best of your ability. Should you need additional space or would like to provide documentation to support the allegations in the complaint, you can attach those to this complaint form. If you have any questions, please contact the School's Title IX Coordinator listed below.

Contact Information and Complainant's (Person Making Complaint) Information

Full Name of Person Filing the Complaint Name: _____

Address: _____

Phone: _____ Email: _____

Complainant's Full Name (if different from above): _____

Respondent's (Accused) Information

Respondent's Full Name: _____

Is the accused a student? ☐ No ☐ Yes

If yes, what is the student's grade and relation to complainant: _____

_____

Is the accused a School staff member? ☐ No ☐ Yes ☐ Other

If yes, what is the staff member's relation to the complainant (e.g., teacher)? _____

If other, what is the affiliation or organization: _____

Details of Complaint

Date of the Alleged Incident: _____ Location of Alleged Incident: _____

Please describe the facts underlying your complaint. Provide details such as the names of those involved, the dates of the incident, whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to the complaint investigator.

_____

_____

_____

_____

_____

_____

_____

_____

Did the harassment occur within or during the School's program or activity? If so, please describe below:

Did this incident interfere with your ability to access or participate in the School's education program or activity? If so, please describe below:

List the individuals involved in the relevant incident(s):

List any witnesses to the incident(s):

Acknowledgements

By submitting this form to the School's Title IX Coordinator, I wish to initiate the School's formal Title IX Grievance Procedures.

Signature of Person Filing Complaint

Date

Once you have completed this form, please submit it to:

Samantha Haynes
955 Stanislaus Street
Maricopa, CA 93252-9779
(805) 638-7321
samantha@theblueridgeacademy.com

Signature of Receipt & Acknowledgement

By signing, you are agreeing to the policies and procedures of the Parent Student Handbook including, but not limited to:

- Enrollment Requirements
- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage
- Testing & Assessments
- Behavioral Expectations
- Planning Amount
- Academic Integrity

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Please Print):_____

Parent/Guardian Signature: _____

Date: _____

BLUE RIDGE ACADEMY

EMPLOYEE HANDBOOK

2026-2027



BLUE RIDGE ACADEMY

955 STANISLAUS ST., MARICOPA, CA 93252

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SECTION 1 – WELCOME

Welcome to Blue Ridge Academy!

We are happy to have you join us at Blue Ridge Academy. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

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

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

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

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

SECTION 2 – GENERAL

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at BR.

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

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

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

SECTION 3 – PHILOSOPHY

Mission

The mission of Blue Ridge Academy is to provide a safe, collaborative and individualized learning experience in partnership with families and the community. Our independent study model allows our students opportunities to grow in an environment of inclusion, individualization and accountability. We will provide support and resources to students and families to ensure success towards their goals academically, emotionally, and socially.

Vision

The vision of Blue Ridge Academy is to support and empower students to demonstrate the values and skills that promote knowledge and critical thinking. Our students are prepared to thrive in and contribute to their communities with kindness, respect, integrity and purpose.

Schoolwide Learner Outcomes

At Blue Ridge Academy, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Blue Ridge Students Are:

- *Navigators of the Digital World* - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- *Self-Directed* - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- *Personalized Learners* - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- *Independent Critical Thinkers* - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- *Responsible Citizens* - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- *Effective Communicators* - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

Blue Ridge Core Values

The Blue Ridge Academy leadership team is committed to the support of our students, staff, parents and community and are grounded in our actions through our team's core values.

We believe in:

- Modeling integrity through respectful, kind, and supportive leadership
- Maintaining trust amongst all stakeholders through honest, transparent and collaborative decision-making
- Building a fair, inclusive, and equitable homeschool culture where our unique community of learners thrive with successful outcomes
- Cultivating a climate of ongoing learning that is nurtured through support and celebration of staff, students, and families

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

HARASSMENT

It is the policy of BR to ensure equal employment opportunity without discrimination or harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

BR prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to BR (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

<u>What is Harassment?</u>

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

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

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and

employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) ("hostile work environment" harassment).
    - Disrespectful or unprofessional conduct based on any of the protected categories listed above ("hostile work environment" harassment).
    - Comments or conduct that consistently target one gender, even if the content is not sexual ("hostile work environment" harassment).
    - Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media, instant messages, e-mails, letters, pictures, or gifts ("hostile work environment" harassment).
    - Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis ("hostile work environment" harassment).
    - Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors ("quid pro quo" harassment).
- Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests.
    - Use of derogatory remarks, insults and/or epithets
    - Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

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

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

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

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

Responsibility

All BR employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

BR encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Human Resources. In addition, BR encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. BR recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. BR is serious about enforcing its policy against harassment; however, BR cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to BR's attention so it can take whatever steps are necessary to correct the problems.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated. BR encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

BR's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially

as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with BR's investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, BR will provide regular progress updates, as appropriate, to those directly involved. BR will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

BR may investigate conduct in the absence of a formal complaint if BR has reason to believe that an individual has engaged in conduct that violates BR policies or applicable law. Further. BR may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which BR believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as BR believes appropriate under the circumstances. Due to privacy protections, BR may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with Human Resources, ~~the Principal~~ or the Superintendent.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing ("DFEH") or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

Training Requirements

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

TITLE IX STATEMENT

Blue Ridge Academy ("School") does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, including in admission and employment. School has designated the following individual as its Title IX Coordinator:

Samantha Haynes
955 Stanislaus Street
Maricopa, CA 93252
(805) 638-7321
samantha@theblueridgeacademy.com

To report information about conduct that may constitute sex discrimination under Title IX or make a complaint of sex discrimination under Title IX, please contact a Title IX Coordinator. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or to the Office for Civil Rights at the U.S. Department of Education, or both. School's Title IX Sex-Based Nondiscrimination Policy and Grievance Procedures are available on the School website here.

CALIFORNIA WORKER FREEDON FROM EMPLOYER INTIMIDATION ACT

Blue Ridge Academy does not take adverse action against employees for declining to attend an employer-sponsored meeting or to participate in communications intended to influence opinions on political or religious matters, including union organizing.

Note: While the *California Worker Freedom From Employer Intimidation Act* (Labor Code Section 1137) went into effect on **January 1, 2025**, **its enforcement is currently suspended** due to a **preliminary federal court injunction issued in October 2025**. The court found that the law is likely unconstitutional and preempted by the National Labor Relations Act (NLRA).

As a result, the State of California is currently **blocked from enforcing the Act**, and employers cannot be penalized under it at this time. Legal challenges are ongoing, and the state is expected to appeal the decision.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and BR will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, BR may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called "employment at will," and no one other than the Superintendent of BR with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Superintendent ~~or Principal~~. Statements of specific grounds for termination set forth in this

Handbook, or elsewhere, are not all-inclusive and are not intended to restrict BR's right to terminate at-will.

OPEN COMMUNICATION POLICY

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

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor, Human Resources, the Superintendent, or the Assistant Superintendent. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. BR will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

The Blue Ridge Academy provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

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

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

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

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

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

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

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of BR and its interest in our school will be formed in part, by BR employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, BR, and our school's services. Following the below board approved policy is the best way for our employees build quality relationships with the public and one another:

Standards of Conduct and Civility Policy

Blue Ridge Academy is committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students. Blue Ridge Academy employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All Blue Ridge Academy employees and any individuals acting on behalf of Blue Ridge Academy are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility Policy.

The purpose of the Blue Ridge Academy Governing Board adopting this Standards of Conduct and Civility Policy is to do the following:

1. Explain Conduct and Civility
2. Outline Communication Etiquette

3. Outline Unacceptable Behaviors Involving Students
4. Outline Prohibited Work Conduct
5. Outline Acceptable and Recommended Behaviors
6. Explain the Process for Reporting Unacceptable Behaviors and Consequences

1. **Conduct and Civility:** Blue Ridge Academy expects all employees to uphold the highest standards of personal integrity and conduct. This includes, but is not limited to, treating others with respect, kindness and a positive and professional attitude. Blue Ridge Academy does not allow harassment in any form. See our Anti-Harassment Policy and Title IX Policy for Sexual Harassment for details.

2. **Communication Etiquette:** Blue Ridge Academy employees communicate with other staff, families, students and the community in a variety of ways. The following outlines acceptable communication measures for communicating via email, phone or social media.

Email:

- Remember that your email correspondence is a reflection upon you and our school
- Please be professional in content and tone in your email correspondence with staff, departments, students, and families by using a greeting (Dear xxx or Good Morning)
- Use appropriate language (refrain from using text shorthand in emails)
    - Refrain from over-punctuation
    - Use of 'Reply All'
    - DO NOT use 'reply all' to emails sent to All Staff such as 'Welcome' or 'Congratulations' emails. Instead, reply only to the person being welcomed or congratulated
    - DO use the 'reply all' feature in all other cases so no one is cut out of the loop
    - Be careful about forwarding information that includes long threads. Often times, the person receiving the forwarded information does not need to see all threaded responses
    - If you are not readily available to respond to your families by email for any reason, please remember to set an out of office message on your email that states you are out of the office, your estimated return, and who to contact if they need immediate assistance.
- Emails are documents that can be requested for legal review and shared with all parties.
- When emailing your families, use BCC so they do not have each other's email addresses, and so they don't "reply all" and flood each other with emails.

Phone:

- It is very important that the number you are using for work is monitored/answered by you only.
- When answering the phone let the families know they've reached you
    - 'Hello, this is'….. or 'Thank you for calling'.
    - Blue Ridge utilizes Ring Central as a dedicated line for work calls. Talk to your supervisor to set up this service.
- Record a professional voicemail
    - Sample message:
        - *Hello, you have reached _____, Blue Ridge Academy teacher. I am either supporting a student or away from my desk. Please leave a detailed message and I will return your call within 24 business hours. Thank you and have a great day!*

Social Media:

- Please send all work-related posts and fliers to your director for approval prior to posting on social media or printing.
- It is very important that as a school we have consistent and clear messaging. We need to maintain professionalism at all times when responding to posts as a Blue Ridge employee.
- Maintaining a professional tone and response is expected.
- Please DO NOT under any circumstances provide information about our school that is false as that is a misrepresentation and can result in negative consequences.
- All information needs to be 100% accurate.
- If ever in doubt, please seek the answer directly from your director before posting a response.
- As Blue Ridge employees, we need to be advocates of accuracy and ensure accuracy 100% of the time.

3. **Unacceptable Behaviors Involving Students:** These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.
    - Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of a School Leader. Use best judgement and it is recommended that any such gifts be filtered through the Regional Coordinator along with the rationale.
    - Kissing of ANY kind
    - Massage [Note: Prohibited in athletics unless provided by massage therapist or other
    - certified professional in an open public location. Coaches may not perform massage
    - or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
    - Full frontal or rear hugs and lengthy embraces
    - Sitting students on one's lap (grades 3 and above)
    - Touching buttocks, thighs, chest or genital area
    - Wrestling with students or other staff member except in the context of a formal wrestling program

- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of Regional Coordinator and the student's parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities.
- Communication via private social media accounts is not acceptable.

4. **Prohibited Work Conduct:** The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.
   - Falsification of employment records, employment information, or other School records
   - Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
   - Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
   - Provoking a fight or fighting during working hours or on School property
   - Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive

- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Rudeness and/or unprofessionalism in your interactions with staff, students and families
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused,
- Excessive tardiness or absenteeism unless otherwise excused,
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

5. **Acceptable and Recommended Behaviors:** These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.
   - Pats on the shoulder or back
   - Handshakes
   - High-fives" and hand slapping
   - When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact

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

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

6. **Reporting Unacceptable Behaviors and Consequences:** Any concerns must be promptly reported to a supervisor or the Superintendent. Failure to comply with this policy may result in disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

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

An employee who wishes to report a suspected violation of law or BR Policy may do so by contacting the Superintendent, ~~Principal~~, or Human Resources.

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

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

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of BR's management will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each BR employee is either a "full-time," "part-time," or "temporary" employee and either an "exempt" or "non-exempt" employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 30 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

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

Exempt

This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and doubletime pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators. Teachers are B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

Classified Employees include those employees hired by BR that do not primarily instruct students, nor require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an

annual basis. The Superintendent or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Superintendent or ~~Principal~~.

BR reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

WORKWEEK AND WORKDAY

BR's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. BR's standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day.

WORK LOCATIONS

Employees must remain available to be physically present in any county that the Charter School is authorized to serve as needed by School operations. Employees may not work remotely from other states or countries which prevent physical presence without written permission.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities:

1. Teachers may be assigned a "Virtual Class" or "Virtual Classes"

2. Teachers are provided, at BR's expense, a computer capable of supporting internet calling through Ringcentral and maintaining a high speed internet connection for their entire virtual class.

3. Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. by internet and/or phone.

4. Teachers may be required to conduct synchronous instruction and/or live interaction up to 1 hour per day for TK-8th grade, and up to one hour per week for 9th-12th grade.

5. Teachers must have access to internet for calling/responding via Ringcentral to students/parents during the teacher's scheduled time within two (2) hours by Ringcentral or four (4) hours by internet email. Teachers may choose to use their personal calling devices.

6. Teachers will use the tracking and monitoring system integrated into the student's assigned course. Teachers will provide continual monitoring of the student's progress and their scheduled benchmarked progress status.

7. Teachers will be responsible for all virtual school required record keeping and reporting.

Training:
All Blue Ridge Faculty and Staff are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard BR protocols and procedures.

Worksites:
Most classes will be held virtually. Teachers may work remotely, in California, accessible to the counties served by the school.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of tardiness by a non-exempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored trainings that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

BR will pay hourly employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of BR's normal business hours with no additional pay.
In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its nonexempt employees for all hours worked.

OFF THE CLOCK WORK

BR prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, <u>you may not work at all</u>. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

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

<u>Meal Periods</u>

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the

employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form.

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

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

Rest Periods

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

Hours Worked	**Number of Rest Periods**
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by BR), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or

meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Employees are paid semi-monthly in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will mail via USPS checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by BR for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

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

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

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

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

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, official transcripts, and/or test scores prior to your first day of actual work, and if already employed, prior to the start of the academic year, if applicable. Failure to provide these documents may delay your ability to begin work.

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

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fails to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TUBERCULOSIS TEST

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

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with The Blue Ridge Academy in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice

(DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may be also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of BR before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

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

BR shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law.

For additional information on background checks, please contact the Human Resources department.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail. Penal Code Section 801.8 extends the statue limitationsfor prosecution of mandated reporters who fail to report known or reasonably suspected cases of child abuse or neglect to 4 years after the offense was committed and permits prosecution of such offenses within 1 year of discovery of offense.

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that the Blue Ridge Academy employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

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

PERSONNEL FILES

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

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

CHANGES IN EMPLOYEE INFORMATION

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

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

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

Teachers:

At the start of each academic year, each Teacher will meet with their Regional Coordinator to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives or goals in writing in their teacher folder shared with their Regional Coordinator.

The Regional Coordinator will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the BR's charter, and standards for teaching performance developed by the Superintendent, the BR's Board of Directors, and/or other BR staff.

In addition to these more formal performance evaluations, BR encourages you and your supervisor to discuss your job performance on an ongoing basis.

BR's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit BR's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and BR. Accordingly, either the employee or BR can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Classified Staff:

Formal evaluations are generally held once each year. You will be provided a copy of the evaluation tool and as part of the process you will do a self-evaluation. Your supervisor may schedule your evaluation time in advance so that you are prepared for the process.

In addition to these more formal performance evaluations, BR encourages you and your supervisor to discuss your job performance on an ongoing basis.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT[1]

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 5 or more employees.

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

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

1. The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;

2. FMLA: The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition" CFRA: The care of a designated person with serious health condition. The definition of a designated person is "any individual related by blood or whose association with the employee is the equivalent of a family relationship" The designated person is limited to one designated person per a 12 month period.

3. The "serious health condition" of the employee;

4. The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

5. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family

[1] Employees may qualify for FMLA/CFRA Leave only if the School has 5 or more employees, and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

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

You may ~~will be required to~~ use ~~any~~ available PTO during unpaid family and medical leave. (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You may ~~will also be required to~~ use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

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

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

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their

supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees may ~~will be required to~~ use any unused allotted sick time during any unpaid portion of pregnancy disability leave(e.g., for example, any period in which you are not receiving a wage supplement through the EDD). . Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

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

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

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

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

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

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

The employee may use unused and available PSL, or PTO during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

BR provides regular full-time employees up to five (5) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member or a fertility related loss. This includes the loss of a child, dependent, parent-sibling, parent, step-parent, parent-in-law, grandparent, grandchild, spouse, domestic partner, sibling, or step-sibling, loss of preganancy, failed surrogacy, failed adoption, and/or failed fertility treatment.

JURY DUTY LEAVE

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

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

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

TIME OFF TO VOTE

The School will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote.

If employees are unable to vote in an election during their non-working hours, then the School will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Accrued unused may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) of an employee is a victim of such a crime.

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

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

This leave is unpaid but the employee may choose to use available sick, or personal time off (PTO). Up to 12 weeks may be taken for Crime Victim Leave. You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE/STALKING LEAVE

If you are a victim of domestic violence, sexual assault and/or stalking, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling, or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

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

Certification may be sufficiently provided by any of the following:

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

injuries or abuse resulting in victimization from an act of domestic violence or sexual assault or stalking.

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

The School will also, to the extent allowed by law, maintain the confidentiality to the extent possible of an employee requesting leave under this provision. The School will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law.

BR is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked BR for help or changes in the workplace to ensure safety at work.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

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

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want

compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any accrued paid leave (PSL/PTO) for organ donation and up to five (5) days accrued paid leave (PSL/PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

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

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

DRUG & ALCOHOL REHABILITATION LEAVE

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

This policy in no way restricts BR's right to discipline an employee, up to and including termination of employment, for violation of BR's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued PTO/~~RTO~~ if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate

CIVIL AIR PATROL LEAVE

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

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

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

Please see the following calendars for the observed holidays:



SPED & Student Services Staff Calendar

2026 - 2027

BEARS

BLUE RIDGE ACADEMY

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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August 2026

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September 2026

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October 2026

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November 2026

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Staff Work Days

195 Days	August - June (B-Basis Staff)
204 Days	August - June (C-Basis Staff)

Staff Holidays

Jul 2 -3	Independence Da
Sep 7	Labor Day
Oct 12	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 1	Winter Break
Jan 18	Martin Luther King Jr. Day
Feb 15	Presidents' Day
Feb 22	Lincoln's Birthday (Observed)
March 26 - April 2	Spring Break
May 31	Memorial Day
June 18	Juneteenth (Observed)

School Year Dates

July	5 GE Staff Flex Days*
Aug 3	SPED & Student Services Staff Back
Aug 6	GE Staff Back to Work
Aug 19	First Day of School
Jan 15	Last Day of 1st Semester
Jan 19	First Day of 2nd Semester
June 2	Last Day of School

Instructional Days

88	Semester 1
88	Semester 2
176	Total Instructional Days

Student Holidays

Sep 7	Labor Day
Oct 12	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 20 - 27	Thanksgiving Break
Dec 18 - Jan 1	Winter Break
Jan 18	Martin Luther King Jr. Day
Feb 15	Presidents' Day
Feb 22	Lincoln's Birthday (Observed)
March 26 - April 2	Spring Break
May 31	Memorial Day

Staff Professional Development

Aug 6-7	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
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June 2027

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School Closed | Student Free Day | C-Basis Only | First Day of Semester | Last Day of Semester

GENERAL EDUCATION STAFF CALENDAR

2026 - 2027

BEARS

BLUE RIDGE ACADEMY

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
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5 flex days between July 6-31

August 2026

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September 2026

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October 2026

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Staff Work Days

195 Days	August - June (GE Staff)
204 Days	August - June (C-Basis Staff)

GE Staff Flex Days

5 GE Staff Flex Days in July: HSTs will coordinate with their RC to determine which 5 days in July they will work to ensure Mas are completed and pending orders are reviewed for approval.

Staff Holidays

Jul 2 - 3	Independence Day
Sep 7	Labor Day
Oct 12	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 20 - 27	Thanksgiving Break
Dec 18 - Jan 1	Winter Break
Jan 18	Martin Luther King Jr. Day
Feb 15	President's Day
Feb 22	Lincoln's Birthday (Observed)
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Jan 20	First Day of 2nd Semester
June 3	Last Day of School

Instructional Days

88	Semester 1
88	Semester 2
176	Total Instructional Days

Student Holidays

Sep 1	Labor Day
Oct 13	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 21 - 28	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 19	Martin Luther King Jr. Day
Feb 15	President's Day
Feb 22	Lincoln's Birthday (Observed)
March 26 - April 2	Spring Break
May 31	Memorial Day

- School Closed
- Student Free Day
- First Day of Semester
- Last Day of Semester
- C-Basis Only

Staff Professional Development

Aug 6-7	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

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January 2027

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February 2027

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March 2027

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April 2027

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June 2027

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27	28	29	30			

Staff must complete all close out items prior to summer break

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

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

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

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

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

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO) - A BASIS ONLY

Full-time A-Basis (12 Months) school based employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

Employer Sponsored Paid Leave

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1 – June 30).

- On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PTO per school year (July 1 – June 30), which unused PTO days will carry over year to year subject to a cap of 20 days (160 hours).
- Employees hired after July but before December 31 will receive ten days (80 hours) of PTO on his or her first day of employment.
- Employees hired after December 31 will receive six days (48 hours) of PTO on his or her first day of employment.
- PTO is added annually in July and any PTO above twenty (20) days (i.e.160 hours) will be paid out.
- PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

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

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California and who work more than 30 days within a year in the City of Los Angeles are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee, the employee's family member, or person defined as a designated person by the employee.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law.

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

Allotment and Maximum/Carryover

PSL days are allotted as set forth below to eligible employees:

- A Basis:
  - 12-month employee, 80 hours of paid sick time
  - maximum accrual of 144 paid sick leave annually
- B Basis:
  - 10-month employee, 80 hours of paid sick time
  - maximum accrual of 144 paid sick leave annually
- C Basis:
  - 10.5-month employee, 80 hours of paid sick time
  - maximum accrual of 144 paid sick leave annually

A, B, and C basis are based on the calendar days worked by the employee. Employees hired after December 31 will receive six days (48 hours) of PSL on his or her first day of employment.

- All other eligible employees:

  All other eligible employees will be allotted six days (48 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. Employees may carry over and maintain up to 72 hours of allotted PSL.

Once the employee's PSL reaches the maximum, further allotment of PSL is suspended. Unused PSL will carry over from year to year, subject to this maximum. Unused PSL above the maximum is not eligible for retirement reporting. If the employee has less than the maximum on the date when PSL is allotted (e.g., on July 1), then the employee will be allotted a partial amount of the annual PSL, up to the maximum.

By way of example, if a part-time employee (allotted PSL under the "other eligible employees" category), has a balance of 56 hours of PSL as of July 1, the employee will be allotted an additional

16 hours of PSL. If an employee has a balance of 72 hours of PSL as of July 1, the employee will be allotted 0 hours of PSL.

Limits on Use

Eligible employees may use allotted PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use allotted PSL to make up for the absence.

Notification

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

Termination

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

No Discrimination or Retaliation

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

PAID SICK LEAVE DONATION POLICY

Personal Hardship

Employees who have exhausted all paid sick leave (PSL) may request donations from co-workers through this policy. The PSL donation policy applies to employees suffering from a catastrophic illness or other medical emergency, which for the purposes of this policy, constitutes an employee's or a family member's medical condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PSL available.

Eligibility

Employees who are experiencing hardship due to a catastrophic illness or medical emergency are eligible to request and receive donations of PSL from other employees who have agreed to surrender leave to the School sponsored leave bank.

Requests for Donations

A written request for PSL donations that describes the specific medical emergency or medical condition must be submitted to Human Resources. Human Resources will verify the employee's eligibility, and make a written determination which will be given to the employee as soon as practical.

Donations of Paid Leave

Employees who have more than 48 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form

indicating the number of accrued paid leave hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 48 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance. Human Resources shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable "wages" to such eligible employee for the payroll period utilized. No employee shall receive payment for more than 40 hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

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

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources.

Full-time employees will also be covered under an insurance policy that includes Life, Short-term Disability and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the School that will be the employee's responsibility to purchase and pay for.

COBRA BENEFITS

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

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

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

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. The School pays a matching contribution to each eligible employee's Social Security taxes.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

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

BR will require you to take up to two weeks of unused PTO prior to your receipt of benefits under the PFL program.

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

WORKER'S COMPENSATION INSURANCE

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

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

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using BR's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of BR and have been provided for use in conducting BR business. All communications and information transmitted by, received from, created, or stored in its BR's Communication Systems are records and property of BR. The Communication Systems are to be used for School purposes only. Employees may, however, use BR technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with BR business, and does not violate any BR policies:

- To send and receive necessary and occasional

  personal communications;

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

and

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

No Expectation of Privacy

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

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from BR's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish BR's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed BR upon request for any reason that BR, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would

not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

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

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on BR letterhead.

Offensive and Inappropriate Material

BR's policy against discrimination and harassment, sexual or otherwise, applies fully to BR's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in BR's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Sup.

BR may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by BR networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to BR's blocking software.

Solicitations

BR's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Superintendent is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

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

Games and Entertainment Software

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

Confidential Information

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

Copyrights and Trademarks

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

Any BR approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to BR's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to BR's network.

Files obtained from sources outside BR including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage BR's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-BR sources, without first scanning the material with BR approved virus checking software. If you suspect that a virus has been introduced into the BR network, notify technology personnel immediately.

Violations of this Policy

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

Amendment and Modification of this Policy

BR reserves the right to modify this policy at any time, with or without notice. BR may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA POLICY

BR has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, SnapChat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.

- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.

- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.

- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.

- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.

- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.

- Be knowledgeable about and comply with the School's background check procedures.

- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.

- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.

- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.

- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

- Never be false or misleading with respect to your professional credentials.

- Do not take any photos, videos, or other media in the workplace or on the School's premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.

- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to our Human Resources Manager. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the School.

Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. BR encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to

the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

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

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

Employees may not use trade names, or logos belonging to the School without express written permission of Assistant and/or the Superintendents.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact the Human Resources Manager.

Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with BR's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

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

Laptop Computers

Each staff member is assigned a laptop for professional use and may be charged for any damages, loss or theft to the laptop caused by willful misconduct.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and

work areas;

- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
    - Immediately report the incident to his/her immediate supervisor, Human Resources and/or the Superintendent;
    - Obtain an official police report documenting the theft or loss; and
    - Provide a copy of the police report to his/her immediate supervisor Human Resources and/or the Superintendent.
    - If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring, and auditing by the School.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School if resulting from an employee's willful misconduct.

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

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

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

<u>Telephone Calls and Texting</u>

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, BR has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by BR.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by BR.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. BR must approve any postings prior to posting.

BR reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI -NEPOTISM POLICY

Policy Statement

It is the policy of BR to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a BR decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all BR board members, employees, individual consultants hired or retained by BR, and School Services Providers hired or retained by BR.

Relationships between BR board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

(a) Family Members of BR board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.

(b) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the BR's board of directors.

(c) Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the BR's board of directors.

Definitions

"Family Members" include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law.

"Nepotism" describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

"**School Services Provider**" shall mean any provider of school services to BR, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to BR.

Procedures

When a Family Member of a current BR board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member's application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that BR's best interests would be served otherwise.

When a Family Member of a current BR board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within BR, the Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of BR, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, BR will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and BR. If a mutual agreement is unattainable, the Board will determine, in BR's best interest, which employee is to be transferred or separated.

Responsibilities

The Superintendent or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Superintendent or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that BR's best interests would be served by the employment of a Family Member.

The Superintendent or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Superintendent or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Superintendent.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed

and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Superintendent.

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

INTERNAL INVESTIGATIONS & SEARCHES

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

In BR's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for BR property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to BR. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

BR has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect BR or which occur on BR property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on BR premises, regardless of the relationship between BR and the parties involved
- All threats or acts of violence occurring off BR premises involving someone who is acting in the capacity of a representative of BR

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

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

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

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. Your Superintendent or immediate supervisor will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity.

Consult your supervisor if you have any questions regarding appropriate attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

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

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behavior

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

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

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of a School Leader. It is recommended that any such gifts be filtered through the Regional Coordinator along with the rationale.

- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior

- Giving students a ride to/from school or school activities without the express, advance written permission of Regional Coordinator and the student's parent or legal guardian

- Being alone in a room with a student at school with the door closed and/or windows blocked from view

- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer

- Staff mirroring the immature behavior of minors

- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

<u>Acceptable and Recommended Behaviors</u>

- Pats on the shoulder or back

- Handshakes

- "High-fives" and hand slapping

- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact

- Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only

- Holding hands while walking with small children or children with significant disabilities

- Assisting with toileting of small or disabled children in view of another staff member

- Touch required under an IEP or 504 Plan

- Reasonable restraint of a violent person to protect self, others, or property

- Obtaining formal written pre-approval from Superintendent to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off campus

- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)

- Keeping the door wide open when alone with a student

- Keeping reasonable and appropriate space between you and the student

- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- *Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.*

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

BOUNDARIES REPORTING

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

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Superintendent. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Superintendent.

STANDARDS OF CONDUCT AND CIVILITY

At The Blue Ridge Academy, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

BR employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All BR employees and any individuals acting on behalf of BR are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Superintendent. Failure to comply with this policy may result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

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

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School

  property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School,
- Violation of the Substance and Alcohol policy,
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused,
- Excessive tardiness or absenteeism unless otherwise excused,
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy

- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours
- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned

  overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, fundraising, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your

former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

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

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

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

This policy is in addition to BR's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

<u>Outside Employment</u>

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

- Prevent you from performing work for which you are employed at BR.
- Involve organizations that are doing or seek to do business with BR including actual or potential vendors.
- Violate provisions of law or BR policies or rules.

- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

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

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of BR that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of BR. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer of employee of BR if any of the following apply:

1. It involves the use of BR time, facilities, equipment, supplies, or the officer's or employee's position or influence with BR, for private gain or advantage.
2. It involves receipt or acceptance by the officer of employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with BR.
3. It involves the performance of an act as part of the outside activity that involves services performed for BR.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use BR's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of BR, the officer or employee shall obtain a written determination of the Superintendent or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

BR will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of BR business in excess of the semi-monthly telecommuting stipend. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining

to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of BR that BR shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. BR does not and shall not provide, for example, "sign up bonuses" to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with BR in order to obtain funds or thing of value from BR. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with BR for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in BR, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student's education at BR, resulting in the individual's receipt of funds or thing of value from BR.

Procedures

The prior approval of the Superintendent or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

1. Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
2. Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Superintendent or his or her designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

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

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, (such as alcoholic beverages and cannabis (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, cannabis, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

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

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event:
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises:
- Refusing to submit to an inspection or testing when requested by administration:
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the

  workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect

your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxilator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee of other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Superintendent, other employees or call 911. Report any suspicious persons or activities to your Superintendent. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Superintendent and the written consent of the individual being recorded.

Please report any problems with our security systems to your Superintendent.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on BR property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

BR cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on BR's premises, including the parking area, or away from school property while on school business BR employees are prohibited from using personal property for work-related purposes unless approved in advance by the Superintendent.

SAFETY POLICY

BR is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or-Superintendent immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Superintendent immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Superintendent regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

BR has in place a written Injury and Illness Prevention Program as required by law. It is located in the main office for review.

ERGONOMICS

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

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your immediate supervisor or Superintendent.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

BR will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from BR; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to BR for three consecutive work days. BR requests that employees provide at least two weeks written notice of a voluntary termination. All BR property must be returned immediately upon terminating employment. BR retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of BR's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, BR reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at BR may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at BR. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, BR will disclose only the dates of employment and the title of the last position held. BR will verify or disclose an employee's salary only if the employee provides written authorization for BR to provide the information. However, BR will provide information about current or former employees as required by law or court order. BR will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Blue Ridge Academy's ("BR") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

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

In particular, I have read and understand BR's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with BR at any time, BR, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and BR for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Superintendent of BR, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Superintendent. This is the entire agreement between BR and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with BR, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

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

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

Employee Name (print): _____

Employee Signature: _____Date: _____

Policy Regarding Model Referral Protocols for Addressing Pupil Behavioral Health Concerns

Blue Ridge Academy recognizes its legal responsibility to ensure timely referral systems that support students' behavioral health needs. Developed in accordance with *EC* Section 49428.1, Model Referral Protocols for Addressing Pupil Behavioral Health Concerns ("the Protocols") provide guidance for identifying, referring, and supporting students experiencing behavioral health challenges.

The Protocols promote best practices to enhance collaboration between schools, families, and external service providers. They are grounded in multi-tiered systems of support (MTSS), trauma-informed care, and culturally responsive approaches. The goal is to establish consistent, effective, and accessible referral systems that contribute to positive outcomes for all students.

EC 49428.2(a) defines “youth behavioral health disorders” as “pupil mental health and substance use disorders.”

The Protocols use the term “behavioral health” as an umbrella term for factors that influence an individual’s overall health, including mental health, substance use, stress-related symptoms, and actions or habits that impact physical, mental, and social-emotional well-being.

The purpose of the Blue Ridge Academy Governing Board approving this Policy Regarding Model Referral Protocols for Addressing Pupil Behavioral Health Concerns is to accomplish the following:

1. Provide a Framework Overview of establishing the Protocols
2. Explore Key Considerations taken when establishing the Protocols
3. Identify the Steps Needed to build a productive Protocol
4. Establish Feedback Tools for Stakeholders

1. Framework Overview

The Protocols are structured around five key components:

1. **Needs Assessment**: Understand behavioral health trends, gaps, and available supports.
2. **Building Capacity**: Strengthen internal and community-based systems.
3. **Planning**: Develop coordinated strategies based on assessed needs.
4. **Implementation**: Execute referral protocols through a collaborative model.
5. **Evaluation**: Assess system impact and make continuous improvements.

2. Key Considerations

- **Intended Audience**: Certificated and classified school employees, administrators, mental health professionals, and preparation programs.

- **Legal Scope**: Per *EC* Section 49428.1(b)(8), the Protocols must not be interpreted to authorize staff to diagnose or treat behavioral health conditions unless they are licensed and employed to do so.

- **Differentiated Referrals**: In alignment with *EC* Section 49428.1(b)(7), the Protocols reflect differentiated processes for students with disabilities and other distinct populations. A single standard referral pathway may not be appropriate for all students. Groups that may require unique approaches include, but are not limited to:
    - Students with Individualized Education Programs (IEPs)
    - Students with Section 504 Plans
    - English learners
    - Foster and homeless youth

Students may experience behavioral health needs shaped by disability status, prior adversity, or other challenges. For students with disabilities, referrals may need to incorporate existing supports outlined in their IEP or 504 Plans. Collaborating with special education teams helps prevent misinterpretation of behaviors or redundant referrals. Observable behaviors like emotional dysregulation or social withdrawal may be directly linked to a disability rather than an additional behavioral health concern. Staff should consult with case managers or special education professionals before initiating new referrals.

Referral systems should also account for language needs, cognitive processing styles, sensory sensitivities, and diverse family dynamics. Principles of universal design, cultural responsiveness, and trauma-informed care should guide referral environments. Staff training should support the ability to discern when behavior stems from disability-related or intersecting challenges such as trauma or poverty. Embedding differentiated pathways reflects a school's commitment to supporting the unique needs and the holistic well-being of every student.

Additional Considerations
In alignment with *EC* 49428.1(b), these Protocols are intended to promote the use of positive behavioral intervention supports, and to be considered for use in lieu of disciplinary action when addressing pupil behavioral health concerns. The referral process should actively include parents and guardians, ensuring that families are engaged as collaborative partners in supporting student well-being.

3. Steps to Building the Protocol

A meaningful behavioral health system begins with understanding the community's specific needs. Blue Ridge Academy gathered data across attendance, academic performance, and behavioral indicators, while also engaging diverse stakeholders in order to build the Protocol.

Part 1: Needs Assessment

In order to better understand behavioral health trends and gaps, and therefore provide the most effective support, Blue Ridge Academy will:

- Identify trends and service gaps
- Gather community and student voice
- Analyze local, state, and federal funding sources
- Form cross-disciplinary teams, utilizing third-party support such as law enforcement and psychiatric teams, if necessary

Tools & Resources
The following tools and resources will be used in order to determine student needs:

- California Healthy Kids Survey
- Collaborative for Academic, Social, and Emotional Learning (CASEL) Stakeholder Engagement Toolkit
- Substance Abuse and Mental Health Services Administration (SAMHSA) School Mental Health Implementation Guide
- Merrell Strong Kids SEL Curriculum

- Positive Action Curriculum
- National screener for Threat Assessment

Part 2: Building Capacity
Effective referral systems depend on trained staff and coordinated roles.
Strategies
- Offer training on trauma-informed care, student in crisis needs assessment protocol national training, MTSS, and evidence-based practices
- Clarify staff roles and reduce stigma around behavioral health
- Form multi-disciplinary teams within and beyond the school site

Considerations
- Align training with community needs
- Foster collaboration between education and health partners
- Determine if/when third-party support is needed and conduct the necessary intake evaluation and processes

Part 3: Planning
Effective planning connects assessment results to actionable strategies. Planning should include clearly defined goals and integration with MTSS.
Focus Areas
- Set short- and long-term objectives
- Engage families, students, and community members.
- Develop interagency agreements and memorandums of understanding

Note: Planning should reflect local capacity and available data systems.

Part 4: Implementation
Put strategies into action using evidence-based tools and clear workflows.
Steps
- Prepare by documenting pre-referral efforts
- Develop a case management system for referrals
- Involve families and obtain consent
- Track referrals and follow-ups through secure systems

Data Practices
- Comply with The Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Portability and Accountability Act (HIPAA)
- Establish protocols for safe data sharing
- Train staff in responsible data use

Part 5: Evaluation
Continuous improvement is essential to ensure systems remain relevant and effective.
Key Practices
- Collect and analyze quantitative and qualitative data
- Monitor referral access across student groups
- Schedule regular review cycles (e.g., Plan-Do-Study-Act)

4. Feedback Tools
The Protocols are intended to evolve with user feedback. Stakeholders are encouraged to review, adapt, and improve them based on local context and input from the field. Blue Ridge will gather and analyze stakeholder feedback for process improvement by using the following methods:
- Student and caregiver surveys
- Staff focus groups
- Meeting with external partners

2027 - 2028 ACADEMIC CALENDAR

BEARS
BLUE RIDGE ACADEMY

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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September 2027

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October 2027

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31						20

November 2027

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December 2027

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January 2028

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February 2028

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March 2028

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April 2028

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30						20

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date	Event/Holiday
Aug. 18	First Day of School
Sept. 6	Labor Day
Oct. 11	Indigenous Peoples' Day
Nov. 11	Veterans Day
Nov. 19-26	Thanksgiving Break

Date	Event/Holiday
Dec. 17-31	Winter Break
Jan. 14	Last Day of Semester 1
Jan. 17	MLK Jr. Day
Jan. 18	First Day of Semester 2
Feb. 14	Lincoln's Birthday (Obs.)

Date	Event/Holiday
Feb. 21	Presidents' Day
Mar. 24-31	Spring Break
May 29	Memorial Day
May 31	Last Day of School

Instructional Minutes	
Kindergarten	36000
1st - 3rd	50400
4th - 8th	54000
9th - 12th	64800
Instructional Days	176

2027 - 2028 ADMINISTRATIVE & CLASSIFIED STAFF CALENDAR

BEARS
BLUE RIDGE ACADEMY

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Staff Work Days

230 Days	July - June (Classified Staff)

Staff Holidays

Jul 2 -5	Independence Day
Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 22 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day
June 19	Juneteenth

School Year Dates

July	5 GE Staff Flex Days*
Aug 2	SPED & Student Services Staff Back
Aug 5	GE Staff Back to Work
Aug 18	First Day of School
Jan 14	Last Day of 1st Semester
Jan 18	First Day of 2nd Semester
May 31	Last Day of School

Instructional Days

88	Semester 1
88	Semester 2
176	Total Instructional Days

Student Holidays

Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 19 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day

Staff Professional Development

Aug 5-6	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

School Closed
Student Free Day
First Day of Semester
Last Day of Semester

January 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

General Education Staff Calendar

2027 - 2028

BEARS
BLUE RIDGE ACADEMY

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 flex days between July 6-30

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Closed
Student Free Day
C-Basis Only

Staff Work Days

195 Days	August - June (GE Staff)
204 Days	August - June (C-Basis Staff)

Staff Holidays

Jul 2 -5	Independence Day
Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 22 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day
June 19	Juneteenth

School Year Dates

July	5 GE Staff Flex Days*
Aug 2	SPED & Student Services Staff Back
Aug 5	GE Staff Back to Work
Aug 18	First Day of School
Jan 14	Last Day of 1st Semester
Jan 18	First Day of 2nd Semester
May 31	Last Day of School

Instructional Days

88	Semester 1
88	Semester 2
176	Total Instructional Days

Student Holidays

Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 19 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day

Staff Professional Development

Aug 5-6	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

GE Staff Flex Days

5 GE Staff Flex Days in July: HSTs will coordinate with their RC to determine which 5 days in July they will work to ensure MAs are completed and pending orders are reviewed for approval.

January 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff must complete all close out items prior to summer break.

First Day of Semester
Last Day of Semester

SPED & Student Services Staff Calendar

2027 - 2028

BEARS
BLUE RIDGE ACADEMY

July 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Staff Work Days

195 Days	August - June (B-Basis Staff)
204 Days	August - June (C-Basis Staff)

Staff Holidays

Jul 2 -5	Independence Day
Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 22 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day
June 19	Juneteenth

School Year Dates

July	5 GE Staff Flex Days*
Aug 2	SPED & Student Services Staff Back
Aug 5	GE Staff Back to Work
Aug 18	First Day of School
Jan 14	Last Day of 1st Semester
Jan 18	First Day of 2nd Semester
May 31	Last Day of School

Instructional Days

88	Semester 1
88	Semester 2
176	Total Instructional Days

Student Holidays

Sep 6	Labor Day
Oct 11	Indigenous Peoples' Day
Nov 11	Veterans' Day
Nov 19 - 26	Thanksgiving Break
Dec 17 - 31	Winter Break
Jan 17	Martin Luther King Jr. Day
Feb 14	Presidents' Day
Feb 21	Lincoln's Birthday (Observed)
March 24 - 31	Spring Break
May 29	Memorial Day

Staff Professional Development

Aug 5-6	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

School Closed
Student Free Day
C-Basis Only
First Day of Semester
Last Day of Semester

January 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2028 - 2029 ACADEMIC CALENDAR

BEARS
BLUE RIDGE ACADEMY

August 2028						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						11

September 2028						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

October 2028						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

November 2028						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						15

December 2028						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						**11**

January 2029						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						20

February 2029						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
						18

March 2029						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						16

April 2029						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						21

May 2029						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

June 2029						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						1

July 2029						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date	Event/Holiday
Aug. 17	First Day of School
Sept. 4	Labor Day
Oct. 9	Indigenous Peoples' Day
Nov. 10	Veterans Day
Nov. 17-24	Thanksgiving Break

Date	Event/Holiday
Dec. 18-Jan. 2	Winter Break
Jan. 12	Last Day of Semester 1
Jan. 15	MLK Jr. Day
Jan. 16	First Day of Semester 2
Feb. 12	Lincoln's Birthday (Obs.)

Date	Event/Holiday
Feb. 19	Presidents' Day
Mar. 23-30	Spring Break
May 28	Memorial Day
June 1	Last Day of School

Instructional Minutes	
Kindergarten	36000
1st - 3rd	50400
4th - 8th	54000
9th - 12th	64800
Instructional Days	176

2028 - 2029 ADMINISTRATIVE & CLASSIFIED STAFF CALENDAR

BEARS
BLUE RIDGE ACADEMY

July 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2028

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff Work Days

230 Days	July - June (Classified Staff)

Staff Holidays

Jul 4	Independence Day
Sep 4	Labor Day
Oct 9	Indigenous Peoples' Day
Nov 10	Veterans' Day
Nov 20 - 24	Thanksgiving Break
Dec 18 - Jan 1	Winter Break
Jan 15	Martin Luther King Jr. Day
Feb 12	Presidents' Day
Feb 19	Lincoln's Birthday (Observed)
March 26 - 30	Spring Break
May 28	Memorial Day
June 19	Juneteenth

School Year Dates

July	5 GE Staff Flex Days*
Aug 1	SPED & Student Services Staff Back
Aug 3	GE Staff Back to Work
Aug 17	First Day of School
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
June 1	Last Day of School

Instructional Days

86	Semester 1
90	Semester 2
176	Total Instructional Days

Student Holidays

Sep 4	Labor Day
Oct 9	Indigenous Peoples' Day
Nov 10	Veterans' Day
Nov 17 - 24	Thanksgiving Break
Dec 18 - Jan 2	Winter Break
Jan 15	Martin Luther King Jr. Day
Feb 12	Presidents' Day
Feb 19	Lincoln's Birthday (Observed)
March 26 - 30	Spring Break
May 28	Memorial Day

Staff Professional Development

Aug 3-4	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

School Closed
Student Free Day
First Day of Semester
Last Day of Semester

January 2029

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2029

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2029

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2029

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2029

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2029

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2028 - 2029 General Education Staff Calendar

BEARS
BLUE RIDGE ACADEMY

July 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5 flex days between July 5-31

August 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2028

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Closed
C-Basis Only
Student Free Day

Staff Work Days

195 Days	August - June (GE Staff)
204 Days	August - June (C-Basis Staff)

Staff Holidays

Jul 4	Independence Day
Sep 4	Labor Day
Oct 9	Indigenous Peoples' Day
Nov 10	Veterans' Day
Nov 20 - 24	Thanksgiving Break
Dec 18 - Jan 1	Winter Break
Jan 15	Martin Luther King Jr. Day
Feb 12	Presidents' Day
Feb 19	Lincoln's Birthday (Observed)
March 26 - 30	Spring Break
May 28	Memorial Day
June 19	Juneteenth

School Year Dates

July	5 GE Staff Flex Days*
Aug 1	SPED & Student Services Staff Back
Aug 3	GE Staff Back to Work
Aug 17	First Day of School
Jan 12	Last Day of 1st Semester
Jan 16	First Day of 2nd Semester
June 1	Last Day of School

Instructional Days

86	Semester 1
90	Semester 2
176	Total Instructional Days

Student Holidays

Sep 4	Labor Day
Oct 9	Indigenous Peoples' Day
Nov 10	Veterans' Day
Nov 17 - 24	Thanksgiving Break
Dec 18 - Jan 2	Winter Break
Jan 15	Martin Luther King Jr. Day
Feb 12	Presidents' Day
Feb 19	Lincoln's Birthday (Observed)
March 26 - 30	Spring Break
May 28	Memorial Day

Staff Professional Development

Aug 3-4	All-Staff Back to School Meeting
Sept - May	All Staff Meetings (Zoom)

School Compliance

Every LP	Attendance Logs
Every LP	Work Samples
Every LP	Student Conferences
Each Semester	Assignment & Work Records

Assessment Windows

Sept - May	Internal Star 360
Feb - March	PFT/ELPAC
March - May	CAASPP

GE Staff Flex Days

5 GE Staff Flex Days in July: HSTs will coordinate with their RC to determine which 5 days in July they will work to ensure MAs are completed and pending orders are reviewed for approval.

January 2029

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2029

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2029

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2029

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2029

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2029

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Staff must complete all close out items prior to summer break.

First Day of Semester
Last Day of Semester

SPED & Student Services Staff Calendar

2028 - 2029

BEARS

BLUE RIDGE ACADEMY

July 2028

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2028

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2028

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2028

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2028

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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Feb - March	PFT/ELPAC
March - May	CAASPP

School Closed

Student Free Day

C-Basis Only

First Day of Semester

Last Day of Semester

January 2029

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2029

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2029

Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2029

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2029

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2029

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Blue Ridge Academy

Staff Evaluation Form

Executive Admin

Employee name		**Date**	
Current position		**Years in position**	
Supervisor			
Have you been on an improvement plan this school year?			
If yes, please list the date it was implemented/completed			

Blue Ridge Staff members shall be provided feedback on their performance throughout the year with a formal evaluation conducted annually. The purpose of the evaluation is to provide Staff with information on their performance and behavior in order to reinforce their strengths, to provide Staff with an opportunity to participate in appropriate professional development activities, and to jointly formulate goals and performance development plans, as necessary. Please include a narrative further describing your self evaluation for each section. Staff members must provide specific examples for all 1, 2, and 5 ratings in the narrative/evidence section of that category.

Rating Scale:

For each skill, both staff and Board will use a 1-5 rating, reflecting on these descriptors. The rating may be based on the level of achievement of that skill and the frequency in which that skill is demonstrated. As you complete your self reflection, please use the below indicators to help guide your self-assessment of each category. These explanations are not exhaustive, but are helpful in determining the appropriate rating for each skill

Rating	Level of achievement	Description
5	Exemplary	This skill is demonstrated consistently, efficiently, and surpasses expectations. Examples may
4	Advanced	This skill is demonstrated consistently, efficiently, and above expectations. Examples may include:
3	Successful	This skill is demonstrated consistently and effectively. Examples may include: contributes to the
2	Developing	This skill is demonstrated somewhat below standard and/or without consistency. Examples may
1	Unsatisfactory	This skill is rarely demonstrated and/or demonstrated far below standards. Examples may include:

1.0 Duties to the Board	Unsatisfactory	Developing	Successful☐	Advanced	Exemplary	Staff score	Board score	Board score	Board score	Board score	Board score
Description	1	2	3	4	5						
1.1 Advises and makes recommendations to the Board when necessary for new or revised Board polices.											
Staff comments, justification, or examples											
Board comments, justification, or examples											

1.2 Submits to the Board recommendations relative to all matters requiring Board Action, together with materials needed for informed decisions.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
1.3 Reports periodically on all the Charter School operations.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
1.4 Conducts special studies requested by the Board.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
1.5 Secures legal opinions when needed.												

Staff comments, justification, or examples	
Board comments, justification, or examples	

1.6 Submits Staff members' communications to the Board at regular Board meetings (when applicable).											

Staff comments, justification, or examples	
Board comments, justification, or examples	

1.7 As liason to the Board, prepares the agenda, minutes of meetings, handles correspondence, records, contracts, securities and other documents.											

Staff comments, justification, or examples	
Board comments, justification, or examples	

1.8 Anticipates and communicates needs of the Charter School.											

Staff comments, justification, or examples	

Board comments, justification, or examples											
1.9 Communicates with Board in an open, honest style and based on Board Policies and legal standing.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
					Average	0.00	0.00	0.00	0.00	0.00	0.00

2.0 Duties Related to Staff	Unsatisfactory	Developing	Successful☐	Advanced	Exemplary	Staff score	Board score	Board score	Board score	Board score	Board score
Description	1	2	3	4	5						
2.1 Coordinates the work of all schools and departments.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
2.2 Directs the employment and assignments of administrative/management staff and coordinates staff activities.											
Staff comments, justification, or examples											

Board comments, justification, or examples	

2.3 Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of the Charter School employees (when applicable).												
Staff comments, justification, or examples												
Board comments, justification, or examples												
2.4 Assigns personnel within the the Charter School in accordance with Board Policy.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
2.5 Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
2.6 Maintains appropriate channels of communication to inform staff about relevant laws, policies, procedures, improvements, and welfare of school.												

Staff comments, justification, or examples	
Board comments, justification, or examples	

					Average	0.00	0.00	0.00	0.00	0.00	0.00

3.0 Duties Related to Students and the Description	Unsatisfactory 1	Developing 2	Successful☐ 3	Advanced 4	Exemplary 5	Staff score	Board score	Board score	Board score	Board score	Board score
3.1 Enforces necessary compliance policies.											

Staff comments, justification, or examples	
Board comments, justification, or examples	

3.2 Continuously observes the instructional program in schools and provides the Board with regular evaluations of the Charter School programs and student progress.											

Staff comments, justification, or examples	
Board comments, justification, or examples	

3.3 Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and schedules, and potentially sound innovative programs.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
3.4 Apprises the Board of contemporary educational practices and related legislative issues.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
3.5 Under appropriate circumstances, recommends to the Board student suspensions or expulsions (when applicable).											
Staff comments, justification, or examples											
Board comments, justification, or examples											
3.6 Prepares implementation plans for school academic improvement (WASC, Single School Plans...) for Board approval.											

Staff comments, justification, or examples	
Board comments, justification, or examples	

					Average	0.00	0.00	0.00	0.00	0.00	0.00

4.0 Duties Related to Non-Instructional Description	Unsatisfactory 1	Developing 2	Successful☐ 3	Advanced 4	Exemplary 5	Staff score	Board score	Board score	Board score	Board score	Board score
4.1 Seeks and identifies sources of income and funding.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
4.2 Maintains and updates adequate census, business, property and personnel records.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
4.3 Coordinates with designated financial team to provide financial and budgetary reports which identify the the Charter School's outstanding obligations.											
Staff comments, justification, or examples											

Board comments, justification, or examples												
4.4 Annually prepares and submits to the Board the Charter School budget that relates the Charter School priorities for the upcoming year and multiyear projections, revises this year's budget or takes other related action as the Board designates.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
4.5 Works with financial team to approve all expenditures in accordance with Board Policy and within Board-approved appropriation limits.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
					Average	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	

5.0 Admin Responsibilities	**Unsatisfactory**	**Developing**	**Successful☐**	**Advanced**	**Exemplary**	**Staff score**	**Board score**	**Board score**	**Board score**	**Board score**	**Board score**
Description	1	2	3	4	5						
5.1 Represents and advocates for the Charter School in relationships with city, county and state governments, private agencies, and the school community.											
Staff comments, justification, or examples											

Board comments, justification, or examples												
5.2 Deals with complaints against the schools and resolves controversies between employees and students or parents/guardians. Brings formal written complains to Board (when applicable).												
Staff comments, justification, or examples												
Board comments, justification, or examples												
5.3 Conducts day-to-day operations as Executive Director and administrator as needed.												
Staff comments, justification, or examples												
Board comments, justification, or examples												
5.4 Demonstrated results with accomplished yearly goals and objectives. Goals and objectives are met or an acceptable rationale is provided. Ability to plan future goals and objectives based on identified needs.												
Staff comments, justification, or examples												
Board comments, justification, or examples												

5.5 Continues to develop and promote the Blue Ridge Academy mission & vision statements and core values											
Staff comments, justification, or examples											
Board comments, justification, or examples											
5.6 Serves as an Executive Officer of Blue Ridge Academy and performs duties in a professional and effective manner.											
Staff comments, justification, or examples											
Board comments, justification, or examples											
						Average	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Summary of Evaluation Scores		
Standards	**Staff Scores**	**Board Scores**
1.0 Duties Related to Board	0.00	0.00
2.0 Duties Related to Staff	0.00	0.00
3.0 Duties Related to Students and the Educational Program	0.00	0.00
4.0 Duties Related to Non-Instructional Operations	0.00	0.00
5.0 Admin Responsibilities	0.00	0.00

Self Reflection
What was your Goal and what steps did you take to meet this goal?
Which of the five standards within the evaluation form is most challenging for you? What is one way that you can grow to strengthen that standard

Which of the five standards within the evaluation form is your greatest strength? Discuss a way that this strength has helped you to excel in your
Share an accomplishment you are most proud of from this year.

Final Board Comments: Areas of Strength/Commendation:

Final Board Comments: Area of Growth/Improvement:

Please complete this section after you have held your Evaluation Meeting with your Supervisor

Executive Director's Signature Date

Board Member's Signature Date

Board President's Signature Date

Blue Ridge Academy

October 2025 Financial Presentation

1st Interim Report

Blue Ridge Academy - Highlights

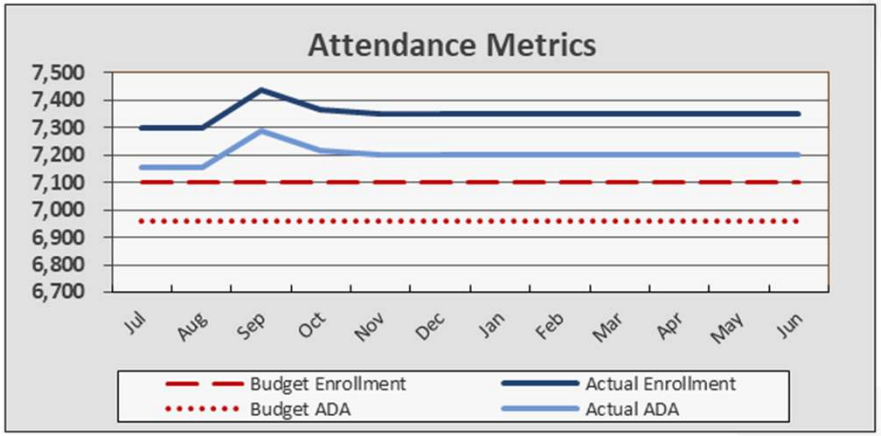
- Enrollment at 7394 as of 1st interim vs the budgeted enrollment of 7100. The school will continue to hold enrollment around this amount.
- The increased enrollment increased the year-end surplus projection to $4.358 million.
- Senate Bill 740 Requirements:
  - 40/80 Expense Ratio ✓
  - 25:1 Pupil Teacher Ratio ✓

Cert.	Instr.
54.3%	86.2%
15,111,464	6,517,185

Pupil:Teacher Ratio
19.10 :1

Attendance & Data Metrics

Enrollment & Per Pupil Data			
	Actual	**Forecast**	**Budget**
Average Enrollment	*7349*	*7348*	*7100*
ADA	*7202*	*7201*	*6958*
Attendance Rate	*98.0%*	*98.0%*	*98.0%*
Unduplicated %	*41.1%*	*41.1%*	*41.1%*
Revenue per ADA		*$14,626*	*$14,530*
Expenses per ADA		*$14,021*	*$14,157*



BLUE RIDGE ACADEMY - Revenue

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	$ 17,800,765	$ 16,538,377	$ 1,262,388	$ 89,560,564	$ 86,216,912	$ 3,343,652
Federal Revenue	-	-	-	1,029,500	1,155,596	(126,096)
Other State Revenue	2,618,530	2,509,949	108,581	14,724,781	13,727,218	997,563
Other Local Revenue	6,698	-	6,698	6,698	-	6,698
Total Revenue	**$ 20,425,992**	**$ 19,048,326**	**$ 1,377,667**	**$ 105,321,542**	**$ 101,099,726**	**$ 4,221,817**

BLUE RIDGE ACADEMY - Expenses

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	$ 12,505,725	$ 12,454,109	$ (51,615)	$ 37,601,633	$ 37,362,328	$ (239,305)
Classified Salaries	2,374,836	2,230,382	(144,454)	7,197,303	6,691,147	(506,156)
Benefits	5,478,900	5,683,224	204,324	17,213,887	17,150,024	(63,863)
Books and Supplies	3,680,859	2,986,506	(694,354)	8,358,510	9,572,999	1,214,489
Subagreement Services	8,418,585	6,445,603	(1,972,982)	23,630,887	20,721,634	(2,909,253)
Operations	707,711	447,287	(260,425)	1,391,351	1,341,860	(49,491)
Facilities	58,596	66,808	8,212	181,805	200,424	18,619
Professional Services	1,732,423	1,675,124	(57,298)	5,387,746	5,461,122	73,376
Depreciation	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Expenses	**$ 34,957,635**	**$ 31,989,043**	**$ (2,968,591)**	**$ 100,963,121**	**$ 98,501,537**	**$ (2,461,584)**

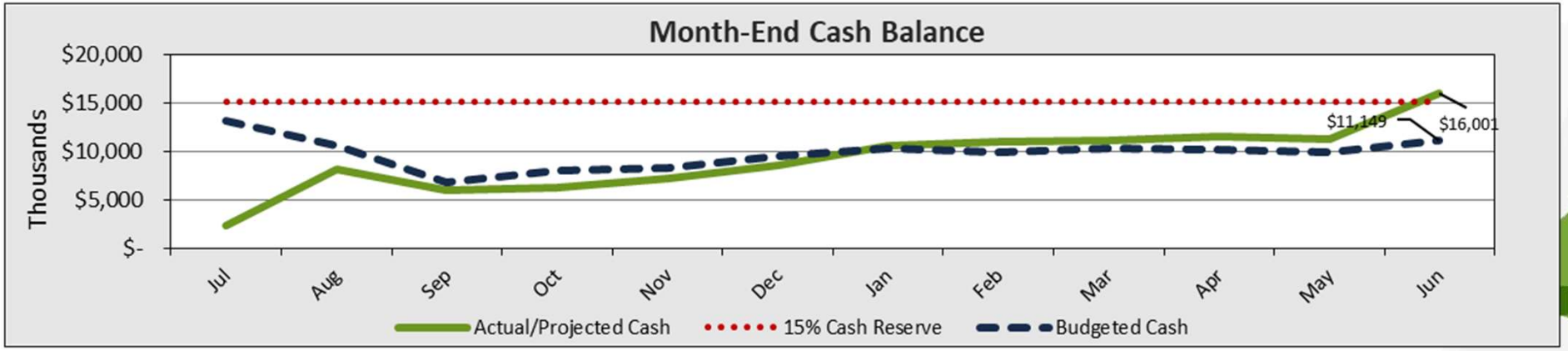
BLUE RIDGE ACADEMY - Fund Balance

- Projected current year-end surplus represents about 4.31% of annual expenses.
- Total Fund Surplus is projected to be 17.9%.

	Year-to-Date			*Annual/Full Year*		
	Actual	**Budget**	**Fav/(Unf)**	**Forecast**	**Budget**	**Fav/(Unf)**
Total Surplus(Deficit)	**$ (14,531,643)**	**$ (12,940,717)**	**$ (1,590,925)**	**$ 4,358,421**	**$ 2,598,189**	**$ 1,760,232**
Beginning Fund Balance	13,750,118	13,750,118		13,750,118	13,750,118	
Ending Fund Balance	**$ (781,524)**	**$ 809,401**		**$ 18,108,539**	**$ 16,348,307**	
As a % of Annual Expenses	*-0.8%*	*0.8%*		*17.9%*	*16.6%*	

BLUE RIDGE ACADEMY - Cash Balance

- Year-end total cash balance now projected to be $16.01M
- Cash growth projected to be $5.3 MM in FY 24-25
- Current Days Cash on Hand = 22.55 Days. This will increase to almost 60 days by end of year.
- Restricted Cash currently at $1,002,758 16.08%
- Unrestricted Cash currently at $5,235,169 83.92%



Blue Ridge – Compliance Reports

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Nov-15	**Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually.** The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. **Most schools extend this deadline to the following May 15th.**	Client	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Nov-30	**Universal PreKindergarten (UPK) Planning and Implementation Grant Expenditure report #6** - Report 65 for resource code 6053 due date November 30, 2024 - Expenditure reports for the reporting period of November 1, 2024, to June 30, 2025. If your LEA or COE missed the reporting window for previous reports, or needs to submit a revision, please use the same link below to submit a separate report at this time. Charter schools that have informed the CDE of their intent to return these funds are not required to submit this report. If the LEA has spent all UPK P&I grant funds, they are not required to submit any further expenditure reports. Additional information: https://www.cde.ca.gov/ci/gs/em/upkpi.asp	Charter Impact with Client support	No	No	https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp
FINANCE	Set by Authorizer (by Dec 15)	**1st Interim Financial Report -** Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp
FINANCE	Board meeting by Dec 15	**Annual Audit Review and Board Approval -** Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year.	Client with Charter Impact support	Yes	No	https://www.cde.ca.gov/fg/au/ag/submitauditrpt.asp
DATA TEAM	Dec-12	**CALPADS - Fall 1 Certification deadline** - Please be mindful that certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A–G graduate counts.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Dec-15	**LREBG Interim Expenditure Reporting** - LEAs receiving LREBG apportionments are required to report interim expenditures of those apportioned funds by December 15, 2025. The LREBG Interim Expenditure Report will be completed and submitted through the CDE's Grant Management and Reporting Tool (GMART). Please see the CDE GMART Instructions web page for more information on how to complete, submit, and export the Interim Expenditure Report.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/aa/ca/lrebgpgminfo.asp
DATA TEAM	Set by Authorizer (by Jan 15)	**Principal Apportionment P1** - The First Principal attendance period, designated P-1, is the attendance count for all full school months during the period from July 1 through the last school month that ends on or before December 31 of the FY, and is used by the CDE to compute the P-1 Apportionment. Attendance data collected within the P-1 reporting date range must be uploaded into the state's Principal Apportionment Data Collection portal.	Charter Impact with Client support	No	Yes	https://www.cde.ca.gov/fg/sf/pa/
FINANCE	Jan-15	**Consolidated Application (ConApp) reporting** - Winter - The ConApp is used by the CDE to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. The winter release is submitted in January of each year and contains the LEA's entitlements for each funded program.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/co/cars.asp
FINANCE	Jan-14	**Mid-Year Expenditure Report due to SELPA** - Interim financial reporting for actuals through December 31 are due to SELPA.	Charter Impact	No	No	
DATA	Jan-23	**CALPADS - Fall 1 Amendment deadline** - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by Client	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Jan-31	**Federal Cash Management - Period 3** - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	Board meeting before Feb 28	**2025-26 LCAP Midyear Update** - present a report on the annual update to the LCAP and the Budget Overview for Parents **on or before February 28** of each year at a **regularly scheduled meeting of the governing board of the LEA.** The governing board is not required to adopt the mid-year update, however it must be presented to the governing board as part of a non-consent item. The report must include both of the following: All available mid-year outcome data related to metrics identified in the current year's LCAP. All available mid-year expenditure and implementation data on all actions identified in the current year's LCAP. There is no required template for the mid-year update	Client with Charter Impact support	No	No	https://www.cde.ca.gov/re/lc/
DATA	Feb-01	**School Accountability Report Card -** All public schools in California are required to prepare an annual SARC (2024/25). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	Client	Yes	No	https://www.cde.ca.gov/ta/ac/sa/

BLUE RIDGE ACADEMY - Appendix

- Monthly Cash Flow / Forecast 25-26
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Compliance Report

FY25-26 Blue Ridge Academy

Monthly Cash Flow/Forecast FY25-26

Revised 11/17/2025

Actuals Through: 10/31/2025

ADA = 7216.72

		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
LCFF State Aid		0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
New School/New Grade Apportionment		0.0%	0.0%	0.0%	37.0%	0.0%	0.0%	18.0%	0.0%	n/a	n/a	n/a	n/a	n/a			
In Lieu of Property Taxes		0.0%	6.0%	12.0%	8.0%	8.0%	8.0%	8.0%	8.0%	33.3%	16.7%	16.7%	16.7%	16.7%			
New School In Lieu of Property Taxes		0.0%	0.0%	0.0%	26.0%	8.0%	8.0%	8.0%	8.0%	n/a	n/a	n/a	n/a	n/a			
Special Education		0.0%	5.0%	5.0%	9.0%	9.0%	9.0%	9.0%	9.0%	20.0%	20.0%	20.0%	20.0%	20.0%			
Revenues																ADA =	6958.00
State Aid - Revenue Limit																	
	LCFF - New Grade	-	-	-	-	-	-	-	-						-	-	-
	LCFF - Continuing Charters	-	4,534,335	4,534,335	8,161,803	8,161,803	8,161,803	8,161,803	8,161,803	7,468,749	7,468,749	7,468,749	7,468,749	7,468,749	**87,221,428**	83,772,914	3,448,514
8011	LCFF State Aid	-	4,534,335	4,534,335	8,161,803	8,161,803	8,161,803	8,161,803	8,161,803	7,468,749	7,468,749	7,468,749	7,468,749	7,468,749	**87,221,428**	83,772,914	3,448,514
8012	Education Protection Account	-	-	-	377,359	-	-	360,836	-	-	360,836	-	-	344,313	**1,443,344**	1,391,600	51,744
8019	State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	-	64,311	128,622	84,192	84,192	84,192	84,192	187,276	93,638	93,638	93,638	93,638	**1,091,529**	1,052,398	39,131
		-	4,534,335	4,598,646	8,667,784	8,245,995	8,245,995	8,606,831	8,245,995	7,656,025	7,923,223	7,562,387	7,562,387	7,906,700	**89,756,301**	**86,216,912**	**3,539,389**
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	1,029,500	**1,029,500**	1,155,596	(126,096)
8182	Special Education - Discretionary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8220	Federal Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8291	Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8294	Title V, Part B - PCSG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8295	Charter Facility Incentive Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8296	Other Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8299	Prior Year Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	1,029,500	**1,029,500**	**1,155,596**	**(126,096)**
Other State Revenue																	
8311	State Special Education	-	330,850	330,850	595,531	595,531	595,531	595,531	595,531	596,441	596,441	596,441	596,441	596,441	**6,621,557**	6,262,200	359,357
8520	Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8545	School Facilities (SB740)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550	Mandated Cost	-	-	-	-	-	177,240	-	-	-	-	-	-	-	**177,240**	176,415	824
8560	State Lottery	-	-	-	-	-	-	473,144	-	-	473,144	-	-	1,016,660	**1,962,948**	1,899,534	63,414
8598	Prior Year Revenue	0	(0)	0	(251,328)	-	-	-	-	-	-	-	-	-	**(251,327)**	-	(251,327)
8599	Other State Revenue	499,830	380,585	363,124	369,088	342,218	742,218	380,000	392,218	392,218	550,000	392,218	392,218	1,038,101	**6,234,035**	5,389,068	844,966
		499,831	711,434	693,974	713,291	937,749	1,514,988	1,448,675	987,749	988,658	1,619,585	988,658	988,658	2,651,201	**14,744,452**	**13,727,218**	**1,017,234**
Other Local Revenue																	
8634	Food Service Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8650	Lease and Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660	Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8689	Other Fees and Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8690	Other Local Revenue	-	6,698	-	-	-	-	-	-	-	-	-	-	-	**6,698**	-	6,698
8698	ASB Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8699	School Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		-	6,698	-	-	-	-	-	-	-	-	-	-	-	**6,698**	**-**	**6,698**
Total Revenue		**499,831**	**5,252,467**	**5,292,620**	**9,381,075**	**9,183,744**	**9,760,983**	**10,055,506**	**9,233,744**	**8,644,683**	**9,542,807**	**8,551,045**	**8,551,045**	**11,587,401**	**105,536,950**	**101,099,726**	**4,437,225**
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	2,536,631	2,571,401	2,597,324	2,598,578	2,592,876	2,592,876	2,592,876	2,592,876	2,592,876	2,592,876	2,592,876	2,592,876	-	**31,046,939**	30,197,902	(849,038)
1170	Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1175	Teachers' Extra Duty/Stipends	103,800	105,200	105,000	109,300	105,600	105,600	105,600	105,600	105,600	105,600	105,600	105,600	-	**1,268,100**	1,650,000	381,900
1200	Pupil Support Salaries	236,761	252,002	253,626	249,909	253,626	253,626	253,626	253,626	253,626	253,626	253,626	253,626	-	**3,021,309**	3,170,785	149,476
1300	Administrators' Salaries	221,714	178,624	178,624	178,624	177,736	177,736	177,736	177,736	177,736	177,736	177,736	177,736	-	**2,179,472**	2,257,829	78,357
1900	Other Certificated Salaries	7,151	7,151	7,151	7,151	7,151	7,151	7,151	7,151	7,151	7,151	7,151	7,151	-	**85,812**	85,812	-
		3,106,057	3,114,379	3,141,725	3,143,563	3,136,989	3,136,989	3,136,989	3,136,989	3,136,989	3,136,989	3,136,989	3,136,989	-	- **37,601,633**	**37,362,328**	**(239,305)**
Classified Salaries																	
2100	Instructional Salaries	4,131	4,142	3,946	4,125	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	-	**49,226**	46,634	(2,592)
2200	Support Salaries	437,742	292,412	304,394	306,349	332,450	332,450	332,450	332,450	332,450	332,450	332,450	332,450	-	**4,000,495**	4,468,488	467,993
2300	Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2400	Clerical and Office Staff Salaries	111,625	183,905	193,403	199,705	189,132	189,132	189,132	189,132	189,132	189,132	189,132	189,132	-	**2,201,693**	1,201,191	(1,000,501)
2900	Other Classified Salaries	84,531	76,922	82,359	85,148	77,116	77,116	77,116	77,116	77,116	77,116	77,116	77,116	-	**945,889**	974,834	28,945
		638,028	557,380	584,101	595,327	602,808	602,808	602,808	602,808	602,808	602,808	602,808	602,808	-	- **7,197,303**	**6,691,147**	**(506,156)**

FY25-26 Blue Ridge Academy

Monthly Cash Flow/Forecast FY25-26

Revised 11/17/2025

Actuals Through: 10/31/2025

ADA = 7216.72

		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Benefits																	
3101	STRS	551,514	565,352	572,089	571,584	568,433	568,433	568,433	568,433	568,433	568,433	568,433	568,433	-	**6,808,000**	6,762,581	(45,418)
3202	PERS	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
3301	OASDI	41,736	35,835	38,811	37,460	37,563	37,563	37,563	37,563	37,563	37,563	37,563	37,563	-	**454,346**	414,851	(39,495)
3311	Medicare	52,592	51,506	52,235	52,456	54,322	54,322	54,322	54,322	54,322	54,322	54,322	54,322	-	**643,367**	638,775	(4,591)
3401	Health and Welfare	583,004	533,723	568,695	668,949	662,625	662,625	662,625	662,625	662,625	662,625	662,625	662,625	-	**7,655,372**	7,450,380	(204,992)
3501	State Unemployment	1,614	1,388	142	36	144	144	718	575	287	144	144	144	-	**5,479**	250,880	245,401
3601	Workers' Compensation	47,394	-	-	-	30,720	30,720	30,720	30,720	30,720	30,720	30,720	30,720	-	**293,155**	361,238	68,083
3901	Other Benefits	111,252	111,481	113,727	114,325	112,923	112,923	112,923	112,923	112,923	112,923	112,923	112,923	-	**1,354,169**	1,271,318	(82,851)
		1,389,106	1,299,285	1,345,699	1,444,811	1,466,730	1,466,730	1,467,304	1,467,161	1,466,873	1,466,730	1,466,730	1,466,730	-	**17,213,887**	**17,150,024**	**(63,863)**
Books and Supplies																	
4100	Textbooks and Core Curricula	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	108,000	108,000
4200	Books and Other Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
4302	School Supplies	445,225	545,785	680,646	609,597	312,907	254,740	358,817	444,112	377,136	533,626	415,613	439,776	-	**5,417,979**	5,160,445	(257,535)
4305	Software	694,381	189,246	243,829	65,671	110,417	110,417	110,417	110,417	110,417	110,417	110,417	110,417	-	**2,076,459**	1,950,000	(126,459)
4310	Office Expense	841	3,900	58,121	8,568	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	-	**271,430**	634,800	363,370
4311	Business Meals	659	9,267	2,458	7,833	8,467	8,467	8,467	8,467	8,467	8,467	8,467	8,467	-	**87,950**	97,900	9,950
4312	School Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
4400	Noncapitalized Equipment	-	-	60,682	54,152	40,242	32,762	46,147	57,116	48,503	68,628	53,451	56,559	-	**518,242**	1,621,854	1,103,613
4700	Food Services	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		1,141,105	748,198	1,045,736	745,820	497,033	431,385	548,847	645,112	569,522	746,137	612,947	640,218	-	**8,372,060**	**9,572,999**	**1,200,939**
Subagreement Services																	
5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5102	Special Education	5,380	156,782	381,887	322,382	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	-	**4,866,430**	5,400,000	533,570
5103	Substitute Teacher	-	-	-	-	433	433	433	433	433	433	433	433	-	**3,467**	5,200	1,733
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5105	Security	371	205	368	252	550	550	550	550	550	550	550	550	-	**5,596**	6,600	1,004
5106	Other Educational Consultants	2,149,420	1,561,067	1,828,923	2,011,548	1,121,522	913,040	1,286,072	1,591,786	1,351,729	1,912,620	1,489,640	1,576,244	-	**18,793,610**	15,309,834	(3,483,776)
5107	Instructional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		2,155,171	1,718,053	2,211,178	2,334,182	1,622,506	1,414,023	1,787,055	2,092,769	1,852,712	2,413,604	1,990,623	2,077,227	-	**23,669,103**	**20,721,634**	**(2,947,470)**
Operations and Housekeeping																	
5201	Auto and Travel	246	4,676	8,137	4,340	4,530	4,530	4,530	4,530	4,530	4,530	4,530	4,530	-	**53,638**	54,360	722
5300	Dues & Memberships	-	8,132	37,741	-	2,792	2,792	2,792	2,792	2,792	2,792	2,792	2,792	-	**68,207**	32,300	(35,907)
5400	Insurance	240,529	19,727	138,446	50,484	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	-	**665,186**	642,000	(23,186)
5501	Utilities	-	1,167	1,208	652	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	-	**14,228**	16,800	2,572
5502	Janitorial Services	1,314	2,067	1,817	1,817	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	-	**18,214**	16,200	(2,014)
5516	Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5531	ASB Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5900	Communications	28,151	857	26,434	25,856	26,750	26,750	26,750	26,750	26,750	26,750	26,750	26,750	-	**295,298**	321,000	25,702
5901	Postage and Shipping	16,558	26,289	23,743	37,324	21,600	21,600	21,600	21,600	21,600	21,600	21,600	21,600	-	**276,714**	259,200	(17,514)
		286,798	62,914	237,526	120,472	85,472	85,472	85,472	85,472	85,472	85,472	85,472	85,472	-	**1,391,485**	**1,341,860**	**(49,625)**
Facilities, Repairs and Other Leases																	
5601	Rent	13,542	13,702	13,702	13,702	13,702	13,702	13,702	13,702	13,702	13,702	13,702	13,702	-	**164,261**	162,504	(1,757)
5602	Additional Rent	699	699	-	699	699	699	699	699	699	699	699	699	-	**7,692**	16,200	8,508
5603	Equipment Leases	143	155	176	305	500	500	500	500	500	500	500	500	-	**4,780**	6,000	1,220
5604	Other Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5605	Real/Personal Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5610	Repairs and Maintenance	332	-	494	245	500	500	500	500	500	500	500	500	-	**5,071**	15,720	10,649
		14,717	14,556	14,372	14,951	15,401	15,401	15,401	15,401	15,401	15,401	15,401	15,401	-	**181,805**	**200,424**	**18,619**

FY25-26 Blue Ridge Academy

Monthly Cash Flow/Forecast FY25-26

Revised 11/17/2025

Actuals Through: 10/31/2025

ADA = 7216.72

		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Professional/Consulting Services																	
5801	IT	42,375	42,375	46,189	43,646	43,646	43,646	43,646	43,646	43,646	43,646	43,646	43,646	-	**523,752**	490,500	(33,252)
5802	Audit & Taxes	-	-	-	-	8,000	8,000	8,000	-	-	-	-	-	-	**24,000**	24,000	-
5803	Legal	-	22,158	52,872	34,843	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	**389,872**	420,000	30,128
5804	Professional Development	439,942	42,027	1,034	12,767	116,583	27,500	27,500	27,500	27,500	27,500	27,500	27,500	-	**804,853**	780,000	(24,853)
5805	General Consulting	-	3,400	24,027	14,213	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	-	**225,640**	276,000	50,360
5806	Special Activities/Field Trips	10,240	59,572	99,776	118,022	33,816	27,530	38,778	47,996	40,758	57,670	44,916	47,527	-	**626,601**	770,907	144,306
5807	Bank Charges	982	1,488	716	1,297	150	150	150	150	150	150	150	150	-	**5,683**	1,700	(3,983)
5808	Printing	-	-	-	-	175	175	175	175	175	175	175	175	-	**1,400**	2,000	600
5809	Other taxes and fees	3,762	352	198	7,552	5,583	5,583	5,583	5,583	5,583	5,583	5,583	5,583	-	**56,530**	64,600	8,070
5810	Payroll Service Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5811	Management Fee	151,650	151,650	151,650	151,650	153,908	153,908	153,908	153,908	153,908	153,908	153,908	153,908	-	**1,837,864**	1,769,245	(68,619)
5812	District Oversight Fee	-	-	-	-	82,460	82,460	86,068	82,460	76,560	79,232	75,624	75,624	257,075	**897,563**	862,169	(35,394)
5813	County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5814	SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
5815	Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		648,950	323,022	376,460	383,990	502,322	406,953	421,809	419,418	406,280	425,864	409,502	412,114	257,075	**5,393,759**	**5,461,122**	**67,363**
Depreciation																	
6900	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	**-**	**-**
Interest																	
7438	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-	**-**	**-**	**-**
Total Expenses		**9,379,933**	**7,837,788**	**8,956,798**	**8,783,116**	**7,929,260**	**7,559,760**	**8,065,685**	**8,465,129**	**8,136,057**	**8,893,005**	**8,320,472**	**8,436,958**	**257,075**	**101,021,034**	**98,501,537**	**(2,519,498)**
Monthly Surplus (Deficit)		**(8,880,102)**	**(2,585,321)**	**(3,664,177)**	**597,958**	**1,254,484**	**2,201,223**	**1,989,821**	**768,615**	**508,626**	**649,802**	**230,573**	**114,087**	**11,330,326**	- **4,515,916**	**2,598,189**	**1,917,727**
															4.3%		
Cash Flow Adjustments																	
	Monthly Surplus (Deficit)	(8,880,102)	(2,585,321)	(3,664,177)	597,958	1,254,484	2,201,223	1,989,821	768,615	508,626	649,802	230,573	114,087	11,330,326	**4,515,916**		
	Cash flows from operating activities																
	Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Public Funding Receivables	184,168	9,129,925	1,073,203	652,056	-	-	86,660	-	-	-	-	-	(11,587,401)	**(461,389)**		
	Grants and Contributions Rec.	3,514	-	-	-	-	-	-	-	-	-	-	-	-	**3,514**		
	Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Prepaid Expenses	2,028,038	135,696	(53,909)	(349,711)	-	-	-	-	-	-	-	-	-	**1,760,114**		
	Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Accounts Payable	(1,212,059)	(915,200)	816,240	(444,372)	-	-	-	-	-	-	-	-	257,075	**(1,498,316)**		
	Accrued Expenses	(25,056)	171,085	(28,063)	36,731	-	-	-	-	-	-	-	-	-	**154,697**		
	Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Deferred Revenue	(499,831)	(202,318)	(271,013)	(203,289)	(342,218)	(742,218)	(80,000)	(392,218)	(392,218)	(250,000)	(392,218)	4,660,389	-	**892,849**		
	Cash flows from investing activities																
	Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Cash flows from financing activities																
	Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
	Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	**-**		
Total Change in Cash		(8,401,328)	5,733,867	(2,127,719)	289,373	912,266	1,459,006	1,996,481	376,397	116,408	399,802	(161,645)	4,774,476				
Cash, Beginning of Month		10,743,734	2,342,406	8,076,273	5,948,554	6,237,927	7,150,193	8,609,199	10,605,680	10,982,076	11,098,485	11,498,287	11,336,642				
Cash, End of Month		**2,342,406**	**8,076,273**	**5,948,554**	**6,237,927**	**7,150,193**	**8,609,199**	**10,605,680**	**10,982,076**	**11,098,485**	**11,498,287**	**11,336,642**	**16,111,119**				
	15%	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*	*15,153,155*				
		8.46	**29.18**	**21.49**	**22.54**	**25.83**	**31.11**	**38.32**	**39.68**	**40.10**	**41.54**	**40.96**	**58.21**	**DCOH**			

Cert.	Instr.
56.9%	86.1%
17,095,027	6,398,035

Pupil:Teacher Ratio
19.14

Blue Ridge Academy

Financial Package

October 31, 2025

Presented by:

CHARTER IMPACT

Blue Ridge Academy

Budget vs Actual

For the period ended October 31, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenue							
State Aid - Revenue Limit							
LCFF Revenue	$ 8,161,803	$ 7,539,562	$ 622,241	$ 17,230,473	$ 15,916,854	$ 1,313,619	$ 83,772,914
Economic Protection Account Funding	377,359	0	377,359	377,359	347,900	29,459	1,391,600
In Lieu of Property Taxes	128,622	84,192	44,430	192,933	273,623	(80,690)	1,052,398
Total State Aid - Revenue Limit	8,667,784	7,623,754	1,044,030	17,800,765	16,538,377	1,262,388	86,216,912
Federal Revenue							
Federal Special Education - IDEA	0	0	0	0	0	0	1,155,596
Total Federal Revenue	0	0	0	0	0	0	1,155,596
Other State Revenue							
State Special Education - AB602	595,531	563,598	31,932	1,257,231	1,189,818	67,413	6,262,200
State - Mandated Cost Reimbursement	0	0	0	0	0	0	176,415
State - State Lottery	0	0	0	0	0	0	1,899,534
Prior Year Revenues	(251,328)	0	(251,327)	(251,328)	0	(251,328)	0
State - Other State Revenue	369,088	1,274,904	(905,816)	1,612,627	1,320,131	292,496	5,389,069
Total Other State Revenue	713,291	1,838,502	(1,125,211)	2,618,530	2,509,949	108,581	13,727,218
Other Local Revenue							
Other Local Revenue	0	0	0	6,697	0	6,698	0
Total Other Local Revenue	0	0	0	6,697	0	6,698	0
Total Revenue	**9,381,075**	**9,462,256**	**(81,181)**	**20,425,992**	**19,048,326**	**1,377,667**	**101,099,726**
Expenses							
Certificated Salaries							
Certificated Teachers' Salaries	2,598,579	2,516,492	(82,087)	10,303,935	10,065,967	(237,968)	30,197,902
Certificated Teachers' Extra Duties/Stipends	109,300	137,500	28,200	423,300	550,000	126,700	1,650,000
Certificated Pupil Support Salaries	249,909	264,232	14,323	992,299	1,056,929	64,629	3,170,785
Certificated Supervisors' and Administrators' Salaries	178,624	188,152	9,528	757,586	752,609	(4,977)	2,257,829
Other Certificated Salaries	7,151	7,151	0	28,604	28,604	0	85,812
Total Certificated Salaries	3,143,563	3,113,527	(30,036)	12,505,724	12,454,109	(51,616)	37,362,328
Classified Salaries							
Classified Instructional Salaries	4,125	3,886	(239)	16,343	15,545	(799)	46,634
Classified Support Salaries	306,349	372,374	66,025	1,340,897	1,489,496	148,600	4,468,488
Clerical, Technical, and Office Staff Salaries	199,705	100,100	(99,605)	688,637	400,397	(288,240)	1,201,191
Other Classified Salaries	85,148	81,236	(3,912)	328,959	324,945	(4,015)	974,834
Total Classified Salaries	595,327	557,596	(37,731)	2,374,836	2,230,383	(144,454)	6,691,147
Benefits							
State Teachers' Retirement System, certificated positi	571,584	563,548	(8,036)	2,260,539	2,254,193	(6,345)	6,762,581
OASDI/Medicare/Alternative, certificated positions	37,460	34,571	(2,889)	153,842	138,284	(15,558)	414,851
Medicare certificated positions	52,455	53,232	776	208,788	212,925	4,137	638,775
Health and Welfare Benefits, certificated positions	668,950	620,865	(48,084)	2,354,372	2,483,460	129,088	7,450,380
State Unemployment Insurance, certificated positions	36	12,544	12,507	3,181	50,176	46,995	250,880
Workers' Compensation Insurance, certificated positic	0	30,103	30,103	47,394	120,413	73,019	361,239
Other Benefits, certificated positions	114,325	105,943	(8,382)	450,784	423,772	(27,012)	1,271,318
Total Benefits	1,444,810	1,420,806	(24,005)	5,478,900	5,683,223	204,324	17,150,024
Books & Supplies							
Textbooks and Core Curricula Materials	0	9,000	9,000	0	36,000	36,000	108,000
School Supplies	609,597	634,168	24,572	2,281,253	1,564,556	(716,697)	5,160,444
Software	65,672	162,500	96,828	1,193,127	650,000	(543,127)	1,950,000
Office Expense	8,568	52,900	44,332	71,429	211,600	140,170	634,800
Business Meals	7,833	8,158	326	20,217	32,633	12,417	97,900
Noncapitalized Equipment	54,152	199,310	145,157	114,835	491,717	376,883	1,621,854
Total Books & Supplies	745,822	1,066,036	320,215	3,680,861	2,986,506	(694,354)	9,572,998
Subagreement Services							
Special Education	322,382	450,000	127,618	866,430	1,800,000	933,569	5,400,000
Substitute Teacher	0	434	434	0	1,734	1,734	5,200
Security	252	550	297	1,196	2,200	1,003	6,600
Other Educational Consultants	2,011,548	1,881,428	(130,119)	7,550,958	4,641,669	(2,909,288)	15,309,834
Total Subagreement Services	2,334,182	2,332,412	(1,770)	8,418,584	6,445,603	(1,972,982)	20,721,634
Professional/Consulting Services							
IT	43,646	40,875	(2,771)	174,584	163,500	(11,084)	490,500
Audit and Tax	0	8,000	8,000	0	8,000	8,000	24,000
Legal	34,842	35,000	158	109,873	140,000	30,128	420,000

Blue Ridge Academy

Budget vs Actual

For the period ended October 31, 2025

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Professional Development	12,767	65,000	52,233	495,770	260,000	(235,771)	780,000
General Consulting	14,214	23,000	8,787	41,640	92,000	50,360	276,000
Special Activities	118,022	94,737	(23,286)	287,609	233,726	(53,884)	770,907
Bank Charges	1,297	142	(1,155)	4,483	566	(3,916)	1,700
Printing	0	167	166	0	667	667	2,000
Other Taxes and Fees	7,552	5,383	(2,168)	11,864	21,533	9,669	64,600
Management Fee	151,650	147,437	(4,213)	606,600	589,749	(16,851)	1,769,245
District Oversight Fee	0	76,238	76,237	0	165,383	165,384	862,170
Total Professional/Consulting Services	383,990	495,979	111,988	1,732,423	1,675,124	(57,298)	5,461,122
Facilities, Repairs & Other Leases							
Rent	13,702	13,542	(159)	54,647	54,168	(480)	162,504
Additional Rent	699	1,350	650	2,098	5,400	3,303	16,200
Equipment Leases	305	500	195	779	2,000	1,220	6,000
Repairs and Maintenance	245	1,310	1,065	1,072	5,240	4,169	15,720
Total Facilities, Repairs & Other Leases	14,951	16,702	1,751	58,596	66,808	8,212	200,424
Operations & Housekeeping							
Auto and Travel Expense	4,340	4,530	190	17,398	18,120	722	54,360
Dues & Memberships	0	2,691	2,692	45,873	10,767	(35,107)	32,300
Insurance	50,484	53,500	3,016	449,186	214,000	(235,186)	642,000
Utilities	652	1,400	748	3,028	5,600	2,572	16,800
Janitorial/Trash Removal	1,817	1,350	(467)	7,014	5,400	(1,614)	16,200
Communications	25,856	26,750	895	81,298	107,000	25,702	321,000
Postage and Shipping	37,324	21,600	(15,725)	103,914	86,400	(17,514)	259,200
Total Operations & Housekeeping	120,473	111,821	(8,651)	707,711	447,287	(260,425)	1,341,860
Total Expenses	**$ 8,783,118**	**$ 9,114,879**	**$ 331,761**	**$ 34,957,635**	**$ 31,989,043**	**$ (2,968,593)**	**$ 98,501,537**
Change in Net Assets	**597,957**			**(14,531,643)**			
Net Assets, Beginning of Period	**(1,379,482)**			**13,750,118**			
Net Assets, End of Period	**$ (781,525)**			**$ (781,525)**			

Blue Ridge Academy

Statement of Cash Flows

For the period ended October 31, 2025

	Month Ended 10/31/25	YTD Ended 10/31/25
Cash Flows from Operating Activites		
Change in Net Assets	$ 597,957	$ (14,531,643)
(Increase) Decrease in Operating Assets		
Public Funding Receivables	652,056	11,039,352
Grants, Contributions & Pledges Receivable	0	3,514
Prepaid Expenses	(349,711)	1,760,114
Increase (Decrease) in Operating Liabilities		
Accounts Payable	(444,372)	(1,755,391)
Accrued Expenses	36,731	154,697
Deferred Revenue	(203,289)	(1,176,450)
Total Cash Flows from Operating Activites	**289,372**	**(4,505,807)**
Change in Cash and Cash Equivalents	**289,372**	**(4,505,807)**
Cash & Cash Equivalents, Beginning of Period	**5,948,554**	**10,743,734**
Cash & Cash Equivalents, End of Period	**$ 6,237,927**	**$ 6,237,927**

Blue Ridge Academy

Statement of Financial Position

For the period ended October 31, 2025

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	$ 6,237,927	$ 10,743,734	$ (4,505,807)	(42) %
Accounts Receivable	3,580	7,094	(3,514)	(50) %
Public Funding Receivables	289,732	11,329,084	(11,039,352)	(97) %
Due To/From Related Parties	(556,378)	(556,378)	0	0 %
Prepaid Expenses	601,821	2,361,935	(1,760,114)	(75) %
Total Current Assets	6,576,682	23,885,469	(17,308,787)	(72) %
Long-term Assets				
Right-of-Use Asset, Net	41,765	41,765	0	0 %
Deposits	210,955	210,955	0	0 %
Total Long-term Assets	252,720	252,720	0	0 %
Total Assets	**$ 6,829,402**	**$ 24,138,189**	**$ (17,308,787)**	**(72) %**
Liabilities				
Current Liabilities				
Accounts Payable	$ 480,488	$ 2,235,879	$ (1,755,391)	(79) %
Accrued Liabilities	6,071,210	5,916,513	154,697	3 %
Deferred Revenue	1,002,757	2,179,207	(1,176,450)	(54) %
Operating Lease Liability, Current Porti	56,471	56,471	0	0 %
Total Current Liabilities	7,610,926	10,388,070	(2,777,144)	(27) %
Total Liabilities	**7,610,926**	**10,388,070**	**(2,777,144)**	**(27) %**
Net Asset	**(781,525)**	**13,750,118**	**(14,531,643)**	**(106) %**
Liabilities & Net Assets	**$ 6,829,402**	**$ 24,138,189**	**$ (17,308,787)**	**(72) %**

Blue Ridge Academy

Check Register

For the period ended October 31, 2025

Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
40911	A1DR001--A1 Driving and Traffic School	Enrichment Svcs - 09/25 - 01/26	10/01/2025	$ 499.00
40912	ACTI000--Activities for Learning, Inc.	School Supplies	10/01/2025	562.10
40913	ROBE006--Adrienne Roberts	Reimb. - Traveling Expenses - 07/03/25 - 07/10/25 - SpEd	10/01/2025	80.00
40914	ALLA000--All About Learning Press, Inc.	School Supplies	10/01/2025	2,110.83
40915	MELE000--Aurora Melendez	Janitorial Svcs - 08/25	10/01/2025	500.00
40916	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/01/2025	2,355.67
40917	MOVI002--Beyond the Page	School Supplies	10/01/2025	1,423.26
40918	BOOK001--BookShark	School Supplies	10/01/2025	1,222.91
40919	BURB002--Burbank Dance Academy	Enrichment Svcs - 08/25 - 11/25	10/01/2025	1,668.60
40920	CALI037--Calico Canvas	Enrichment Svcs - 08/25 - 10/25	10/01/2025	330.00
40921	KAZO000--Cecilia Kazol	Enrichment Svcs - 09/25 - 11/25	10/01/2025	640.00
40922	CERT000--Certified Interpreting Services LLC	SpEd Svcs - 08/25	10/01/2025	3,600.00
40923	CHIL001--Children's Therapy Network, Inc.	SpEd Svcs - 08/25	10/01/2025	895.65
40924	CHRI006--Christ Lutheran Church	Rental Rooms - 03/16/26 - 03/20/26	10/01/2025	3,000.00
40925	CIRO000--Ci Rowing Club Inc	Enrichment Svcs - 09/25	10/01/2025	600.00
40926	CITY033--City of Thousand Oaks	Graduation Ceremony 05/26/26	10/01/2025	15,076.00
40927	CROS006--CrossFit 310	Enrichment Svcs - 09/25 - 12/25	10/01/2025	480.00
40928	DANC007--Dance 1	Enrichment Svcs - 08/25 - 11/25	10/01/2025	315.00
40929	DANC030--Dance Alliance of Camarillo	Enrichment Svcs - 09/25 - 11/25	10/01/2025	417.10
40930	DELA001--Delano Athletica Gymnastics	Enrichment Svcs - 09/25 - 10/25	10/01/2025	480.00
40931	DOCM000--Doc Magic	Magic Performance	10/01/2025	614.25
40932	DOLL001--Dollar Driving School of Ventura	Enrichment Svcs - 09/25 - 11/25	10/01/2025	885.00
40933	DRAW001--Drawn2Art	Enrichment Svcs - 09/25 - 12/25	10/01/2025	1,296.00
40934	ELEM001--Elemental Science	School Supplies	10/01/2025	181.49
40935	EMHS000--EMH Sports USA, Inc.	SpEd Svcs - 08/25	10/01/2025	3,050.00
40936	MOSC000--Emily Moscoe	Enrichment Svcs - 09/25 - 11/25	10/01/2025	576.00
40937	ESTF000--EST Football LLC	Enrichment Svcs - 08/25	10/01/2025	1,900.00
40938	EVAN000--Evan-Moor	School Supplies	10/01/2025	400.17
40939	EVER005--Everway, LLC	SpEd Svcs - 10/25	10/01/2025	2,937.95
40940	FITK000--Fit Kids Gymnastics Center	Enrichment Svcs - 09/25 - 11/25	10/01/2025	2,673.30
40941	GENE000--Genesis Gymnastics Inc	Enrichment Svcs - 08/25 - 11/25	10/01/2025	825.00
40942	GOLD007--Gold Coast Gymnastics	Enrichment Svcs - 03/25 - 06/25	10/01/2025	1,758.00
40943	GRAC017--Gracie Barra Long Beach	Enrichment Svcs - 09/25 - 11/25	10/01/2025	597.00
40944	GRAC015--Gracie Barra West Lancaster	Enrichment Svcs - 08/25 - 12/25	10/01/2025	4,999.03
40945	HAND004--H4B Team LLC	School Supplies	10/01/2025	165.99
40946	HAPP003--Happy Horse Trail Rides, Inc.	Enrichment Svcs - 09/25	10/01/2025	4,040.00
40947	HIST000--History Unboxed LLC	School Supplies	10/01/2025	826.31
40948	HOCK000--Hockeycontractor, Inc.	Enrichment Svcs - 09/25 - 10/25	10/01/2025	475.00
40949	HOME002--Home Science Tools	School Supplies	10/01/2025	704.74
40950	HOME013--Homeschool Languages	School Supplies	10/01/2025	358.99
40951	HOOK000--Hooked on Phonics	School Supplies	10/01/2025	154.73
40952	HUCK000--HuckleBerry Center for Creative Learning	Enrichment Svcs - 09/25 - 11/25	10/01/2025	25,444.50
40953	JACK000--JacKris Publishing, LLC	School Supplies	10/01/2025	470.63
40954	JOOB000--Joobilo LLC	Enrichment Svcs - 08/25 - 12/25	10/01/2025	12,355.00
40955	SAMA004--Jorge Samaniego	Enrichment Svcs - 08/25 - 09/25	10/01/2025	480.00
40956	LEUN000--Josephine Leung	Enrichment Svcs - 08/25 - 12/25	10/01/2025	1,800.00
40957	LUCA000--Katie Lucas	Reimb. - School Supplies - 05/28/25 - 05/30/25	10/01/2025	701.84
40958	KIDS017--Kids Discover, LLC	School Supplies	10/01/2025	135.47
40959	LAKE000--Lakeshore Learning Materials	School Supplies	10/01/2025	221.98
40960	LECL000--Le Club Gymnastics	Enrichment Svcs - 09/25	10/01/2025	1,440.30
40961	LEAR012--Learning Without Tears	School Supplies	10/01/2025	126.61
40962	LEWI000--Lewis Music Academy	Enrichment Svcs - 09/25 - 11/25	10/01/2025	12,125.00
40963	LIBE001--Libertas Network	School Supplies	10/01/2025	64.99
40964	LINC001--Lincoln Learning Solutions	School Supplies	10/01/2025	9,398.49
40965	LOGI000--Logic of English Inc	School Supplies	10/01/2025	1,103.44
40966	LONG003--Long Beach Rising	Enrichment Svcs - 09/25	10/01/2025	175.00
40967	DODG000--Los Angeles Dodgers	Enrichment Svcs - 08/25	10/01/2025	1,500.00
40968	JOFR000--Lucas Jofre	Enrichment Svcs - 09/25 - 12/25	10/01/2025	696.00
40969	MATH089--Math Academy, LLC	Enrichment Svcs - 09/25 - 10/25	10/01/2025	548.00
40970	MATH090--Mathnasium of Redondo Beach	Enrichment Svcs - 09/25 - 10/25	10/01/2025	399.00
40971	MCGR000--McGraw Hill	School Supplies	10/01/2025	202.84
40972	MICH004--Michelle's Dance Academy	Enrichment Svcs - 08/25 - 10/25	10/01/2025	1,000.00
40973	MORU002--Morumbi Jiu Jitsu and Fitness Academy	Enrichment Svcs - 08/25 - 11/25	10/01/2025	782.32
40974	MOXI001--Moxie Learning	Enrichment Svcs - 08/25 - 09/25	10/01/2025	500.00
40975	MUSI033--MusicPaige Studio	Enrichment Svcs - 09/25	10/01/2025	102.00
40976	MUTU000--Mutual of Omaha	Insurance Premium - 10/25	10/01/2025	43,024.51
40977	MYGY013--MY GYM Ventura	Enrichment Svcs - 09/25	10/01/2025	139.00
40978	MYMA000--My Math Assistant, LLC	License	10/01/2025	89.99
40979	MYST001--Mystery Science Inc.	License 07/01/25 - 06/30/26	10/01/2025	892.00
40980	MYTX000--myT	Enrichment Svcs - 08/25 - 10/25	10/01/2025	1,500.00
40981	THOM007--Nicole the Math Lady	Enrichment Svcs	10/01/2025	632.00
40982	NOEO000--Noeo Science	School Supplies	10/01/2025	2,426.72
40983	OURJ000--Our Journey Westward, LLC	License (1)	10/01/2025	245.00
40984	PART003--Partners in Special Educations, Inc.	SpEd Svcs - 07/25	10/01/2025	1,377.50

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40985	PEMB000--Pemberly Academics	Enrichment Svcs - 08/25 - 01/26	10/01/2025	5,850.00
40986	PENI001--Peninsula School of Performing Arts	Enrichment Svcs - 08/25	10/01/2025	2,059.50
40987	PROE000--Pro-Ed, Inc.	License (1)	10/01/2025	1,038.37
40988	THOM001--Rachel Thomas	Enrichment Svcs - 09/25 - 11/25	10/01/2025	2,400.00
40989	RAIN000--Rainbow Resource Center	School Supplies	10/01/2025	3,267.62
40990	READ000--Reading Eggs	School Supplies	10/01/2025	699.93
40991	REME000--Robert Remedi	Enrichment Svcs - 09/25 - 12/25	10/01/2025	3,170.00
40992	ROCK019--Rocketology LLC	Enrichment Svcs - 09/25 - 10/25	10/01/2025	920.00
40993	BONH000--Sarah Bonham	Reimb. - SpEd Mileage 08/21/25 - 08/26/25	10/01/2025	58.80
40994	SEAS004--Seasoned by Marissa	Enrichment Svcs - 09/25	10/01/2025	480.00
40995	SIMI001--Simi Valley Jiu Jitsu LLC	Enrichment Svcs - 05/25 - 06/25	10/01/2025	2,729.64
40996	SING000--Singapore Math Inc.	School Supplies	10/01/2025	11,147.29
40997	SJCL000--SJC Los Angeles LLC	Enrichment Svcs - 09/25 - 12/25	10/01/2025	1,814.00
40998	MATH063--SoCal Math LLC	Enrichment Svcs- 09/25 - 10/25	10/01/2025	798.00
40999	SPEC000--Specialized Therapy Services	SpEd Svcs - 07/25	10/01/2025	9,067.50
41000	STAR002--Star Dance Center	Enrichment Svcs - 08/25 - 10/25	10/01/2025	3,742.88
41001	STAR000--Starfall Education Foundation	License	10/01/2025	35.00
41002	STEM005--STEMON USA	Enrichment Svcs - 09/25 - 10/25	10/01/2025	600.00
41003	STEP005--Stephanie Doell Barrett Music Studio	Enrichment Svcs - 09/25 - 11/25	10/01/2025	1,180.00
41004	ESSE000--Stephens Educational Services, LLC	School Supplies	10/01/2025	1,337.30
41005	STRE000--StrengthFlex Athletics LLC	Enrichment Svcs - 10/25 - 12/25	10/01/2025	2,190.00
41006	STUD002--Studies Weekly	School Supplies	10/01/2025	887.89
41007	SUNS000--Sunset Learning Studio	Enrichment Svcs - 09/25 - 11/25	10/01/2025	400.00
41008	LOPE003--Susan Lopez	Enrichment Svcs - 09/25 - 11/25	10/01/2025	680.00
41009	SELF001--Susan Wang Selfridge	Enrichment Svcs - 09/25 - 10/25	10/01/2025	400.00
41010	TALK001--TalkBox.Mom, Inc	School Supplies	10/01/2025	397.82
41011	WILS005--Taniya Wilson	Enrichment Svcs - 09/25	10/01/2025	900.00
41012	TEAC004--Teacher Synergy, LLC	School Supplies	10/01/2025	701.64
41013	TERR005--Terra Arts Foundation	Enrichment Svcs - 08/25 - 12/25	10/01/2025	14,880.00
41014	ETIQ000--The Etiquette Factory	School Supplies	10/01/2025	572.72
41015	SPEE004--The Speech and Language Group, Inc	SpEd Svcs - 07/25	10/01/2025	1,125.00
41016	VIVI000--The Vivid Canvas Art Studio	Enrichment Svcs - 09/25 - 11/25	10/01/2025	2,065.00
41017	THRU000--ThruGuidance Ministries Inc	Enrichment Svcs - 09/25 - 10/25	10/01/2025	350.00
41018	TORR003--Torres Fine Arts Instruction	Enrichment Svcs - 08/25 - 11/25	10/01/2025	2,492.00
41019	TOTA005--Total Touch Football LLC	Enrichment Svcs - 08/25 - 11/25	10/01/2025	2,520.00
41020	PURC003--Tricia Purcell	Reimb. - School Supplies - 09/07/25	10/01/2025	283.80
41021	VALE005--Valencia Tutors Learning Center	Enrichment Svcs - 09/25 - 10/25	10/01/2025	195.00
41022	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 09/25 - 10/25	10/01/2025	2,338.00
41023	VICT005--Victory Tae Kwon Do USA	Enrichment Svcs - 04/25 - 11/25	10/01/2025	2,820.00
41024	VOYA000--Voyager Sopris Learning	License - 08/01/25 - 07/31/26	10/01/2025	3,479.00
41025	WATE000--Waterworks Aquatics Pasadena	Enrichment Svcs - 02/23	10/01/2025	2,003.80
41026	WELL000--Well-Trained Mind Press	School Supplies	10/01/2025	142.23
41027	ZULT000--Z Ultimate Self Defense Studios	Enrichment Svcs - 09/25 - 12/25	10/01/2025	675.00
41028	ZOEC000--Zoe Center	Rental Lease Agreement - 03/23/26 - 03/27/26	10/01/2025	7,680.00
41029	A1DR001--A1 Driving and Traffic School	Enrichment Svcs - 09/25 - 12/25	10/08/2025	524.00
41030	ABCC000--ABC Crate	School Supplies	10/08/2025	112.00
41031	ACTI000--Activities for Learning, Inc.	School Supplies	10/08/2025	802.45
41032	ADTS0357--ADT Security Services	Security Svcs - 10/05/25 - 11/04/25	10/08/2025	111.23
41033	ROGO000--Agnes Rogoza	Enrichment Svcs - 09/25 - 12/25	10/08/2025	14,650.00
41034	ALLA000--All About Learning Press, Inc.	School Supplies	10/08/2025	1,474.31
41035	ALLE000--Allegretto Music School	Enrichment Svcs - 08/25 - 10/25	10/08/2025	675.00
41036	ALTE001--Alternative Choices in Education	Enrichment Svcs - 09/25 - 12/25	10/08/2025	4,900.00
41037	ANTH001--Anthem Music Lessons	Enrichment Svcs - 09/25 - 12/25	10/08/2025	420.00
41038	ARTW003--Art With Aunt Jes	Enrichment Svcs - 09/25 - 12/25	10/08/2025	20,153.00
41039	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/08/2025	2,451.22
41040	MOVI002--Beyond the Page	School Supplies	10/08/2025	1,406.80
41041	STID000--Bonnie Stidfole	Reimb. - Postage - 09/15/25	10/08/2025	12.66
41042	BOOK001--BookShark	School Supplies	10/08/2025	734.09
41043	BRAV000--Brave Writer, LLC	School Supplies	10/08/2025	1,235.20
41044	BRIG011--Bright Future Tutoring	Enrichment Svcs - 08/25 - 09/25	10/08/2025	600.00
41045	BYUI001--BYU Independent Study	Enrichment Svcs - 08/25	10/08/2025	19,939.80
41046	CHAR7510--Charter Communications	Communications Svcs - 09/22/25 - 10/21/25	10/08/2025	116.25
41047	CHIL001--Children's Therapy Network, Inc.	SpEd Svcs - 07/25	10/08/2025	718.80
41048	COPP001--Copper Horse Riding Ranch LLC	Enrichment Svcs - 09/25	10/08/2025	300.00
41049	BECK003--Craig Beck	Enrichment Svcs - 08/25 - 11/25	10/08/2025	3,530.00
41050	CREA014--Creators Touch on Wheels, Inc	Enrichment Svcs - 08/25 - 10/25	10/08/2025	2,056.00
41051	DANC007--Dance 1	Enrichment Svcs - 08/25 - 11/25	10/08/2025	7,456.45
41052	DELA001--Delano Athletica Gymnastics	Enrichment Svcs - 09/25 - 10/25	10/08/2025	610.00
41053	DEPT000--Department of Justice	Fingerprint Svcs - 08/25	10/08/2025	32.00
41054	DOLL001--Dollar Driving School of Ventura	Enrichment Svcs - 09/25 - 12/25	10/08/2025	885.00
41055	DRAW003--Drawn2Art	Enrichment Svcs - 09/25	10/08/2025	3,358.00
41056	ELEM001--Elemental Science	School Supplies	10/08/2025	216.13
41057	WEBS000--Emily Webster-Zuber	Enrichment Svcs - 08/25 - 11/25	10/08/2025	700.00
41058	EPSO000--EPS Operations, LLC	School Supplies	10/08/2025	60.83
41059	ESPI002--Espiritu Jiu Jitsu	Enrichment Svcs - 09/25 - 11/25	10/08/2025	2,100.00

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41060	EVAN000--Evan-Moor	School Supplies	10/08/2025	627.86
41061	GENE001--Generation Genius, Inc	License (1) - 1 year	10/08/2025	225.00
41062	GYMN005--Gymnastics Unlimited	Enrichment Svcs - 09/25 - 12/25	10/08/2025	1,130.00
41063	MCCL002--Hannah McClure	Reimb. - Postage Svcs - 09/04/25	10/08/2025	6.08
41064	HIST000--History Unboxed LLC	School Supplies	10/08/2025	240.00
41065	HOCK000--Hockeycontractor, Inc.	Enrichment Svcs - 09/25 - 11/25	10/08/2025	475.00
41066	HOME014--Homeschool Art Box	School Supplies	10/08/2025	558.00
41067	HOOK000--Hooked on Phonics	School Supplies	10/08/2025	143.70
41068	HUCK000--HuckleBerry Center for Creative Learning	Enrichment Svcs - 09/25 - 11/25	10/08/2025	89,157.50
41069	INNO000--Innovation Education	Enrichment Svcs - 09/25 - 11/25	10/08/2025	4,255.00
41070	JACK000--JacKris Publishing, LLC	School Supplies	10/08/2025	208.94
41071	JJBJ000--JJBJJ Inc	Enrichment Svcs - 11/25 - 12/25	10/08/2025	400.00
41072	WEES000--Judylyn Weesner	Enrichment Svcs - 09/25 - 12/25	10/08/2025	295.00
41073	LUCA000--Katie Lucas	Reimb. - Office Supplies - 09/03/25 - 09/04/25	10/08/2025	111.10
41074	VELO001--Kimberly Veloz - Learning Wins	Enrichment Svcs - 04/25	10/08/2025	128.00
41075	BILL004--Kyle Billingsley	Enrichment Svcs - 09/25	10/08/2025	230.00
41076	LAKE000--Lakeshore Learning Materials	School Supplies	10/08/2025	211.62
41077	LANS000--Lansang Brazillian Jiu-Jitsu LLC	Enrichment Svcs - 09/25 - 11/25	10/08/2025	1,225.00
41078	LEAR012--Learning Without Tears	School Supplies	10/08/2025	232.53
41079	LEGO000--LEGO Education	School Supplies	10/08/2025	880.89
41080	LIBE001--Libertas Network	School Supplies	10/08/2025	2,146.33
41081	LIVA000--Liv'art Inc.	Enrichment Svcs - 09/25 - 10/25	10/08/2025	84.00
41082	LOGI000--Logic of English Inc	School Supplies	10/08/2025	2,643.33
41083	MAJE000--Majestic Gymnastics	Enrichment Svcs - 08/25 - 11/25	10/08/2025	806.00
41084	MAKE000--Maker Empire, Inc. dba Elements Dance Space	Enrichment Svcs - 09/25 - 11/25	10/08/2025	3,754.00
41085	MARS003--MarshMcLennan Agency	Insurance - 07/01/25 - 07/01/26 - 1st installment	10/08/2025	33,656.00
41086	MAST005--Masterpiece Chess Club	Enrichment Svcs - 08/25 - 10/25	10/08/2025	856.00
41087	MATH054--Math Learning Manhattan Beach	Enrichment Svcs - 08/25 - 02/26	10/08/2025	1,650.00
41088	MATH064--Mathnasium of Ventura	Enrichment Svcs - 08/25 - 10/26	10/08/2025	8,696.00
41089	MAYS000--Mays Method Inclusion Center for Education	Enrichment Svcs - 09/25	10/08/2025	760.00
41090	MCGR000--McGraw Hill	School Supplies	10/08/2025	1,008.53
41091	MERC002--Mercurius	School Supplies	10/08/2025	56.56
41092	SHAK000--Monica Shakin	Reimb. - Meals - 09/11/25	10/08/2025	339.78
41093	MORE001--Morey's Music Store, Inc	School Supplies	10/08/2025	280.62
41094	MISS008--Mrs. Megan's Music Studio	Enrichment Svcs - 09/25 - 11/25	10/08/2025	990.00
41095	MUSI032--Music Made Easier!	Enrichment Svcs - 09/25 - 11/25	10/08/2025	900.00
41096	MEZA000--Natalie Meza	Enrichment Svcs - 09/25	10/08/2025	1,565.00
41097	NOEO000--Noeo Science	School Supplies	10/08/2025	523.66
41098	OAKM000--Oak Meadow Inc.	School Supplies	10/08/2025	251.38
41099	OUTS004--Outside the Box Creation	School Supplies	10/08/2025	509.40
41100	PAIN003--Painting to Gogh	School Supplies	10/08/2025	275.92
41101	PASA007--Pasadena Dance Theatre	Enrichment Svcs - 08/25 - 10/25	10/08/2025	1,852.97
41102	PERF007--Perfect Day Surf Camp	Enrichment Svcs - 08/25 - 10/25	10/08/2025	2,235.00
41103	PRNN000--PRN Nursing Consultants LLC	SpEd Svcs - 08/25	10/08/2025	630.00
41104	RAIN000--Rainbow Resource Center	School Supplies	10/08/2025	4,367.73
41105	READ000--Reading Eggs	School Supplies	10/08/2025	1,139.88
41106	RUBY000--Ruby Reads Books	School Supplies	10/08/2025	144.21
41107	SE23000--SE23 Studios LLC	Enrichment Svcs - 08/25	10/08/2025	921.22
41108	DOME000--Shay C Domer	Enrichment Svcs - 09/25 - 11/25	10/08/2025	2,349.00
41109	SIMI001--Simi Valley Jiu Jitsu LLC	Enrichment Svcs - 09/25 - 10/25	10/08/2025	3,964.74
41110	SING000--Singapore Math Inc.	School Supplies	10/08/2025	2,534.67
41111	SJCL000--SJC Los Angeles LLC	Enrichment Svcs - 09/25 - 12/25	10/08/2025	1,095.00
41112	SKYS000--SkyStar Edu LLC	Enrichment Svcs - 09/25 - 12/25	10/08/2025	3,860.00
41113	SOCA015--So-Cal Coding Schools, LLC DBA Code Ninjas Torrance	Enrichment Svcs - 09/25 - 12/25	10/08/2025	597.00
41114	STAR002--Star Dance Center	Enrichment Svcs - 09/25 - 11/25	10/08/2025	237.00
41115	STAR000--Starfall Education Foundation	License (1) - 1 Year	10/08/2025	105.00
41116	STEM005--STEMON USA	Enrichment Svcs - 09/25 - 10/25	10/08/2025	150.00
41117	ESSE000--Stephens Educational Services, LLC	School Supplies	10/08/2025	616.75
41118	STUD002--Studies Weekly	School Supplies	10/08/2025	737.74
41119	TALK001--TalkBox.Mom, Inc	School Supplies	10/08/2025	1,586.95
41120	WILS005--Taniya Wilson	Enrichment Svcs - 10/25	10/08/2025	600.00
41121	TEAC004--Teacher Synergy, LLC	School Supplies	10/08/2025	2,437.08
41122	TEMP002--Temple Akiba of Culver City	Room Rental - 09/17/25	10/08/2025	5,000.00
41123	ELIT008--The Elite Dance & Performing Arts Center	Enrichment Svcs - 09/25	10/08/2025	200.00
41124	GOOD002--The Good and the Beautiful	School Supplies	10/08/2025	459.62
41125	LAIR001--The Lair	Enrichment Svcs - 09/10/25 - 10/30/25	10/08/2025	507.00
41126	SALV001--The Salvation Army	Enrichment Svcs - 09/24/25 - 11/26/25	10/08/2025	300.00
41127	VIVI000--The Vivid Canvas Art Studio	Enrichment Svcs - 09/19/25 - 10/31/25	10/08/2025	747.50
41128	THRU000--ThruGuidance Ministries Inc	Enrichment Svcs - 09/05/25 - 10/25/25	10/08/2025	1,488.00
41129	OAKC000--Tracy Boldroff - Oak Creek Corral	Enrichment Svcs - 09/25 - 11/25	10/08/2025	1,070.00
41130	VERI0087--Verizon Wireless	Communications Svcs - 08/19/25 - 09/18/25	10/08/2025	9,376.11
41131	VERI1733--Verizon Wireless	Communications Svcs - 08/19/25 - 09/18/25	10/08/2025	540.13
41132	VERI9876--Verizon Wireless	Communications Svcs - 08/19/25 - 09/18/25	10/08/2025	38.01
41133	VERI1158--Verizon Wireless	Communications Svcs - 08/19/25 - 09/18/25	10/08/2025	1,556.48
41134	VICT007--Victorum Athletics	Enrichment Svcs - 08/25 - 10/25	10/08/2025	540.00

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41135	WELL000--Well-Trained Mind Press	School Supplies	10/08/2025	294.58
41136	WRIT005--WriteAtHome, Inc.	Enrichment Svcs	10/08/2025	4,285.00
41137	ZULT000--Z Ultimate Self Defense Studios	Enrichment Svcs - 09/25 - 11/25	10/08/2025	500.00
41138	CALS002--CALSTRS	BRA STRS 09/2025	10/10/2025	878,646.77
41139	MADL000--Heather Madla	Reimb. - Office Expense - 03/08/25	10/14/2025	146.88
41140	HEAV001--Heavens Hoofprints Equestrian Center	Enrichment Svcs - 05/25	10/14/2025	200.00
41141	JEFF001--Heidi Jeffrey	Enrichment Svcs - 02/25 - 03/25	10/14/2025	280.00
41142	MAJE000--Majestic Gymnastics	Enrichment Svcs - 04/25	10/14/2025	2,309.00
41143	MATH099--Mathmigo	Enrichment Svcs - 02/25 - 05/25	10/14/2025	14,567.00
41144	DOTY000--Megan Doty	Reimb - Mileage 03/15/23 - 03/17/23	10/14/2025	45.65
41145	WOOD008--Michelle Wood	Reimb. - Mileage - 03/26/25 - 03/27/25	10/14/2025	74.90
41146	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 03/25	10/14/2025	1,221.00
41147	ACEL000--Acellus Educational Services LLC	License (255)	10/15/2025	20,145.00
41148	ADTS0357--ADT Security Services	Security Svcs - 10/19/25 - 11/18/25	10/15/2025	70.42
41149	ALLA000--All About Learning Press, Inc.	School Supplies	10/15/2025	1,168.18
41150	FISC001--Anna Fischer	Reimb. - 08/25	10/15/2025	132.30
41151	NELS001--April Nelson	Reimb. - 08/25 - Office Supplies	10/15/2025	123.31
41152	ARTW003--Art With Aunt Jes	Enrichment Svcs - 08/25 - 12/25	10/15/2025	11,753.00
41153	AZUS001--Azusa Pacific University - Event Services	Graduation - 05/26	10/15/2025	11,952.00
41154	MOVI002--Beyond the Page	School Supplies	10/15/2025	3,930.92
41155	STID000--Bonnie Stidfole	Reimb. - Postage - 09/30/25	10/15/2025	19.00
41156	JONE008--Branche Jones	Consulting Svcs - 09/25	10/15/2025	3,000.00
41157	BYUI001--BYU Independent Study	Enrichment Svcs - 08/25	10/15/2025	90.00
41158	CERR000--Cerritos Yamaha Music School	Enrichment Svcs - 09/25 - 11/25	10/15/2025	2,400.00
41159	CFGL000--CF Global Enterprises Inc.	Enrichment Svcs - 09/25 - 10/25	10/15/2025	275.00
41160	QUEN000--Culligan Quench	Office Water - 10/01/25 - 10/31/25	10/15/2025	53.01
41161	ELEM001--Elemental Science	School Supplies	10/15/2025	212.93
41162	SCHO025--Erin Schoenfeld	Reimb. - 07/30/25 - 09/18/25	10/15/2025	481.95
41163	FIDE9341--Fidelity Security Life Insurance Co.	Vision Ins - 10/25	10/15/2025	4,012.70
41164	FINE001--Fine Art Classes, Inc.	Enrichment Svcs - 09/25	10/15/2025	1,231.20
41165	FMLA000--FMLA Source Inc.	License (1024) 11/01/25 - 01/31/26	10/15/2025	3,778.56
41166	GYMN005--Gymnastics Unlimited	Enrichment Svcs - 10/25	10/15/2025	140.00
41167	HAPP003--Happy Horse Trail Rides, Inc.	Enrichment Svcs - 09/25 - 11/25	10/15/2025	1,600.00
41168	HOLL005--Hollywood Arts Academy	Enrichment Svcs - 04/24 - 05/24	10/15/2025	4,800.00
41169	HOME002--Home Science Tools	School Supplies	10/15/2025	681.37
41170	HONE000--Honest History Co.	School Supplies	10/15/2025	230.79
41171	HUCK000--HuckleBerry Center for Creative Learning	Enrichment Svcs - 09/25 - 11/25	10/15/2025	5,313.50
41172	IMAG005--Image 2000,Inc.	Copier Lease - 09/01/25 - 09/30/25	10/15/2025	86.66
41173	INNO000--Innovation Education	Enrichment Svcs - 09/25	10/15/2025	1,056.00
41174	TREN000--Jessica Trent	Reimb. - Mileage - 08/06/25 - 09/25/25	10/15/2025	231.28
41175	STUR000--Jill Sturkie	Enrichment Svcs - 09/25 - 11/25	10/15/2025	1,388.00
41176	SAMA004--Jorge Samaniego	Enrichment Svcs - 10/25 - 12/25	10/15/2025	640.00
41177	JOST000--Jostens Inc	School Supplies	10/15/2025	27.82
41178	JOST000--Jostens Inc	School Supplies	10/15/2025	21.02
41179	JOYA000--Joya Health	Health Ins.	10/15/2025	3,634.00
41180	CHAP001--Kathy Chaplain	Enrichment Svcs - 08/25 - 11/25	10/15/2025	480.00
41181	SMIT015--Krista Smith	Reimb. - Postage - 09/22/25	10/15/2025	12.16
41182	LACE000--Lacedfacts Dreams	Enrichment Svcs - 09/25 - 12/25	10/15/2025	7,900.00
41183	LAKE000--Lakeshore Learning Materials	School Supplies	10/15/2025	173.07
41184	PHIL008--Leah Phillipps	Reimb. - Mileage - 08/06/25 - 08/08/25	10/15/2025	93.80
41185	LEAR012--Learning Without Tears	School Supplies	10/15/2025	311.68
41186	LEGO000--LEGO Education	School Supplies	10/15/2025	802.11
41187	LIBE001--Libertas Network	School Supplies	10/15/2025	721.86
41188	LITE001--Literacy Resources LLC	School Supplies	10/15/2025	135.94
41189	MAGN001--Magnolia Park United Methodist Church	Rental - 03/06/26 - 03/16/26	10/15/2025	2,400.00
41190	MADR000--Marlyn Madrigal	Reimb. - Parking - 09/25/25	10/15/2025	18.00
41191	MARS003--MarshMcLennan Agency	Insurance - 07/01/25 - 07/01/26 - 4th installment of 9	10/15/2025	16,828.00
41192	MCGR000--McGraw Hill	License - 09/24/25 - 09/24/26	10/15/2025	48.22
41193	NFPR000--NFP Retirement	Quarterly Wellcents Fees - Q4 2025	10/15/2025	3,750.00
41194	LACO002--Nicola Iacovetti	Enrichment Svcs - 09/25 - 11/25	10/15/2025	4,730.00
41195	THOM007--Nicole the Math Lady	Enrichment Svcs	10/15/2025	553.00
41196	NOEO000--Noeo Science	School Supplies	10/15/2025	284.65
41197	OAKM000--Oak Meadow Inc.	School Supplies	10/15/2025	872.94
41198	ORAN004--Orange County Surf Coaching	Enrichment Svcs - 08/25 - 09/25	10/15/2025	2,160.00
41199	PORT000--Portal Languages Fullerton LLC	Enrichment Svcs - 09/25	10/15/2025	720.00
41200	PROE000--Pro-Ed, Inc.	Licensing	10/15/2025	273.76
41201	RAIN000--Rainbow Resource Center	School Supplies	10/15/2025	2,101.28
41202	READ000--Reading Eggs	School Supplies	10/15/2025	99.99
41203	SCOU000--Scout	Enrichment Svcs	10/15/2025	399.00
41204	SEWO000--Sew Outside the Box	School Supplies	10/15/2025	104.56
41205	SIMI001--Simi Valley Jiu Jitsu LLC	Enrichment Svcs - 09/25 - 11/25	10/15/2025	789.84
41206	SING000--Singapore Math Inc.	School Supplies	10/15/2025	632.22
41207	SJCL000--SJC Los Angeles LLC	Enrichment Svcs - 09/29/25 - 12/18/25	10/15/2025	1,314.00
41208	MATH063--SoCal Math LLC	Enrichment Svcs - 10/01/25 - 12/31/25	10/15/2025	2,334.00
41209	SPAN005--Spanish In Action	Enrichment Svcs - 10/25 - 12/25	10/15/2025	525.00

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
41210	ESSE000--Stephens Educational Services, LLC	School Supplies	10/15/2025	269.00
41211	STUD002--Studies Weekly	School Supplies	10/15/2025	148.00
41212	WILS005--Taniya Wilson	Enrichment Svcs - 10/25	10/15/2025	900.00
41213	TEAC004--Teacher Synergy, LLC	School Supplies	10/15/2025	141.15
41214	THES001--The Swim Ranch	Enrichment Svcs - 08/25 - 09/25	10/15/2025	1,340.00
41215	THIN003--Thinkwell Corporation	School Supplies	10/15/2025	337.27
41216	VIRI000--Viridian Art Academy LLC	Enrichment Svcs - 10/25 - 12/25	10/15/2025	495.00
41217	PALM004--Western CBO	SpEd Svcs - 07/25	10/15/2025	1,892.00
41218	WMCO3009--WM Corporate Services, Inc.	Trash Removal Svcs - 10/01/25 - 10/31/25	10/15/2025	357.86
41219	WMCO000--WM Corporate Services, Inc.	Trash Removal Svcs - 10/01/25 - 10/31/25	10/15/2025	180.99
41220	MCPH001--Woke Homeschooling Inc.	School Supplies	10/15/2025	58.48
41221	BARN010--Wyndy Barnes	Reimb. - Postage - 09/22/25	10/15/2025	9.99
41222	EXTR002--Extra Space Storage	Rent - 10/25 - Storage Unit C197	10/20/2025	699.30
41223	ADVA006--The Advantage Group	FLEX/HSA	10/20/2025	1,656.80
41224	MARI000--Maricopa Unified School District	Supervisory Oversight per MOU - 2024-2025 January 2025 Paymer	10/20/2025	455,331.09
41225	ACTI000--Activities for Learning, Inc.	School Supplies	10/22/2025	28.00
41226	ADTS3023--ADT Security Services	Security Svcs - 10/19/25 - 11/18/25	10/22/2025	70.42
41227	ALLA000--All About Learning Press, Inc.	School Supplies	10/22/2025	2,347.57
41228	ALTE001--Alternative Choices in Education	Enrichment Svcs - 09/25 - 12/25	10/22/2025	6,300.00
41229	AMER013--American School of Martial Arts - West Palmdale	Enrichment Svcs - 10/25 - 12/25	10/22/2025	560.00
41230	LEUV000--Amy Van Leuven	Enrichment Svcs - 09/25 - 12/25	10/22/2025	5,525.00
41231	JEHA000--Armena Jehanian	Enrichment Svcs - 09/25 - 10/25	10/22/2025	1,750.00
41232	BEAC003--BeachSide CrossFit Inc	Enrichment Svcs - 09/25	10/22/2025	626.00
41233	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/22/2025	1,567.63
41234	MOVI002--Beyond the Page	School Supplies	10/22/2025	551.22
41235	BIGL000--Big Little Ones LLC	School Supplies	10/22/2025	216.70
41236	BLOO001--Bloom School of Music and Dance	Enrichment Svcs - 09/25	10/22/2025	2,143.00
41237	BOBB001--Bobbie's School of Performing Arts	Enrichment Svcs - 10/25 - 12/25	10/22/2025	246.00
41238	STID000--Bonnie Stidfole	Reimb. - Postage - 10/02/25	10/22/2025	20.00
41239	BOOK001--BookShark	School Supplies	10/22/2025	1,551.15
41240	BRAV000--Brave Writer, LLC	School Supplies	10/22/2025	249.00
41241	BULL001--Bullock Guitar Studio	Enrichment Svcs - 10/25 - 11/25	10/22/2025	375.00
41242	BUMB000--Bumblebunch Sewing Studio	Enrichment Svcs - 09/25	10/22/2025	180.00
41243	CALI020--California Dance Theatre	Enrichment Svcs - 10/25	10/22/2025	486.00
41244	JOHN001--Carol E Johnson	Enrichment Svcs - 10/25 - 12/25	10/22/2025	1,320.00
41245	CIRO000--Ci Rowing Club Inc	Enrichment Svcs - 10/25	10/22/2025	1,225.00
41246	COBR002--Cobrinha Redondo Beach Jiu-Jitsu	Enrichment Svcs - 09/25 - 10/25	10/22/2025	325.00
41247	COLO007--Color it In	Enrichment Svcs - 09/25 - 11/25	10/22/2025	450.00
41248	JACK006--Cynthia Jackson	Reimb. - Mileage - 10/01/25	10/22/2025	73.01
41249	DANC030--Dance Alliance of Camarillo	Enrichment Svcs - 10/25	10/22/2025	214.00
41250	DANC000--Dance Magic Studios	Enrichment Svcs - 09/25 - 11/25	10/22/2025	5,428.00
41251	DDSL000--DD & S Learning Systems dba Sylvan Learning	Enrichment Svcs - 09/25	10/22/2025	992.00
41252	DELA001--Delano Athletica Gymnastics	Enrichment Svcs - 10/25 - 12/25	10/22/2025	540.00
41253	DRAW001--Drawn2Art	Enrichment Svcs - 10/25	10/22/2025	1,064.00
41254	DRAW002--Drawn2Art	Enrichment Svcs - 09/25	10/22/2025	576.00
41255	ELEM001--Elemental Science	School Supplies	10/22/2025	38.50
41256	EMHS000--EMH Sports USA, Inc.	Enrichment Svcs - 09/25 - 11/25	10/22/2025	3,380.00
41257	DELG001--Erica L. Delgado	Enrichment Svcs - 09/25 - 11/25	10/22/2025	708.00
41258	FAMI005--Family Garden Inc	Enrichment Svcs - 09/25 - 11/25	10/22/2025	439.00
41259	FITK000--Fit Kids Gymnastics Center	Enrichment Svcs - 10/25	10/22/2025	219.00
41260	FROM000--Frome Realty Fund Alpha LLC	Rent - 11/25 - Unit 623	10/22/2025	2,450.00
41261	FROM000--Frome Realty Fund Alpha LLC	Rent - 11/25 - Unit 625 & 627	10/22/2025	3,800.00
41262	GENE001--Generation Genius, Inc	License (1) - 1 Year	10/22/2025	175.00
41263	GIBS000--Gibson Music Studio	Enrichment Svcs - 04/25 - 10/25	10/22/2025	2,840.00
41264	HMHE000--HMH Education	School Supplies	10/22/2025	31.05
41265	HOCK000--Hockeycontractor, Inc.	Enrichment Svcs - 09/25	10/22/2025	60.00
41266	DODS001--Holly Dodson	Enrichment Svcs - 09/25 - 01/26	10/22/2025	1,005.00
41267	HOLL005--Hollywood Arts Academy	Enrichment Svcs - 09/24- 10/24	10/22/2025	2,887.50
41268	HOME002--Home Science Tools	School Supplies	10/22/2025	110.20
41269	HUCK000--HuckleBerry Center for Creative Learning	Enrichment Svcs - 09/25 - 11/25	10/22/2025	3,214.00
41270	JACK000--JacKris Publishing, LLC	School Supplies	10/22/2025	155.31
41271	JOEF000--Joe Ferrante Music Academy	Enrichment Svcs - 09/25 - 11/25	10/22/2025	2,400.00
41272	JOOB000--Joobilo LLC	Enrichment Svcs - 08/25 - 12/25	10/22/2025	19,935.00
41273	LERO000--Julie Leroux	Reimb. - 09/12/25	10/22/2025	118.82
41274	HOEN000--Kari Hoenes	Reimb. - Mileage - 10/02/25	10/22/2025	109.90
41275	KIDS019--KidsArt - Valencia, Inc.	Enrichment Svcs - 09/25 - 11/25	10/22/2025	6,811.50
41276	KIDS023--KidsArt, Inc - Los Angeles DBA Drawn2Art	Enrichment Svcs - 09/25 - 12/25	10/22/2025	3,240.00
41277	VELO001--Kimberly Veloz - Learning Wins	Enrichment Svcs - 09/25	10/22/2025	480.00
41278	KLIM000--Klimczak Group	Enrichment Svcs - 09/04/25 - 09/25/25	10/22/2025	400.00
41279	LABE000--LA & Beverly Hills Gymnastics Center	Enrichment Svcs - 09/25 - 11/25	10/22/2025	792.00
41280	LACE000--Lacedfacts Dreams	Enrichment Svcs - 09/25 - 01/26	10/22/2025	6,940.50
41281	LAKE000--Lakeshore Learning Materials	School Supplies	10/22/2025	93.29
41282	LANS000--Lansang Brazillian Jiu-Jitsu LLC	Enrichment Svcs - 09/25 - 11/25	10/22/2025	1,350.00
41283	LECL000--Le Club Gymnastics	Enrichment Svcs - 09/25 - 10/25	10/22/2025	1,770.20
41284	LEAR012--Learning Without Tears	School Supplies	10/22/2025	84.41

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
41285	LEGO000--LEGO Education	School Supplies	10/22/2025	1,130.24
41286	LIBE001--Libertas Network	School Supplies	10/22/2025	137.98
41287	LITT001--Little School of Music	Enrichment Svcs - 08/25 - 12/25	10/22/2025	6,848.00
41288	LOGI000--Logic of English Inc	School Supplies	10/22/2025	1,295.55
41289	LONG003--Long Beach Rising	Enrichment Svcs - 10/25	10/22/2025	175.00
41290	JOFR000--Lucas Jofre	Enrichment Svcs - 09/25 - 11/25	10/22/2025	435.00
41291	LUCK000--Lucky Duck Swim School	Enrichment Svcs - 09/25 - 12/25	10/22/2025	1,275.00
41292	MAJE000--Majestic Gymnastics	Enrichment Svcs - 10/25 - 11/25	10/22/2025	338.00
41293	MARI003--Marianne Frostig Center of Educational Therapy	Enrichment Svcs - 08/25 - Installment 1 of 10	10/22/2025	4,862.03
41294	MATH042--Mathnasium of Eastvale	Enrichment Svcs - 09/25	10/22/2025	603.00
41295	MATH085--Mathnasium of Northwood	Enrichment Svcs - 10/25 - 01/26	10/22/2025	1,500.00
41296	MATH064--Mathnasium of Ventura	Enrichment Svcs - 10/25	10/22/2025	1,735.00
41297	MCGR000--McGraw Hill	License - 09/26/25 - 09/26/26	10/22/2025	94.26
41298	MERC002--Mercurius	School Supplies	10/22/2025	194.28
41299	FRIE002--Merritt Friesen	Enrichment Svcs - 09/25 - 10/25	10/22/2025	260.00
41300	MICH004--Michelle's Dance Academy	Enrichment Svcs - 10/25	10/22/2025	75.00
41301	MIXO000--Mixon Music	Enrichment Svcs - 09/16/25 - 11/30/25	10/22/2025	1,715.00
41302	MURP000--Murphy Language Arts LLC	Enrichment Svcs - 09/02/25 - 1/15/25	10/22/2025	1,450.00
41303	MUSI033--MusicPaige Studio	Enrichment Svcs - 09/30/25 - 10/31/25	10/22/2025	164.00
41304	MYGY013--MY GYM Ventura	Enrichment Svcs - 08/25 - 09/25	10/22/2025	1,112.00
41305	MYST001--Mystery Science Inc.	License 07/01/25 - 06/30/26	10/22/2025	714.00
41306	NEWM001--New Modern Music School US Inc dba Monrovia Musi	Enrichment Svcs - 08/25 - 11/25	10/22/2025	4,648.00
41307	PASA004--New Modern Music School Us Inc dba Pasadena Music A	Enrichment Svcs - 08/25 - 12/25	10/22/2025	8,169.50
41308	NOEO000--Noeo Science	School Supplies	10/22/2025	307.18
41309	OAKM000--Oak Meadow Inc.	School Supplies	10/22/2025	172.75
41310	OLDC000--Old Canyon Stables	Enrichment Svcs - 11/25 - 12/25	10/22/2025	2,040.00
41311	ORAN004--Orange County Surf Coaching	Enrichment Svcs - 08/25 - 09/25	10/22/2025	640.00
41312	VOIA000--Paul Voia-Tipei	Enrichment Svcs - 10/25 - 12/25	10/22/2025	1,200.00
41313	PENI001--Peninsula School of Performing Arts	Enrichment Svcs - 09/25 - 12/25	10/22/2025	441.75
41314	PLAY002--Playa Vista Martial Arts LLC	Enrichment Svcs - 08/25 - 11/25	10/22/2025	900.00
41315	POWE010--Power of One - Cerritos	Enrichment Svcs - 10/25 - 11/25	10/22/2025	1,134.00
41316	PREC000--Precision Gymnastics, Inc.	Enrichment Svcs - 09/25	10/22/2025	110.00
41317	PROE000--Pro-Ed, Inc.	Licensing	10/22/2025	137.50
41318	THOM001--Rachel Thomas	Enrichment Svcs - 09/25 - 11/25	10/22/2025	1,100.00
41319	RAIN000--Rainbow Resource Center	School Supplies	10/22/2025	3,887.86
41320	RANC001--Rancho Simi Recreation and Park District	Enrichment Svcs - 09/25 - 11/25	10/22/2025	2,084.00
41321	DOXX000--Richard Do	Enrichment Svcs - 09/25 - 11/25	10/22/2025	1,200.00
41322	REME000--Robert Remedi	Enrichment Svcs - 09/25 - 11/25	10/22/2025	900.00
41323	ROWL002--Rowland Heights Music Academy	Enrichment Svcs - 08/25 - 11/25	10/22/2025	1,095.25
41324	SAND027--San Dimas Music Academy	Enrichment Svcs - 09/25	10/22/2025	626.00
41325	SANG000--San Gabriel Volley	Enrichment Svcs - 09/25 - 10/25	10/22/2025	200.00
41326	SAND023--Sande Strings	Enrichment Svcs - 09/25 - 12/25	10/22/2025	900.00
41327	SANT000--Santa Monica Academy of Music	Enrichment Svcs - 09/25 - 12/25	10/22/2025	616.00
41328	SCIE001--Science 2 U	Enrichment Svcs - 08/25 - 01/26	10/22/2025	13,447.50
41329	SCOU000--Scout	Enrichment Svcs	10/22/2025	798.00
41330	SEAS004--Seasoned by Marissa	Enrichment Svcs - 09/25 - 10/25	10/22/2025	220.00
41331	SIMI001--Simi Valley Jiu Jitsu LLC	Enrichment Svcs - 10/25 - 11/25	10/22/2025	4,679.84
41332	SING000--Singapore Math Inc.	School Supplies	10/22/2025	475.87
41333	SPAN005--Spanish In Action	Enrichment Svcs - 09/25 - 11/25	10/22/2025	720.00
41334	SPOR001--Sports Academy	Enrichment Svcs - 10/25 - 12/25	10/22/2025	995.00
41335	STAR002--Star Dance Center	Enrichment Svcs - 10/25 - 12/25	10/22/2025	237.00
41336	ESSE000--Stephens Educational Services, LLC	School Supplies	10/22/2025	1,159.10
41337	STRE000--StrengthFlex Athletics LLC	Enrichment Svcs - 09/25	10/22/2025	684.00
41338	STRI000--Strike One	Enrichment Svcs - 09/25 - 12/25	10/22/2025	495.00
41339	STUD002--Studies Weekly	School Supplies	10/22/2025	558.59
41340	SUNS000--Sunset Learning Studio	Enrichment Svcs - 09/25 - 11/25	10/22/2025	1,200.00
41341	TAKE005--Take 1 Acting Studio LLC	Enrichment Svcs - 09/25 - 12/25	10/22/2025	745.00
41342	WILS005--Taniya Wilson	Enrichment Svcs - 10/25 - 12/25	10/22/2025	2,400.00
41343	TEAC004--Teacher Synergy, LLC	School Supplies	10/22/2025	963.54
41344	TERR005--Terra Arts Foundation	Enrichment Svcs - 09/25 - 01/26	10/22/2025	95,342.00
41345	ANIM000--The Animation Course, LLC	Enrichment Svcs - 09/25 - 12/25	10/22/2025	2,150.00
41346	ARTS009--The Art Studio	Enrichment Svcs - 09/25 - 10/25	10/22/2025	390.00
41347	RAGE000--The Rage Complex	Enrichment Svcs - 09/25 - 10/25	10/22/2025	770.00
41348	THIN003--Thinkwell Corporation	School Supplies	10/22/2025	101.79
41349	TOPO001--Top One Martial Arts	Enrichment Svcs - 10/25	10/22/2025	200.00
41350	TORR003--Torres Fine Arts Instruction	Enrichment Svcs - 09/25 - 11/25	10/22/2025	2,860.00
41351	OAKC000--Tracy Boldroff - Oak Creek Corral	Enrichment Svcs - 08/25 - 09/25	10/22/2025	690.00
41352	VALE005--Valencia Tutors Learning Center	Enrichment Svcs - 09/25 - 11/25	10/22/2025	420.00
41353	VIBE000--Vibe Performing Arts	Enrichment Svcs - 08/25 - 12/25	10/22/2025	5,218.75
41354	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 09/25 - 10/25	10/22/2025	2,472.50
41355	VOOK000--Vooks, Inc.	Subscription (1)	10/22/2025	99.98
41356	VOYA000--Voyager Sopris Learning	License (16)	10/22/2025	784.00
41357	WATT000--WATT Enterprises	Rent - 11/25	10/22/2025	7,451.78
41358	WELL001--Well-Trained Mind Academy	Enrichment Svcs	10/22/2025	3,575.00
41359	WELL000--Well-Trained Mind Press	School Supplies	10/22/2025	324.52

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
41360	XSPI000--X-Spin Tennis	Enrichment Svcs - 08/25 - 09/25	10/22/2025	410.00
41361	LAWO005--Law Office of Suzanne N. Snowden, APLC	Legal Svcs - Opposing Legal Counsel - 05/25 - 08/25	10/22/2025	1,800.00
41362	VANA001--Vanaman German LLP	Legal Svcs - Opposing Legal Counsel - 03/24 - 08/25	10/22/2025	12,500.00
41363	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/27/2025	2,429.67
41364	123R000--123 Rock School of Music	Enrichment Svcs - 09/25 - 10/25	10/29/2025	4,375.00
41365	ACTI003--Active Internet Technologies	License (1) 12/07/25 - 12/06/26	10/29/2025	34,325.00
41366	ADTS0357--ADT Security Services	Security Svcs - 11/05/25 - 12/04/25	10/29/2025	111.23
41367	GRAC026--Agoura Jiu Jitsu LLC	Enrichment Svcs - 09/25 - 10/25	10/29/2025	1,588.00
41368	ALLA000--All About Learning Press, Inc.	School Supplies	10/29/2025	1,646.85
41369	ROBE000--Andrew Robertson	Enrichment Svcs - 08/25 - 09/25	10/29/2025	840.00
41370	AQUA000--Aquatic Explorations	Enrichment Svcs - 09/25 - 10/25	10/29/2025	1,120.00
41371	ATHL000--Athletes Acadmey LLC	Enrichment Svcs - 10/25 - 12/25	10/29/2025	1,000.00
41372	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/29/2025	365.38
41373	BEHA003--Behavioral Emotional & Academic Mentoring LLC	SpEd Svcs - 09/25	10/29/2025	1,688.88
41374	BUTT002--Ben Buttner	Enrichment Svcs - 09/25 - 10/25	10/29/2025	580.00
41375	MOVI002--Beyond the Page	School Supplies	10/29/2025	3,169.53
41376	BLOO001--Bloom School of Music and Dance	Enrichment Svcs - 09/25 - 11/25	10/29/2025	1,016.00
41377	STID000--Bonnie Stidfole	Reimb. - Postage - 10/14/25	10/29/2025	20.00
41378	BOOK002--BookPagez	License (1)	10/29/2025	36.00
41379	BOOK001--BookShark	School Supplies	10/29/2025	584.67
41380	BRAV000--Brave Writer, LLC	School Supplies	10/29/2025	1,514.25
41381	BREA002--Breakthrough Sports	Enrichment Svcs - 09/25 - 01/26	10/29/2025	5,014.80
41382	CHIL001--Children's Therapy Network, Inc.	SpEd Svcs - 09/25	10/29/2025	4,497.90
41383	CIRO000--Ci Rowing Club Inc	Enrichment Svcs - 10/25 - 11/25	10/29/2025	800.00
41384	CLAR000--Claremont Chefs Academy	Enrichment Svcs - 08/25	10/29/2025	310.00
41385	COPP001--Copper Horse Riding Ranch LLC	Enrichment Svcs - 10/25 - 12/25	10/29/2025	750.00
41386	COVE000--Coverall North America, Inc.	Janitorial Svcs - 10/25	10/29/2025	778.00
41387	CREA003--Creating A Masterpiece LLC	Enrichment Svcs	10/29/2025	249.00
41388	CROS006--CrossFit 310	Enrichment Svcs - 09/25 - 11/25	10/29/2025	600.00
41389	DANC007--Dance 1	Enrichment Svcs - 09/25	10/29/2025	1,799.01
41390	PAIX000--Deepa Pai	Reimb. - Meals - 10/10/25	10/29/2025	278.81
41391	DELA001--Delano Athletica Gymnastics	Enrichment Svcs - 10/25 - 11/25	10/29/2025	70.00
41392	DOLL003--Doll House Productions LLC	Enrichment Svcs - 10/25	10/29/2025	1,000.00
41393	DOLL001--Dollar Driving School of Ventura	Enrichment Svcs - 09/25 - 1/26	10/29/2025	475.00
41394	DRAW003--Drawn2Art	Enrichment Svcs - 10/25	10/29/2025	2,016.00
41395	EMRE000--E&M's Reptile Family, LLC	Event - 01/15/26	10/29/2025	550.00
41396	ELEM001--Elemental Science	School Supplies	10/29/2025	29.14
41397	WEBS000--Emily Webster-Zuber	Enrichment Svcs - 10/25 - 12/25	10/29/2025	800.00
41398	EVAN000--Evan-Moor	School Supplies	10/29/2025	129.99
41399	GENE000--Genesis Gymnastics Inc	Enrichment Svcs - 10/25 - 11/25	10/29/2025	1,930.00
41400	GLEN005--Glendora Friends Church	Facility Rental for Student Testing - 04/13/26 - 04/17/26	10/29/2025	1,850.00
41401	GRAC015--Gracie Barra West Lancaster	Enrichment Svcs - 10/25 - 12/25	10/29/2025	11,100.33
41402	HOFF003--Hoffman Academy Homeschool Purchase Portal	License	10/29/2025	144.00
41403	HOLL005--Hollywood Arts Academy	Enrichment Svcs - 10/24 - 01/25	10/29/2025	3,750.00
41404	HONO000--Honor Roll BJJ	Enrichment Svcs - 08/25 - 09/25	10/29/2025	1,330.00
41405	HOOK000--Hooked on Phonics	School Supplies	10/29/2025	182.31
41406	HUCK000--HuckleBerry Center for Creative Learning	Enrichment Svcs - 09/25 - 11/25	10/29/2025	1,779.00
41407	INST003--Institute for Educational Advancement	Enrichment Svcs - 04/25 - 05/25	10/29/2025	3,945.51
41408	JACK000--JacKris Publishing, LLC	School Supplies	10/29/2025	119.41
41409	SAMA003--Jessica Samaniego	Enrichment Svcs - 09/18/25 - 12/03/25	10/29/2025	1,120.00
41410	JOIN000--Joining All Movement LLC	Enrichment Svcs - 08/20/25 - 12/31/25	10/29/2025	1,525.00
41411	MCNU001--Jolie McNulty	Reimb. - Milage - 10/01/25	10/29/2025	96.18
41412	JOST001--Jostens	School Supplies	10/29/2025	1,298.00
41413	JOST000--Jostens Inc	School Supplies	10/29/2025	51.56
41414	JUMP000--Jump and Schout Therapy	SpEd Svcs - 09/25	10/29/2025	3,117.50
41415	CORE001--Katherine Corey	Enrichment Svcs - 10/25 - 12/25	10/29/2025	1,800.00
41416	LACE000--Lacedfacts Dreams	Enrichment Svcs - 10/13/25 - 01/13	10/29/2025	1,357.50
41417	LAKE000--Lakeshore Learning Materials	School Supplies	10/29/2025	766.92
41418	ARMB000--Laura Armbruster	Reimb. - Business Meals - 09/11/25	10/29/2025	112.49
41419	LEGO000--LEGO Education	School Supplies	10/29/2025	1,015.62
41420	LINC001--Lincoln Learning Solutions	School Supplies	10/29/2025	1,294.29
41421	SOPH000--Lisa Sophos	Reimb. - Mileage - 10/05/25 - 10/07/25	10/29/2025	217.00
41422	LITT003--Little Ears Therapy Center	SpEd Svcs - 09/25	10/29/2025	6,294.24
41423	LITT017--Little Kitchen Academy Century City LLC	Enrichment Svcs - 04/25 - 06/25	10/29/2025	1,388.00
41424	LOGI000--Logic of English Inc	School Supplies	10/29/2025	1,705.20
41425	LONG000--Long Beach Alliance Church	Educational Magic Show - 01/13/26	10/29/2025	3,615.00
41426	DODG000--Los Angeles Dodgers	Enrichment Svcs - 09/08/25 - 10/06/25	10/29/2025	4,000.00
41427	MATH089--Math Academy, LLC	Enrichment Svcs - 10/16/25 - 05/16/26	10/29/2025	343.00
41428	MCGR000--McGraw Hill	License - 10/08/25 - 10/08/26	10/29/2025	48.22
41429	MGMP000--MGM Publishing, Inc.	School Supplies	10/29/2025	306.00
41430	SHAK000--Monica Shakin	Reimb. - Meals - 10/09/25	10/29/2025	237.35
41431	MTSA000--Mt. San Antonio College	Planetarium Field Trip - 10/08/25	10/29/2025	291.50
41432	MUSI033--MusicPaige Studio	Enrichment Svcs - 10/25	10/29/2025	130.00
41433	MYST001--Mystery Science Inc.	License - 07/01/25 - 06/30/26	10/29/2025	238.00
41434	MEZA000--Natalie Meza	Enrichment Svcs - 10/25	10/29/2025	1,193.75

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41435	LACO002--Nicola Iacovetti	Enrichment Svcs - 10/25 - 11/25	10/29/2025	1,085.00
41436	NINJ000--NinjAcademy	Enrichment Svcs - 09/25	10/29/2025	2,680.00
41437	NORT011--North American Tennis League	Enrichment Svcs - 10/25 - 12/26	10/29/2025	336.00
41438	FELI001--Orlando Feliciano	Enrichment Svcs - 10/25 - 12/25	10/29/2025	1,400.00
41439	PICA000--Picasso's Playmates	Enrichment Svcs - 08/25 - 12/25	10/29/2025	2,865.00
41440	POSI000--Positive Action Inc	License (1) -1 Year - SpEd	10/29/2025	432.00
41441	POWE010--Power of One - Cerritos	Enrichment Svcs - 10/25 - 12/25	10/29/2025	597.00
41442	PROF002--Professional Tutors of America Inc	SpEd Svcs - 08/25	10/29/2025	1,293.75
41443	RAIN000--Rainbow Resource Center	School Supplies	10/29/2025	1,133.74
41444	RANC001--Rancho Simi Recreation and Park District	Enrichment Svcs - 09/25 - 10/25	10/29/2025	790.00
41445	READ000--Reading Eggs	School Supplies	10/29/2025	989.89
41446	JOHN016--Rebecca Johnson	Enrichment Svcs - 10/25 - 11/25	10/29/2025	900.00
41447	ROCK003--Rockstars of Tomorrow	Enrichment Svcs - 08/25 - 09/25	10/29/2025	2,310.00
41448	ROSE006--Rosemary Johnson & Associate Clinic	SpEd Svcs - 09/25	10/29/2025	1,680.00
41449	SANT001--Santa Barbara Zoo	Enrichment Svcs - 09/12/25 - 10/31/25	10/29/2025	690.00
41450	SEAS004--Seasoned by Marissa	Enrichment Svcs - 10/16/22 - 10/30/25	10/29/2025	330.00
41451	SIMI001--Simi Valley Jiu Jitsu LLC	Enrichment Svcs - 10/14/25 - 01/14/26	10/29/2025	1,689.84
41452	SOCA015--So-Cal Coding Schools, LLC DBA Code Ninjas Torrance	Enrichment Svcs - 10/25 - 12/25	10/29/2025	1,639.94
41453	MATH063--SoCal Math LLC	Enrichment Svcs - 10/25 - 12/25	10/29/2025	778.00
41454	WIKE000--Sonia Wike	Reimb. - Mileage - 09/16/25	10/29/2025	77.91
41455	EDIS5081--Southern California Edison	Utility Svcs - 09/03/25 - 10/01/25	10/29/2025	602.37
41456	SPAN005--Spanish In Action	Enrichment Svcs - 09/23/25 - 12/23/25	10/29/2025	680.00
41457	STAR000--Starfall Education Foundation	License (1) - Year	10/29/2025	35.00
41458	STEM005--STEMON USA	Enrichment Svcs - 10/08/25 - 10/29/25	10/29/2025	300.00
41459	ESSE000--Stephens Educational Services, LLC	School Supplies	10/29/2025	137.95
41460	STRI000--Strike One	Enrichment Svcs - 10/08/25 - 11/07/25	10/29/2025	990.00
41461	STUD002--Studies Weekly	School Supplies	10/29/2025	3,083.18
41462	SUNS000--Sunset Learning Studio	Enrichment Svcs - 10/25 - 11/25	10/29/2025	988.00
41463	SYLV005--Sylvan Learning Center Sherman Oaks	Enrichment Svcs - 10/25 - 11/25	10/29/2025	480.00
41464	TEAC004--Teacher Synergy, LLC	School Supplies	10/29/2025	472.82
41465	DIAM004--The Diamond Club LLC	Enrichment Svcs - 10/25 - 11/25	10/29/2025	1,800.00
41466	SALV001--The Salvation Army	Enrichment Svcs - 10/25 - 12/25	10/29/2025	1,560.00
41467	VIVI000--The Vivid Canvas Art Studio	Enrichment Svcs - 10/25	10/29/2025	415.00
41468	THIN003--Thinkwell Corporation	School Supplies	10/29/2025	642.21
41469	TOTA006--Totally Art Studio	Enrichment Svcs - 10/25 - 11/25	10/29/2025	1,266.00
41470	TUTO001--Tutorific	Enrichment Svcs - 09/25	10/29/2025	575.00
41471	DARR000--Veronica Darrah	Reimb. - plates - spoons - pumpkins - 10/06/25 - 10/09/25	10/29/2025	125.76
41472	VICT007--Victorum Athletics	Enrichment Svcs - 09/25	10/29/2025	165.00
41473	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 11/25 - 12/25	10/29/2025	1,044.00
41474	WATE000--Waterworks Aquatics Pasadena	Enrichment Svcs - 08/25	10/29/2025	3,735.80
41475	WATE015--Waterworks Swim School	Enrichment Svcs - 09/25 - 10/25	10/29/2025	14,477.01
41476	WATE008--Waterworks Swim School - Newbury Park	Enrichment Svcs - 08/25	10/29/2025	4,136.88
41477	WATE013--Waterworks Swim School - Whittier	Enrichment Svcs - 09/25	10/29/2025	1,550.67
41478	WEAR000--We Are Venice LLC	Enrichment Svcs - 10/25 - 11/25	10/29/2025	2,112.00
41479	WELL000--Well-Trained Mind Press	School Supplies	10/29/2025	194.09
41480	WELL005--Wells Fargo Vendor Financial Services LLC	Copier Lease - 10/02/25 - 11/01/25	10/29/2025	218.62
41481	WIES001--Wieser Educational, Inc.	School Supplies	10/29/2025	298.21
41482	STJO--St. John's Lutheran Church	Facility Rental - 04/13/26 - 04/17/26	10/30/2025	2,900.00
41483	STJO--St. John's Lutheran Church	Facility Rental - 04/13/26 - 04/17/26 - Deposit	10/30/2025	500.00
41484	WARE001--The Warehouse Foursquare Church	Community Connections Kid Crafted World Showcase	10/31/2025	524.00
ACH	ACAD014--Academy of Dance Westlake Village	Enrichment Svcs - 10/25	10/31/2025	240.00
ACH	ACAD021--Academy of Tutoring LLC	Enrichment Svcs - 08/25 - 10/25	10/03/2025	800.00
ACH	ACTI002--Action Academy	Enrichment Svcs -08/26/25 - 10/27/25	10/24/2025	19,089.40
ACH	ADVA005--Advantage Flex T Corp	Advantage Flex	10/09/2025	8,734.97
ACH	ADVA005--Advantage Flex T Corp	Advantage Flex	10/09/2025	8,245.40
ACH	ADVA005--Advantage Flex T Corp	Advantage Flex	10/09/2025	8,241.23
ACH	ADVA005--Advantage Flex T Corp	Advantage Flex	10/24/2025	8,734.97
ACH	ADVA005--Advantage Flex T Corp	Advantage Flex	10/24/2025	8,718.30
ACH	AERI000--The Aerial Studio, LLC	Enrichment Svcs - 08/20/25 - 09/24/25	10/10/2025	1,880.00
ACH	AERI000--The Aerial Studio, LLC	Enrichment Svcs - 08/25 - 10/25	10/24/2025	2,240.00
ACH	AERI002--Aerial Gymnastics Club	Enrichment Svcs - 09/25	10/03/2025	625.00
ACH	AERI002--Aerial Gymnastics Club	Enrichment Svcs - 09/25	10/10/2025	140.00
ACH	AERI002--Aerial Gymnastics Club	Enrichment Svcs - 09/30/25 - 12/30/25	10/24/2025	3,306.00
ACH	AGGA000--Ron Aggabao	Enrichment Svcs - 10/25 - 12/25	10/10/2025	735.00
ACH	AIRF000--Air Fit Bungee Inc	Enrichment Svcs - 09/25	10/24/2025	25.00
ACH	ALBE003--Svetlana Alberani	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,750.00
ACH	ALEC000--Alec's Chess Club	Enrichment Svcs - 09/25 - 10/25	10/24/2025	400.00
ACH	ALIG000--Aligned with Nature LLC	Enrichment Svcs - 10/25 - 12/25	10/24/2025	550.00
ACH	ALIG000--Aligned with Nature LLC	Enrichment Svcs - 09/25 - 01/26	10/31/2025	3,550.00
ACH	ALLE003--Allemande Music Academy, LLC	Enrichment Svcs - 08/25 - 11/25	10/24/2025	7,667.00
ACH	AMAZ000--Amazon Capital Services	School Supplies	10/03/2025	84,748.03
ACH	AMAZ000--Amazon Capital Services	School Supplies	10/10/2025	109,042.12
ACH	AMAZ000--Amazon Capital Services	School Supplies - SpEd	10/17/2025	114,965.32
ACH	AMAZ000--Amazon Capital Services	School Supplies	10/31/2025	77,341.26
ACH	ANDE010--Michelle Anderson	Enrichment Svcs - 08/25 - 10/25	10/10/2025	1,510.00

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ACH	ANDE011--Kelly Anderson	Enrichment Svcs - 10/25 - 12/25	10/17/2025	2,274.00
ACH	ANGE000--Carlos Angeles	Enrichment Svcs - 08/25 - 12/25	10/24/2025	12,584.50
ACH	APLUS001--Firefly Tutors	Enrichment Svcs - 09/25 - 11/25	10/24/2025	2,325.00
ACH	APPL002--Applied Music Studios	Enrichment Svcs - 08/25 - 11/25	10/24/2025	2,030.00
ACH	APPL005--Applause Music Academy - Glendora	Enrichment Svcs - 10/25 - 12/25	10/24/2025	3,164.80
ACH	ARBO000--The Arbor Learning Community	Enrichment Svcs - 09/25 - 12/25	10/24/2025	25,500.00
ACH	ARIS000--Arise and Build Learning LLC	Enrichment Svcs - 05/23 - 06/23	10/10/2025	3,400.00
ACH	ARIS000--Arise and Build Learning LLC	Enrichment Svcs - 12/23 - 03/24	10/17/2025	1,020.00
ACH	ARTA004--Art and Sol Fine Art Classes	Enrichment Svcs - 09/25 - 11/25	10/24/2025	525.00
ACH	ARTE001--Art Experience Studio LLC	Enrichment Svcs - 09/25 - 12/25	10/24/2025	1,984.00
ACH	ARTE004--The Arterie	Enrichment Svcs - 08/30/25 - 10/29/25	10/10/2025	260.00
ACH	ARTE004--The Arterie	Enrichment Svcs - 10/25 - 12/25	10/31/2025	420.00
ACH	ARTO000--Art of Problem Solving	School Supplies	10/03/2025	2,657.91
ACH	ARTO000--Art of Problem Solving	School Supplies	10/10/2025	1,022.31
ACH	ARTO000--Art of Problem Solving	School Supplies	10/17/2025	64.99
ACH	ARTO000--Art of Problem Solving	School Supplies	10/24/2025	364.96
ACH	ARTO000--Art of Problem Solving	School Supplies	10/31/2025	1,315.42
ACH	ARTS0010--Arts Development School of Music	Enrichment Svcs - 09/25 - 12/25	10/10/2025	3,600.00
ACH	ASUP000--ASU PrepGlobal Academy	Enrichment Svcs	10/17/2025	43,115.00
ACH	ATHA000--Athania Baker Tutoring	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,395.00
ACH	ATHA000--Athania Baker Tutoring	Enrichment Svcs - 10/25 - 12/25	10/31/2025	1,530.00
ACH	ATHL000--Athletes Acadmey LLC	Enrichment Svcs - 09/25 - 12/25	10/03/2025	15,145.00
ACH	AUDI004--Audio Alchemists LLC	Enrichment Svcs - 08/25 - 11/25	10/24/2025	1,385.00
ACH	AVAN000--Avani Zaidi	SpEd Svcs - 09/25	10/31/2025	1,080.00
ACH	AVDA000--AV Dance Inc	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,530.00
ACH	AVDA000--AV Dance Inc	Enrichment Svcs - 10/25	10/24/2025	2,367.00
ACH	AVDA000--AV Dance Inc	Enrichment Svcs - 10/25	10/31/2025	732.00
ACH	AZER000--Azeroual Group LLC	Enrichment Svcs - 10/25	10/24/2025	429.00
ACH	AZGM000--AZG Music School	Enrichment Svcs - 09/25 - 12/25	10/10/2025	975.00
ACH	AZGM000--AZG Music School	Enrichment Svcs - 09/25 - 12/25	10/31/2025	2,820.00
ACH	BALL004--Ballet Kukan Academy	Enrichment Svcs - 09/25	10/31/2025	481.00
ACH	BALL005--Ball with Lex LLC	Enrichment Svcs - 10/25	10/31/2025	520.00
ACH	BARN004--Barnabas Robotics Inc.	School Supplies	10/03/2025	71.84
ACH	BARN004--Barnabas Robotics Inc.	School Supplies	10/24/2025	34.06
ACH	BASU000--Basurto Music & Academics	Enrichment Svcs - 08/25 - 11/25	10/24/2025	3,385.00
ACH	BAZA000--BAZA Jiu Jitsu	Enrichment Svcs - 09/25	10/03/2025	1,400.00
ACH	BAZA000--BAZA Jiu Jitsu	Enrichment Svcs - 09/25 - 12/25	10/24/2025	900.00
ACH	BEHE000--Behere Inc.	Enrichment Svcs - 09/25 - 11/25	10/17/2025	955.30
ACH	BELI001--Believe Fitness Studio	Enrichment Svcs - 08/25 - 09/25	10/31/2025	615.00
ACH	BEND001--The Bending Willow Academy	Enrichment Svcs - 09/25 - 12/25	10/03/2025	25,936.52
ACH	BEND001--The Bending Willow Academy	Enrichment Svcs - 09/22/25 - 10/31/25	10/10/2025	385.00
ACH	BEND001--The Bending Willow Academy	Enrichment Svcs - 09/25 - 12/25	10/24/2025	11,124.30
ACH	BENN001--Erin Bennett	Reimb. - Office Supplies - 09/09/25 - 09/11/25	10/17/2025	56.75
ACH	BERE000--Indigo Learning and Wellness	Enrichment Svcs - 09/25 - 12/25	10/31/2025	1,058.00
ACH	BEVE000--Beverly Grove Vision Care Optometry Inc	SpEd Svcs - 08/25	10/03/2025	4,826.00
ACH	BEVE000--Beverly Grove Vision Care Optometry Inc	SpEd Svcs - 09/25	10/31/2025	10,633.00
ACH	BILL001--Billy Clower Dance Studio	Enrichment Svcs - 09/25 - 12/25	10/24/2025	1,200.00
ACH	BILL001--Billy Clower Dance Studio	Enrichment Svcs - 08/25 - 10/25	10/31/2025	1,119.00
ACH	BLAC000--Blackbird & Co	School Supplies	10/03/2025	394.46
ACH	BLUE009--Blue Shield of California	Health Ins - 10/25	10/03/2025	358,686.76
ACH	BLUE009--Blue Shield of California	Health Ins - 10/25	10/01/2025	371,636.14
ACH	BOEK000--Amber Boeker	Enrichment Svcs - 09/25 - 12/25	10/31/2025	2,555.00
ACH	BORN000--Born To Perform Studio	Enrichment Svcs - 09/25 - 11/25	10/03/2025	690.00
ACH	BORN000--Born To Perform Studio	Enrichment Svcs - 10/25 - 11/25	10/24/2025	700.00
ACH	BORN000--Born To Perform Studio	Enrichment Svcs - 10/25 - 12/25	10/31/2025	435.00
ACH	BRAM010--Braille Abilities, LLC,	SpEd Svcs - 05/25 - 06/25	10/03/2025	2,212.00
ACH	BREC001--Breckleys Bullpen	Enrichment Svcs - 09/25 - 10/2.5	10/03/2025	520.00
ACH	BREC001--Breckleys Bullpen	Enrichment Svcs - 10/25 - 11/25	10/31/2025	55.00
ACH	BROA000--Broadway Gymnastics School, Inc	Enrichment Svcs - 08/25 - 10/25	10/03/2025	3,712.00
ACH	BROA000--Broadway Gymnastics School, Inc	Enrichment Svcs - 09/25 - 10/25	10/24/2025	1,323.00
ACH	BRUS000--Benjamin Brus - Leadership Coaching Endeavors	Enrichment Svcs - 09/25 - 10/25	10/03/2025	490.00
ACH	BRUS000--Benjamin Brus - Leadership Coaching Endeavors	Enrichment Svcs - 10/25 - 11/25	10/17/2025	560.00
ACH	BRUS000--Benjamin Brus - Leadership Coaching Endeavors	Enrichment Svcs - 10/25	10/24/2025	720.00
ACH	BRUS000--Benjamin Brus - Leadership Coaching Endeavors	Enrichment Svcs - 10/25	10/31/2025	280.00
ACH	BURN001--Dr. Loretta Burns	Reimb. - Mileage - 07/29/25 - 10/01/25- SpEd	10/31/2025	870.18
ACH	BYAR000--Susan Byars	Reimb - Office Supplies - 08/19/25 - 09/12/25	10/03/2025	186.55
ACH	BYAR000--Susan Byars	Reimb. - Meals - 03/13/25 - 03/14/25	10/16/2025	41.08
ACH	BYAR000--Susan Byars	Reimb. - Business Meals - Trader Joe's - 10/09/25	10/31/2025	218.24
ACH	BYRO000--Thomas C Byron	Enrichment Svcs - 09/25	10/03/2025	210.00
ACH	CALD001--Melissa Jean Calderon	Enrichment Svcs - 10/25 - 11/25	10/24/2025	1,040.00
ACH	CALH000--Cal Heights Music	Enrichment Svcs - 09/25 - 11/25	10/03/2025	4,891.00
ACH	CALH000--Cal Heights Music	Enrichment Svcs - 09/25 - 12/25	10/24/2025	3,916.00
ACH	CALI009--California State Disbursement Unit	California State Disbursement Unit: Child Support	10/09/2025	928.75
ACH	CALI009--California State Disbursement Unit	California State Disbursement Unit: Child Support	10/23/2025	928.75
ACH	CALI031--California Cartwheel Center	Enrichment Svcs - 09/25 - 12/25	10/03/2025	882.00

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ACH	CALI031--California Cartwheel Center	Enrichment Svcs - 10/25 - 12/25	10/24/2025	321.90
ACH	CAMA004--Camarillo Shotokan	Enrichment Svcs - 10/25 - 12/25	10/31/2025	1,014.00
ACH	CAMM000--Shane Cammell	Enrichment Svcs - 05/25 - 06/25	10/10/2025	1,279.97
ACH	CAMP008--Sean Campbell	Enrichment Svcs - 10/25 - 12/25	10/17/2025	840.00
ACH	CANV001--Canvas Brazilian Jiu Jitsu	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,900.00
ACH	CARR002--Catherine C. Rothenberger	Enrichment Svcs - 09/25 - 11/25	10/03/2025	701.25
ACH	CARR002--Catherine C. Rothenberger	Enrichment Svcs - 09/25 - 10/25	10/10/2025	170.00
ACH	CARR002--Catherine C. Rothenberger	Enrichment Svcs - 10/25 - 11/25	10/31/2025	1,827.50
ACH	CDTF000--CDTFA - California Dept of Tax and Fee Administration	Use Tax Q3 2025	10/29/2025	3,770.00
ACH	CENT022--Central Music	Enrichment Svcs - 10/25 - 12/25	10/24/2025	1,400.00
ACH	CHAM006--Champions Services Inc	SpEd Svcs	10/31/2025	77,334.75
ACH	CHAP002--Chapman Hamborg	Enrichment Svcs - 09/25 - 01/26	10/10/2025	2,230.00
ACH	CHAP002--Chapman Hamborg	Enrichment Svcs - 09/25 - 01/26	10/24/2025	525.00
ACH	CHAR000--Charter Impact, LLC	Business Mgmt Svcs - 10/25	10/10/2025	151,650.00
ACH	CHAR016--Charter's Choice Educational Services	SpEd Svcs - 08/25	10/10/2025	11,067.55
ACH	CHAR022--Orion Technology Group dba Charter Tech Services	License - (531)	10/03/2025	52,849.60
ACH	CHAR022--Orion Technology Group dba Charter Tech Services	Office Supplies	10/17/2025	54,889.70
ACH	CHAR022--Orion Technology Group dba Charter Tech Services	License (3) - SpEd	10/31/2025	49,630.34
ACH	CHEF001--Chef Tech	Enrichment Svcs - 09/25	10/17/2025	2,373.00
ACH	CHEF001--Chef Tech	Enrichment Svcs - 09/24 - 05/25	10/31/2025	23,329.00
ACH	CHIL008--Children's Music Academy	Enrichment Svcs - 08/25 - 11/25	10/03/2025	5,743.50
ACH	CHIL009--Children's Forest School	Enrichment Svcs - 09/25 - 12/25	10/17/2025	2,960.00
ACH	CHIL009--Children's Forest School	Enrichment Svcs - 09/25 - 12/25	10/24/2025	3,520.00
ACH	CHOZ001--Chozen Martial Arts Academy of San Dimas Inc	Enrichment Svcs - 09/25 - 11/25	10/03/2025	567.00
ACH	CHOZ001--Chozen Martial Arts Academy of San Dimas Inc	Enrichment Svcs - 09/25 - 11/25	10/10/2025	567.00
ACH	CIRC003--The Circle LB	Enrichment Svcs - 09/25 - 11/25	10/03/2025	4,170.00
ACH	CIRC003--The Circle LB	Enrichment Svcs - 09/25	10/10/2025	40.00
ACH	CIRC003--The Circle LB	Enrichment Svcs - 09/25 - 11/25	10/17/2025	5,280.00
ACH	CIRC003--The Circle LB	Enrichment Svcs - 10/25 - 12/25	10/31/2025	1,150.00
ACH	CLAR001--Claremont Community School of Music	Enrichment Svcs - 09/25	10/10/2025	5,409.00
ACH	COAC001--Coach Patty's Gymnastics Inc	Enrichment Svcs - 09/25 - 10/25	10/03/2025	5,362.95
ACH	COAC001--Coach Patty's Gymnastics Inc	Enrichment Svcs - 10/25 - 11/25	10/24/2025	553.90
ACH	COAC001--Coach Patty's Gymnastics Inc	Enrichment Svcs - 09/25 - 10/25	10/31/2025	4,293.85
ACH	COAS005--Coast Music Conservatory Inc	Enrichment Svcs - 09/25	10/03/2025	240.00
ACH	COAS005--Coast Music Conservatory Inc	Enrichment Svcs - 10/25	10/24/2025	300.00
ACH	COBR000--Cobrinha Brazilian Jiu Jitsu Redondo Beach Inc	Enrichment Svcs - 09/25 - 11/25	10/24/2025	1,290.00
ACH	COBR000--Cobrinha Brazilian Jiu Jitsu Redondo Beach Inc	Enrichment Svcs- 10/25 - 12/25	10/31/2025	390.00
ACH	CODE000--Code Ninjas, Santa Clarita	Enrichment Svcs - 09/25 - 11/25	10/24/2025	597.00
ACH	CODE011--Code Ninjas Simi Valley	Enrichment Svcs - 03/25 - 06/25	10/31/2025	942.00
ACH	COLB000--The Colburn School	Enrichment Svcs - 08/25 - 11/25	10/03/2025	2,915.00
ACH	COMM006--Common Thread Claremont	Enrichment Svcs - 09/25 - 11/25	10/31/2025	9,925.13
ACH	COMM010--Common Strength Training	Enrichment Svcs - 08/25 - 11/25	10/31/2025	1,245.00
ACH	CONE006--CVBJJA LLC	Enrichment Svcs - 09/25 - 10/25	10/03/2025	960.00
ACH	CONE006--CVBJJA LLC	Enrichment Svcs - 10/25 - 11/25	10/10/2025	910.00
ACH	CONE006--CVBJJA LLC	Enrichment Svcs - 10/25 - 12/25	10/17/2025	435.00
ACH	CORT003--Yolanda A. Cortenbach	Enrichment Svcs - 08/25 - 11/25	10/31/2025	1,280.00
ACH	COUN002--Jacob Counts Piano Studio	Enrichment Svcs - 10/1/25 - 12/22/25	10/31/2025	1,415.00
ACH	CRAN001--Lance Crane	Enrichment Svcs - 10/25	10/17/2025	500.00
ACH	CRAN001--Lance Crane	Enrichment Svcs - 09/25 - 10/25	10/24/2025	200.00
ACH	CRAN001--Lance Crane	Enrichment Svcs - 10/02/25 - 12/20/25	10/31/2025	1,400.00
ACH	CREA000--Creative Learning Place Inc	Enrichment Svcs - 09/25 - 12/25	10/03/2025	9,523.82
ACH	CREA011--The Creativity Land	Enrichment Svcs - 09/25	10/31/2025	299.00
ACH	CREA018--Creative Music South Bay	Enrichment Svcs - 09/25 - 11/25	10/17/2025	4,325.00
ACH	CREO000--Creo Studio Inc.	Enrichment Svcs - 09/25 - 12/25	10/03/2025	2,800.00
ACH	CRES003--Crescendo Performing Arts Academy	Enrichment Svcs - 08/25	10/10/2025	254.00
ACH	CRES003--Crescendo Performing Arts Academy	Enrichment Svcs - 09/25	10/24/2025	3,237.00
ACH	CRIT001--The Critical Thinking Co.	School Supplies	10/03/2025	34.49
ACH	CRIT001--The Critical Thinking Co.	School Supplies	10/10/2025	52.49
ACH	CROS0185--CrossFit 626	Enrichment Svcs - 09/25 - 10/25	10/03/2025	249.00
ACH	CROS0185--CrossFit 626	Enrichment Svcs - 09/25 - 12/25	10/10/2025	747.00
ACH	CROS018--CrossTown CrossFit	Enrichment Svcs - 09/25 - 11/25	10/03/2025	180.00
ACH	CROS018--CrossTown CrossFit	Enrichment Svcs - 10/25 - 11/25	10/17/2025	100.00
ACH	CROS018--CrossTown CrossFit	Enrichment Svcs - 11/25 - 12/25	10/31/2025	360.00
ACH	CRUZ006--Nicole Cruz	Reimb. - Mileage - 08/06/25 - 08/08/25	10/17/2025	153.61
ACH	DALA000--Daland Swim School	Enrichment Svcs - 08/25 - 11/25	10/10/2025	2,590.00
ACH	DALA000--Daland Swim School	Enrichment Svcs - 10/25 - 12/25	10/24/2025	450.00
ACH	DANC009--The Dance Company - Long Beach	Enrichment Svcs - 09/25 - 11/25	10/03/2025	900.00
ACH	DANC009--The Dance Company - Long Beach	Enrichment Svcs - 11/25 - 1/26	10/31/2025	1,800.00
ACH	DANC017--Dance Creations	Enrichment Svcs - 09/25 - 12/25	10/17/2025	3,787.00
ACH	DANC017--Dance Creations	Enrichment Svcs - 09/25 - 12/25	10/31/2025	1,969.78
ACH	DANC035--The Dance Factory	Enrichment Svcs - 10/25 - 01/26	10/24/2025	1,714.50
ACH	DANC035--The Dance Factory	Enrichment Svcs - 10/25	10/31/2025	95.00
ACH	DASA000--Efrain Cordero	Enrichment Svcs - 09/25	10/31/2025	525.00
ACH	DAVE003--Dave Janssen's School of Music, LLC	Enrichment Svcs - 09/25 - 10/25	10/10/2025	1,170.00
ACH	DAVE003--Dave Janssen's School of Music, LLC	Enrichment Svcs - 10/25 - 12/25	10/31/2025	400.00

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ACH	DBAT000--D-Bat Simi Valley	Enrichment Svcs - 09/25	10/03/2025	504.00
ACH	DBAT000--D-Bat Simi Valley	Enrichment Svcs - 10/25	10/10/2025	240.00
ACH	DBAT000--D-Bat Simi Valley	Enrichment Svcs - 10/25 - 11/25	10/24/2025	360.00
ACH	DELT8000--Delta Dental of California	Dental Ins - 10/25	10/17/2025	28,939.33
ACH	DELT9000--Delta Dental Insurance Company	Dental Ins - 10/25	10/17/2025	2,613.82
ACH	DEMM001--Demme Learning School Sales	School Supplies	10/03/2025	837.75
ACH	DEMM001--Demme Learning School Sales	School Supplies	10/10/2025	2,388.47
ACH	DEMM001--Demme Learning School Sales	School Supplies	10/24/2025	1,250.17
ACH	DEMM001--Demme Learning School Sales	School Supplies	10/31/2025	1,343.36
ACH	DENI000--Denison Algebra	School Supplies	10/10/2025	350.00
ACH	DENI000--Denison Algebra	School Supplies	10/17/2025	175.00
ACH	DEVI001--Keary DeVico	Enrichment Svcs - 09/25 - 12/25	10/10/2025	140.00
ACH	DINI000--Michelle Diniakos	Enrichment Svcs - 09/25 - 12/25	10/10/2025	800.00
ACH	DINK000--Bonnie Dinka	Enrichment Svcs - 10/25 - 11/25	10/31/2025	260.00
ACH	DIVV000--Divvy Credit One LLC	Divvy Pmt	10/01/2025	191,592.39
ACH	DNAS000--DNA Studios USA	Enrichment Svcs - 09/25 - 10/25	10/03/2025	225.00
ACH	DNAS000--DNA Studios USA	Enrichment Svcs - 09/25 - 11/25	10/10/2025	450.00
ACH	DNAS000--DNA Studios USA	Enrichment Svcs - 10/25 - 11/25	10/24/2025	600.00
ACH	DOLL002--Dollar Driving School	Enrichment Svcs - 09/25 - 10/25	10/10/2025	516.00
ACH	DOLL002--Dollar Driving School	Enrichment Svcs - 10/25 - 11/25	10/31/2025	1,080.00
ACH	DONN002--Donna Carroll-Rich	Enrichment Svcs - 09/25	10/10/2025	940.00
ACH	DONN002--Donna Carroll-Rich	Enrichment Svcs - 09/25	10/17/2025	742.00
ACH	DOOR001--DoorDash, Inc.	License - (401) - 09/25	10/17/2025	2,606.50
ACH	DOOR001--DoorDash, Inc.	Business Meals - 09/25	10/31/2025	1,911.34
ACH	DORO000--Yelena Doroshenko	Enrichment Svcs - 09/25 - 10/25	10/10/2025	160.00
ACH	DRAG001--Dragon Han Martial Arts	Enrichment Svcs - 10/25	10/31/2025	849.00
ACH	DRUM002--John James	Enrichment Svcs - 09/25 - 11/25	10/03/2025	540.00
ACH	DUPO000--Karen Dupont	Enrichment Svcs - 08/25 - 09/25	10/24/2025	840.00
ACH	DURA001--James Duran	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,680.00
ACH	DURA001--James Duran	Enrichment Svcs - 09/25 - 12/25	10/10/2025	1,960.00
ACH	DVTH001--DV Therapy Inc	SpEd Svcs - 08/25	10/03/2025	351.00
ACH	DZIA000--Helen Dziadulewicz	Enrichment Svcs - 08/25 - 10/25	10/24/2025	2,281.00
ACH	EASY003--Easy Grammar Systems	School Supplies	10/03/2025	243.69
ACH	EAT2000--eat2explore	School Supplies	10/31/2025	162.00
ACH	ECHE000--Christine Echeverri	School Supplies	10/03/2025	1,743.95
ACH	EDIS5081--Southern California Edison	Utility Svcs - 12/03/24 - 01/02/25	10/22/2025	510.61
ACH	ELDO003--El Dojo LLC dba Westminster Jiu Jitsu	Enrichment Svcs - 09/25 - 11/25	10/17/2025	1,800.00
ACH	ELUM000--eLuma LLC	SpEd Svcs - 06/25 - 07/25	10/17/2025	6,124.08
ACH	ENLI000--Enlightened Learning	Enrichment Svcs - 09/25 - 12/25	10/31/2025	12,645.00
ACH	EREF000--Ereflect Pty Ltd	License (1)	10/03/2025	67.00
ACH	EROL000--Erolin 3D Martial Arts LLC	Enrichment Svcs - 09/25 - 12/25	10/03/2025	735.00
ACH	EROL000--Erolin 3D Martial Arts LLC	Enrichment Svcs - 10/25 - 12/25	10/24/2025	345.00
ACH	ETHE001--E-Therapy Intermediate Inc	SpEd Svcs - 09/25	10/31/2025	8,313.00
ACH	ETHO000--Ethos Jiu-Jitsu	Enrichment Svcs - 09/25	10/03/2025	622.00
ACH	EVOL004--Evolve Fitness Ventura LLC dba Evolve Jiu Jitsu & Fitness	Enrichment Svcs - 08/25 - 10/25	10/17/2025	1,690.00
ACH	EXCE007--Brandon Diaz	Enrichment Svcs - 08/25 - 09/25	10/17/2025	1,120.00
ACH	FASH000--Fashion Camp LLC	Enrichment Svcs - 09/25	10/24/2025	645.00
ACH	FIDE9341--Fidelity Security Life Insurance Co.	Vision Ins - 10/25	10/07/2025	4,012.70
ACH	FIRE000--Firestorm Freerunning & Acrobatics	Enrichment Svcs - 09/25 - 11/25	10/24/2025	6,896.00
ACH	FIRE004--Fired Up Arts	Enrichment Svcs - 09/25 - 12/25	10/17/2025	490.00
ACH	FITS000--FitSport Kinetics	Enrichment Svcs - 08/25 - 09/25	10/10/2025	7,064.00
ACH	FITS000--FitSport Kinetics	Enrichment Svcs - 09/25 - 10/25	10/24/2025	1,810.00
ACH	FITS000--FitSport Kinetics	Enrichment Svcs - 10/25	10/31/2025	110.00
ACH	FLOR001--Florida Virtual School (FlexPoint)	Enrichment Svcs - 07/25 - 09/25	10/24/2025	22,800.00
ACH	FRAZ000--Frazier Martial Arts	Enrichment Svcs - 10/25 - 12/25	10/24/2025	610.00
ACH	FREE007--Freedom Martial Arts & Fitness Inc	Enrichment Svcs - 09/25 - 11/25	10/31/2025	701.01
ACH	FROG000--Frog Creek Adventure School	Enrichment Svcs - 09/25 - 01/26	10/10/2025	15,237.80
ACH	FUSI001--Fusion Studios	Enrichment Svcs - 09/25	10/03/2025	88.00
ACH	FUSI001--Fusion Studios	Enrichment Svcs - 10/25	10/24/2025	585.00
ACH	GATE002--Amanda Gates	Reimb. - Parking - 09/17/25	10/10/2025	117.24
ACH	GILC000--Gilchrist Farm	Enrichment Svcs - 08/25 - 10/25	10/17/2025	3,070.00
ACH	GLIE000--Jennifer Glienke	Reimb. - Office Supplies 10/3/25 - 10/5/25	10/31/2025	28.71
ACH	GLIS001--Glissando Music School	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,600.00
ACH	GLIS001--Glissando Music School	Enrichment Svcs - 09/25 - 11/25	10/10/2025	500.00
ACH	GLIT000--The Glitter Barn	Enrichment Svcs - 08/25 - 10/25	10/24/2025	10,976.00
ACH	GOLD003--Golden Star Educational Services	Enrichment Svcs - 08/25 - 12/25	10/03/2025	15,210.00
ACH	GOLD003--Golden Star Educational Services	Enrichment Svcs - 09/25 - 12/25	10/24/2025	4,570.00
ACH	GOLD010--Brenda Goldstein	Enrichment Svcs - 09/25 - 11/25	10/17/2025	1,550.00
ACH	GOOD002--The Good and the Beautiful	School Supplies	10/17/2025	81.09
ACH	GOOD002--The Good and the Beautiful	School Supplies	10/31/2025	204.17
ACH	GOST000--GoStrengths Inc	License	10/17/2025	197.00
ACH	GOTT002--Gotta Dance Academy	Enrichment Svcs - 09/25 - 12/25	10/03/2025	3,174.00
ACH	GOTT002--Gotta Dance Academy	Enrichment Svcs - 10/25	10/10/2025	500.00
ACH	GOTT002--Gotta Dance Academy	Enrichment Svcs - 08/25 - 10/25	10/24/2025	675.00
ACH	GRAC014--Gracie Barra Chino, Inc	Enrichment Svcs - 09/25 - 11/25	10/31/2025	2,280.00

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ACH	GRAC020--Graceful Minds LLC	Enrichment Svcs - 08/25 - 01/26	10/03/2025	375.00
ACH	GRAC021--Gracie Jiu-Jitsu Santa Clarita	Enrichment Svcs - 10/25 - 11/25	10/24/2025	680.00
ACH	GRAC022--Gracie Brazilian Jiu Jitsu LLC	Enrichment Svcs - 09/25 - 10/25	10/24/2025	1,784.00
ACH	GRAH0002--Korene Graham	Enrichment Svcs - 09/25 - 12/25	10/03/2025	13,560.00
ACH	GRAH0002--Korene Graham	Enrichment Svcs - 10/25 - 12/25	10/31/2025	4,500.00
ACH	GRAN006--The Grand Academy of Ballet	Enrichment Svcs - 09/25	10/10/2025	1,050.00
ACH	GRAY003--Shanelle Gray Studios	Enrichment Svcs - 10/25	10/31/2025	350.00
ACH	GYMN003--Gymnastics Olympica USA, Inc.	Enrichment Svcs - 09/25	10/24/2025	417.00
ACH	GYMN004--GYMNASTIKA	Enrichment Svcs - 04/25	10/10/2025	200.00
ACH	GYMN004--GYMNASTIKA	Enrichment Svcs - 10/25 - 11/25	10/17/2025	1,350.00
ACH	HANG001--Hangar 18 Climbing Gyms	Enrichment Svcs - 01/25 - 06/25	10/31/2025	828.00
ACH	HANX000--Hyun Jung Han	Enrichment Svcs - 09/25 - 11/25	10/03/2025	450.00
ACH	HARB001--Harbor and Sprout	School Supplies	10/03/2025	230.04
ACH	HARB001--Harbor and Sprout	School Supplies	10/10/2025	85.81
ACH	HARJ000--Charissa Harjo	Enrichment Svcs - 09/25 - 12/25	10/24/2025	5,888.00
ACH	HARR006--Harris Figure Skating Dreams	Enrichment Svcs - 08/25 - 09/25	10/03/2025	249.00
ACH	HARR006--Harris Figure Skating Dreams	Enrichment Svcs - 08/25 - 09/25	10/24/2025	249.00
ACH	HART005--Hart Academy of Dance	Enrichment Svcs - 09/25	10/24/2025	668.00
ACH	HAUE000--Celeste Haueter	Enrichment Svcs - 09/25 - 01/26	10/03/2025	1,240.00
ACH	HAYN000--Samantha Haynes	Reimb - Mileage - 09/04/25 - 09/22/25	10/17/2025	349.44
ACH	HELP000--Helping Hands Kids Studio LLC	Enrichment Svcs - 09/25 - 12/25	10/10/2025	4,680.00
ACH	HEND003--Elisa Hendricks	Reimb. - Mileage - 10/05/25 - 10/08/25	10/31/2025	154.70
ACH	HEWI002--Hewitt Research Foundation	School Supplies	10/10/2025	177.86
ACH	HIGH007--Higher Ground Skateboarding	Enrichment Svcs - 10/25	10/24/2025	750.00
ACH	HIGH008--High School Math Live, LLC	Enrichment Svcs - 08/25 - 05/26	10/03/2025	18,510.00
ACH	HIGH008--High School Math Live, LLC	Enrichment Svcs - 10/25	10/24/2025	50.00
ACH	HOLA000--Hola Amigo LLC	School Supplies	10/17/2025	93.88
ACH	HOLL001--Maestro Performance Products	Enrichment Svcs - 09/25	10/10/2025	155.00
ACH	HOME006--Home School Coaches	Enrichment Svcs - 08/25 - 01/26	10/10/2025	29,298.48
ACH	HOOG000--Lindsay Hoogendam	Enrichment Svcs - 08/25	10/17/2025	1,140.00
ACH	HOOG000--Lindsay Hoogendam	Enrichment Svcs - 09/25 - 12/25	10/24/2025	2,720.00
ACH	HOOG000--Lindsay Hoogendam	Enrichment Svcs - 08/20/25 - 12/31/25	10/31/2025	36,947.00
ACH	HOUG000--Houghton Mifflin Harcourt Publishing Co.	School Supplies	10/03/2025	82.92
ACH	HOUG000--Houghton Mifflin Harcourt Publishing Co.	School Supplies	10/10/2025	30.84
ACH	HOUG000--Houghton Mifflin Harcourt Publishing Co.	School Supplies	10/17/2025	36.10
ACH	HUCK001--Huckleberry Friend Productions	Enrichment Svcs - 09/25 - 11/25	10/17/2025	850.00
ACH	HUCK001--Huckleberry Friend Productions	Enrichment Svcs - 09/25 - 11/25	10/24/2025	1,925.00
ACH	IGNI002--Ignite Martial Arts, Inc	Enrichment Svcs - 09/25 - 12/25	10/24/2025	1,025.00
ACH	ILYS000--ILYSOCCER LLC	Enrichment Svcs - 09/25	10/31/2025	2,900.00
ACH	INDI003--Indivisible Arts	Enrichment Svcs - 09/25 - 10/25	10/03/2025	275.00
ACH	INSP010--Inspire Martial Arts & Fitness Inc	Enrichment Svcs - 10/25 - 12/25	10/17/2025	567.00
ACH	INST001--Institute for Excellence in Writing	School Supplies	10/03/2025	1,038.87
ACH	INST001--Institute for Excellence in Writing	School Supplies	10/10/2025	1,667.64
ACH	INST001--Institute for Excellence in Writing	School Supplies	10/17/2025	854.31
ACH	INST001--Institute for Excellence in Writing	School Supplies	10/24/2025	559.36
ACH	INST001--Institute for Excellence in Writing	School Supplies	10/31/2025	311.44
ACH	INST005--Instructure Inc.	License (1) - 11/05/25 - 11/04/26	10/31/2025	8,125.95
ACH	IRON000--Iron Fist	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,305.00
ACH	IRON000--Iron Fist	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,138.00
ACH	ITAL000--Fondazione Italia	Enrichment Svcs - 09/25 - 10/25	10/03/2025	760.00
ACH	IVYK000--Taseea Cruz c/o Ivy Kids, LLC	Enrichment Svcs - 6 Months	10/31/2025	287.40
ACH	JACA000--Jacaranda Music Studios, LLC	Enrichment Svcs - 09/25	10/10/2025	440.00
ACH	JALG000--Jacob Lusk	Enrichment Svcs - 09/15/25 - 11/15/25	10/31/2025	1,300.00
ACH	JAME001--Emily James	Enrichment Svcs - 10/25 - 12/25	10/24/2025	1,190.00
ACH	JAMI001--Jamie York Press, Inc.	Enrichment Svcs - 09/25 - 10/25	10/03/2025	757.01
ACH	JAMI001--Jamie York Press, Inc.	Enrichment Svcs - 10/25 - 11/25	10/10/2025	144.00
ACH	JAMM000--Jammin' Music	Enrichment Svcs - 09/25	10/03/2025	150.00
ACH	JAMM000--Jammin' Music	Enrichment Svcs - 10/25	10/31/2025	150.00
ACH	JCAA000--JCA Aquatics	Enrichment Svcs - 10/25 - 12/25	10/31/2025	716.00
ACH	JOHN006--Amie Johnson	Enrichment Svcs - 08/25 - 11/25	10/31/2025	2,910.00
ACH	JOHN008--John Tracy Center	SpEd Svcs - 08/25	10/10/2025	595.87
ACH	JOIN001--Join the Band	Enrichment Svcs - 09/25 - 11/25	10/17/2025	530.00
ACH	JOIN001--Join the Band	Enrichment Svcs - 10/13/25 - 12/08/25	10/31/2025	848.00
ACH	JOOB000--Joobilo LLC	Enrichment Svcs - 08/25 - 12/25	10/31/2025	74,517.94
ACH	JOYF000--Joyful Music & Arts Co.	Enrichment Svcs - 09/25 - 11/25	10/31/2025	2,255.00
ACH	JOYN000--Tiny Tennis	Enrichment Svcs - 10/25 - 12/25	10/17/2025	1,200.00
ACH	JUBI000--Jubilate & Eye Level Academy Inc.	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,620.00
ACH	JYIF000--JYL Fearn - Embark Education	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,560.00
ACH	JYIF000--JYL Fearn - Embark Education	Enrichment Svcs - 10/25 - 12/25	10/31/2025	4,050.00
ACH	KAIS000--Sarah Kaiser (Kaiser Classical Arts)	Enrichment Svcs - 09/25 - 11/25	10/24/2025	1,040.00
ACH	KAIS4945--Kaiser Foundation Health Plan	Health Ins - 11/25	10/30/2025	148,089.21
ACH	KAIS6755--Kaiser Foundation Health Plan	Health Ins - 11/25	10/30/2025	1,275.45
ACH	KALO000--Kalos Sthenos Fitness	Enrichment Svcs - 09/25 - 10/25	10/31/2025	1,420.00
ACH	KASE002--Kaser Arts Inc	Enrichment Svcs - 08/25 - 01/26	10/31/2025	3,452.00
ACH	KEAR000--Kathy Kearney	Reimb. - Mileage - 08/06/25 - 08/08/25 - SpEd	10/31/2025	186.20

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
ACH	KELL004--Nannette Keller LLC	Enrichment Svcs - 09/25 - 11/25	10/24/2025	900.00
ACH	KELL007--Kathryn Kelley	Reimb. - Mileage - 09/10/25 - SpEd	10/31/2025	104.72
ACH	KIDS009--Kids Connections Developmental Therapy Center	SpEd Svcs - 08/25	10/03/2025	3,718.75
ACH	KIDS024--Kids On Stage, Inc.	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,390.00
ACH	KIDS028--Kids Art Box	School Supplies	10/03/2025	818.00
ACH	KIDS028--Kids Art Box	School Supplies	10/17/2025	110.00
ACH	KIDS028--Kids Art Box	School Supplies	10/24/2025	48.00
ACH	KIDS030--KIDS Crew Learning Center LLC	Enrichment Svcs - 08/25 - 09/25	10/03/2025	550.00
ACH	KIDS030--KIDS Crew Learning Center LLC	Enrichment Svcs - 09/25 - 11/25	10/10/2025	315.00
ACH	KIDS030--KIDS Crew Learning Center LLC	Enrichment Svcs - 10/25	10/17/2025	650.00
ACH	KIDS030--KIDS Crew Learning Center LLC	Enrichment Svcs - 10/25	10/31/2025	300.00
ACH	KIDZ001--Kidz Rock LLC	Enrichment Svcs - 09/25 - 11/25	10/31/2025	1,440.00
ACH	KING011--Kingi Ohana House	Enrichment Svcs - 09/25 - 11/25	10/03/2025	2,114.00
ACH	KING011--Kingi Ohana House	Enrichment Svcs - 10/25 - 11/25	10/24/2025	552.80
ACH	KING011--Kingi Ohana House	Enrichment Svcs - 12/25	10/31/2025	229.00
ACH	KIWI001--KiwiCo Inc	School Supplies	10/24/2025	20,049.75
ACH	KMAT000--Kristen McCarthy	Enrichment Svcs - 10/01/25 - 12/31/25	10/24/2025	600.00
ACH	KUMO029--Kumon of Redondo Beach South	Enrichment Svcs - 09/25 - 12/25	10/10/2025	3,540.00
ACH	KURT001--Evon Schaar Kurtz	Enrichment Svcs - 08/25 - 09/25	10/24/2025	2,450.00
ACH	KVAS000--T. Kvasnik	Enrichment Svcs - 09/25 - 10/25	10/24/2025	420.00
ACH	KYLE000--Erin Kyle	Reimb. - Meals - 09/10/25	10/17/2025	188.91
ACH	LAMP003--Pamela Lam	Enrichment Svcs - 10/25 - 12/25	10/24/2025	1,664.00
ACH	LAMU000--LA Music Lessons	Enrichment Svcs - 08/25 - 11/25	10/17/2025	2,862.50
ACH	LANG011--LanguageBird	Enrichment Svcs	10/24/2025	1,675.00
ACH	LANT000--Lanterns Global Inc	Enrichment Svcs - 09/25 - 12/25	10/24/2025	10,701.00
ACH	LEAR001--Learn Beyond the Book, Inc.	Enrichment Svcs - 09/25 - 12/25	10/03/2025	30,960.36
ACH	LEAR025--Learning Squad OC	Enrichment Svcs - 09/25 - 01/26	10/17/2025	1,425.00
ACH	LEAR026--Learning360	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,000.00
ACH	LEAR026--Learning360	Enrichment Svcs - 10/25	10/24/2025	775.00
ACH	LEES001--Lee's Arts School LLC	Enrichment Svcs - 08/25 - 11/25	10/24/2025	3,686.00
ACH	LEEX004--Norither Lee	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,180.00
ACH	LEEX006--Sue Lee	Enrichment Svcs - 09/25 - 12/25	10/31/2025	780.00
ACH	LEEX008--Max Lee Music	Enrichment Svcs - 09/25 - 10/25	10/17/2025	680.00
ACH	LEEX008--Max Lee Music	Enrichment Svcs - 10/25	10/31/2025	1,170.00
ACH	LEGA007--Legacy Glendale BJJ LLC	Enrichment Svcs - 09/25 - 11/25	10/17/2025	398.00
ACH	LEGA009--Legacy West Valley LLC	Enrichment Svcs - 09/25	10/10/2025	300.00
ACH	LERO000--Julie Leroux	Reimb. - Meals - 09/28/25 - 10/3/25	10/31/2025	224.52
ACH	LEVE002--LEVEL 3 Martial Arts Performance	Enrichment Svcs - 10/25 - 12/25	10/24/2025	1,622.06
ACH	LIGH001--Lights On Learning Solutions	Enrichment Svcs - 08/25 - 12/25	10/03/2025	4,140.00
ACH	LIGH007--Lighthouse Sports Center LLC	Enrichment Svcs - 08/25	10/10/2025	702.00
ACH	LIGH007--Lighthouse Sports Center LLC	Enrichment Svcs - 03/25	10/16/2025	542.60
ACH	LIGH009--Lighthouse Therapy School Services Inc	SpEd Svcs - 08/25	10/17/2025	37,800.29
ACH	LIMA000--Lima Taekwondo & Martial Arts Academy	Enrichment Svcs - 08/25 - 09/25	10/31/2025	750.00
ACH	LITT000--Little Passports Inc	School Supplies	10/03/2025	291.72
ACH	LITT000--Little Passports Inc	School Supplies	10/24/2025	2,449.99
ACH	LITT013--The Little Dance World, Inc	Enrichment Svcs - 08/20/25 - 09/27/25	10/10/2025	2,666.00
ACH	LIUX000--Sharon Liu	Enrichment Svcs - 09/25 - 11/25	10/03/2025	450.00
ACH	LIVE005--Live Oak Education	Enrichment Svcs - 09/25 - 12/25	10/24/2025	1,140.00
ACH	LIZZ001--Lizzy's Schoolhouse & Tutoring	Enrichment Svcs - 09/25	10/03/2025	900.00
ACH	LLAM000--Llamitas Spanish	School Supplies	10/03/2025	235.00
ACH	LLAM000--Llamitas Spanish	School Supplies	10/10/2025	226.16
ACH	LLAM000--Llamitas Spanish	School Supplies	10/17/2025	117.14
ACH	LLAM000--Llamitas Spanish	School Supplies	10/24/2025	546.42
ACH	LLAM000--Llamitas Spanish	School Supplies	10/31/2025	449.64
ACH	LOFT000--The LOFT	Enrichment Svcs - 08/25 - 10/25	10/03/2025	3,215.00
ACH	LOFT000--The LOFT	Enrichment Svcs - 09/25 - 10/25	10/24/2025	9,172.00
ACH	LOGI001--Logic BJJ Glendora, LLC	Enrichment Svcs - 09/25 - 12/25	10/10/2025	2,210.00
ACH	LOGI001--Logic BJJ Glendora, LLC	Enrichment Svcs - 08/25 - 11/25	10/24/2025	1,180.00
ACH	LOGI002--Logic Brazillian Jiu-Jitsu	Enrichment Svcs - 10/25 - 12/25	10/17/2025	750.00
ACH	LONE000--Adus Daniele Lonero - XTMA	Enrichment Svcs - 09/25 - 11/25	10/03/2025	597.00
ACH	LORD001--Justin Lord	Enrichment Svcs - 09/25 - 11/25	10/24/2025	680.01
ACH	LOSA011--The Los Angeles Jiu Jitsu Club	Enrichment Svcs - 10/25	10/24/2025	100.00
ACH	LOTU001--Lotus & Ivy LLC	Enrichment Svcs - 09/25	10/24/2025	1,460.00
ACH	LOUB000--Loubella Farms, LLC	Enrichment Svcs - 09/25 - 10/25	10/03/2025	700.00
ACH	LOUB000--Loubella Farms, LLC	Enrichment Svcs - 09/25 - 10/25	10/10/2025	400.00
ACH	LOVE004--Love to Learn with Mrs. Monica	Enrichment Svcs - 09/25 - 12/25	10/03/2025	560.00
ACH	LOVE004--Love to Learn with Mrs. Monica	Enrichment Svcs - 09/25 - 12/25	10/24/2025	560.00
ACH	LUXX000--YaPing Lu	Enrichment Svcs - 10/25 - 01/26	10/31/2025	880.00
ACH	M2MG000--M2M Glendale Inc	Enrichment Svcs - 10/06/25 - 12/06/25	10/31/2025	675.00
ACH	MACH000--Machida Karate Academy Inc	Enrichment Svcs - 09/25 - 11/25	10/03/2025	877.50
ACH	MAEL000--John Maellaro	Enrichment Svcs - 10/25 - 11/25	10/24/2025	350.00
ACH	MAES000--Mission2Math	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,630.00
ACH	MAGN000--Magnitude Cheer	Enrichment Svcs - 09/25 - 10/25	10/10/2025	138.00
ACH	MAGN000--Magnitude Cheer	Enrichment Svcs - 12 Months 2025	10/24/2025	525.00
ACH	MAJD000--Marc Majdick	Enrichment Svcs - 09/25 - 11/25	10/03/2025	260.00

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ACH	MAJD000--Marc Majdick	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,280.00
ACH	MAJD000--Marc Majdick	Enrichment Svcs - 09/25 - 11/25	10/24/2025	260.00
ACH	MAKA000--Makai Health & Fitness / Crossfit Makai	Enrichment Svcs - 09/25 - 10/25	10/31/2025	189.00
ACH	MAKE002--Maker Studio	Enrichment Svcs - 05/25	10/31/2025	4,058.00
ACH	MANC002--Amy Manchel	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,780.00
ACH	MANC002--Amy Manchel	Enrichment Svcs - 10/25 - 12/25	10/24/2025	4,570.00
ACH	MANC002--Amy Manchel	Enrichment Svcs - 10/25 - 11/25	10/31/2025	600.00
ACH	MAND001--Katherine Mandel	Enrichment Svcs - 10/25 - 11/25	10/31/2025	320.00
ACH	MARG001--Margie Haber Studio	Enrichment Svcs - 09/25 - 10/25	10/17/2025	300.00
ACH	MARG001--Margie Haber Studio	Enrichment Svcs - 10/25 - 01/26	10/31/2025	900.00
ACH	MARS002--Triton Gym	Enrichment Svcs - 09/11/25 - 12/11/25	10/10/2025	477.00
ACH	MART014--Coach Miggy's Player Development LLC	Enrichment Svcs - 08/25 - 09/25	10/03/2025	300.00
ACH	MART014--Coach Miggy's Player Development LLC	Enrichment Svcs - 08/25 - 09/25	10/17/2025	300.00
ACH	MART014--Coach Miggy's Player Development LLC	Enrichment Svcs - 09/25	10/24/2025	250.00
ACH	MART014--Coach Miggy's Player Development LLC	Enrichment Svcs - 10/25	10/31/2025	200.00
ACH	MATH011--Mathnasium	Enrichment Svcs - 09/25 - 10/25	10/03/2025	3,532.10
ACH	MATH011--Mathnasium	Enrichment Svcs - 10/25	10/24/2025	1,241.10
ACH	MATH011--Mathnasium	Enrichment Svcs - 10/25	10/31/2025	758.00
ACH	MATH015--Mathnasium of Sherman Oaks	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,107.00
ACH	MATH044--Mathnasium of Monterey Park	Enrichment Svcs - 09/25 - 10/25	10/10/2025	638.00
ACH	MATH078--Emile Endeavors Inc (dba Mathnasium)	Enrichment Svcs - 09/25 - 12/25	10/10/2025	867.00
ACH	MAXX000--Jing Ma	Enrichment Svcs - 09/01/25 - 09/30/25	10/24/2025	630.00
ACH	MAZU000--Samuel Mazur	Enrichment Svcs - 09/07/25 - 09/30/25	10/31/2025	390.00
ACH	MCCL001--McClure & Co	Enrichment Svcs - 09/25 - 01/26	10/31/2025	29,105.00
ACH	MCRU000--McRuffy Press LLC	School Supplies	10/24/2025	197.90
ACH	MEGA000--Megan Litz Private Tutoring	Enrichment Svcs - 10/25	10/24/2025	550.00
ACH	MELS000--MEL Science U. S., LLC	School Supplies	10/03/2025	328.39
ACH	MELS000--MEL Science U. S., LLC	School Supplies	10/10/2025	793.66
ACH	MELS000--MEL Science U. S., LLC	School Supplies	10/24/2025	328.39
ACH	MELS000--MEL Science U. S., LLC	School Supplies	10/31/2025	329.14
ACH	MIAP000--Miaplaza Inc.	License	10/03/2025	460.00
ACH	MIAP000--Miaplaza Inc.	License (1) - 1 Year	10/10/2025	1,400.00
ACH	MIAP000--Miaplaza Inc.	License (1) - 1 Year	10/24/2025	460.00
ACH	MIDE000--Jennifer A. Molin	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,870.00
ACH	MIDE000--Jennifer A. Molin	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,430.00
ACH	MIDE000--Jennifer A. Molin	Enrichment Svcs - 09/17/25 - 10/11/25	10/31/2025	350.00
ACH	MILL012--Jessica S Miller	Enrichment Svcs - 10/25 - 12/25	10/31/2025	3,060.00
ACH	MISS003--Miss Bee's Tutoring Inc.	Enrichment Svcs - 09/25 - 10/25	10/24/2025	765.00
ACH	MISS003--Miss Bee's Tutoring Inc.	Enrichment Svcs - 11/25	10/31/2025	2,205.00
ACH	MISS010--Kathleen Crady	Enrichment Svcs - 08/25 - 12/25	10/03/2025	1,022.50
ACH	MISS017--Mission Muay Thai Inc	Enrichment Svcs - 10/08/25 - 11/26/25	10/24/2025	925.00
ACH	MISS017--Mission Muay Thai Inc	Education Svcs - 11/01/25 - 01/31/26	10/31/2025	1,500.00
ACH	MISS018--Miss Maggie Mandarin Classroom Inc	Enrichment Svcs - 10/25	10/24/2025	1,137.50
ACH	MISS018--Miss Maggie Mandarin Classroom Inc	Enrichment Svcs - 10/06/25 - 01/16/2	10/31/2025	3,600.00
ACH	MKEDU000--MK Education Services Inc	Enrichment Svcs - 09/25	10/10/2025	1,800.00
ACH	MOGG000--Alice Mogg	Enrichment Svcs - 09/25 - 10/25	10/03/2025	212.00
ACH	MOGG000--Alice Mogg	Enrichment Svcs - 09/25 - 10/25	10/24/2025	1,000.00
ACH	MONA002--Monarchs Gymnastics	Enrichment Svcs - 09/25 - 12/25	10/10/2025	7,256.75
ACH	MONA002--Monarchs Gymnastics	Enrichment Svcs - 10/25	10/17/2025	139.00
ACH	MONA002--Monarchs Gymnastics	Enrichment Svcs - 09/25	10/24/2025	198.00
ACH	MRDM000--Mr. D Math, LLC	Enrichment Svcs	10/24/2025	172,329.00
ACH	MURN000--Arise Shine Center LLC	Enrichment Svcs - 09/18/25	10/24/2025	6,750.00
ACH	MUSI007--The Music Junction	Enrichment Svcs - 09/01/25 - 09/30/25	10/10/2025	194.00
ACH	MUSI024--Music Box	Enrichment Svcs - 09/25	10/03/2025	90.00
ACH	MUSI024--Music Box	Enrichment Svcs - 09/25 - 10/25	10/17/2025	90.00
ACH	MUSI030--Musicking Time	Enrichment Svcs - 10/25 - 12/25	10/17/2025	840.00
ACH	MYGY011--My Gym Children's Fitness Center	Enrichment Svcs - 09/25 - 11/25	10/03/2025	496.00
ACH	MYGY012--My Gym Children's Fitness Center	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,257.00
ACH	NATI004--Nationwide Trust Contributions	NW Trust	10/17/2025	149,262.75
ACH	NATI004--Nationwide Trust Contributions	NW Trust	10/28/2025	148,959.05
ACH	NIHA000--Ni Hao Chinese	Enrichment Svcs - 08/25 - 09/25	10/31/2025	1,663.81
ACH	NOBL000--Holly Noble	Enrichment Svcs - 09/25 - 10/25	10/10/2025	605.00
ACH	NOBL000--Holly Noble	Enrichment Svcs - 10/25 - 12/25	10/24/2025	660.00
ACH	NOBL000--Holly Noble	Enrichment Svcs - 10/25 - 12/25	10/31/2025	880.00
ACH	NONS000--Nonstop Administration & Insurance Services Inc	Health Ins - 10/25	10/03/2025	122,890.62
ACH	NUES000--Nuestra Escuelita Spanish Academy	Enrichment Svcs - 09/25 - 12/25	10/03/2025	3,587.00
ACH	NUES000--Nuestra Escuelita Spanish Academy	Enrichment Svcs - 10/25	10/24/2025	456.30
ACH	OAKR000--Oakridge Riding Club	Enrichment Svcs - 10/25	10/10/2025	500.00
ACH	OAKR000--Oakridge Riding Club	Enrichment Svcs - 10/25	10/24/2025	750.00
ACH	OAKR000--Oakridge Riding Club	Enrichment Svcs - 10/25	10/31/2025	990.00
ACH	OASI000--Oasis Aquatics, Inc.	Enrichment Svcs - 08/25 - 10/25	10/24/2025	624.00
ACH	OHAN000--Ohana Aquatics	Enrichment Svcs - 08/25 - 10/25	10/03/2025	840.00
ACH	OHLX000--Heather Cori Ohl	Enrichment Svcs - 08/25 - 12/25	10/17/2025	3,525.00
ACH	OHLX000--Heather Cori Ohl	Enrichment Svcs - 10/25 - 01/26	10/31/2025	4,935.00
ACH	ONES000--One Spark Academy	Enrichment Svcs - 09/25 - 10/25	10/03/2025	2,330.00

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ACH	ONES000--One Spark Academy	Enrichment Svcs - 10/25 - 12/25	10/10/2025	265.00
ACH	ONES000--One Spark Academy	Enrichment Svcs - 10/25	10/24/2025	7,975.00
ACH	ONET001--The ONE TaeKwonDo	Enrichment Svcs - 08/25 - 09/25	10/03/2025	3,182.00
ACH	OPAV000--Opava Eventing	Enrichment Svcs - 08/25 - 10/25	10/07/2025	1,380.00
ACH	PACI012--Pacific School of Music Inc	Enrichment Svcs - 09/25 - 12/25	10/10/2025	945.00
ACH	PAIV000--Antoinette De Paiva	Enrichment Svcs - 08/25 - 11/25	10/03/2025	1,265.00
ACH	PANT000--Amanda Panting	Reimb. - Plants - 09/04/25	10/10/2025	92.18
ACH	PEPP000--Peppercorn Ranch	Enrichment Svcs - 09/25 - 10/25	10/03/2025	505.00
ACH	PETE005--Peterson Grapplers Inc	Enrichment Svcs - 09/25 - 11/25	10/10/2025	600.00
ACH	PETE005--Peterson Grapplers Inc	Enrichment Svcs - 10/25 - 11/25	10/24/2025	900.00
ACH	PFAS000--PFA Sports Academy LLC	Enrichment Svcs - 09/25 - 11/25	10/24/2025	555.00
ACH	PHIL006--Carrie Phillips	Enrichment Svcs - 09/25	10/03/2025	260.00
ACH	PHIL006--Carrie Phillips	Enrichment Svcs - 10/25 - 01/26	10/24/2025	1,760.00
ACH	PIAN006--The Piano Studio of Katy Beth Unger, LLC	Enrichment Svcs - 09/25 - 10/25	10/03/2025	6,255.00
ACH	PIAN007--Piano Forte Music Academy LLC	Enrichment Svcs - 10/25 - 12/25	10/31/2025	2,040.00
ACH	PLAS000--Christine Plasencia	Enrichment Svcs - 08/25 - 11/25	10/10/2025	3,520.00
ACH	PLAY004--Play-based Learning Academy LLC	Enrichment Svcs - 09/25 - 12/25	10/03/2025	4,425.00
ACH	PLAY007--Playa Music Lessons	Enrichment Svcs- 09/25	10/24/2025	349.00
ACH	POCI000--Shelly Pocinich	Reimb. - Meals - 10/03/25	10/24/2025	165.07
ACH	PORT003--Portal Languages Costa Mesa LLC	Enrichment Svcs - 09/25 - 12/25	10/03/2025	981.75
ACH	PORT006--Rebecca Portillo	Enrichment Svcs - 10/25 - 11/25	10/31/2025	390.00
ACH	POWE000--Power of One - Lakewood	Enrichment Svcs - 08/25 - 11/25	10/03/2025	8,044.00
ACH	PRAD001--Prado Music Academy LLC	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,932.00
ACH	PRAD001--Prado Music Academy LLC	Enrichment Svcs - 10/25	10/24/2025	483.00
ACH	PRAD001--Prado Music Academy LLC	Enrichment Svcs - 10/25 - 11/25	10/31/2025	984.00
ACH	PREC005--Precision Crossfit	Enrichment Svcs - 08/25 - 12/25	10/24/2025	1,650.00
ACH	PREL000--Prelude Academy of Dance LLC	Enrichment Svcs - 09/25 - 11/25	10/10/2025	280.00
ACH	PRES000--Presence Learning, Inc.	SpEd Svcs - 07/25	10/03/2025	2,211.90
ACH	PRES006--Presley May Farms LLC	Enrichment Svcs - 09/25	10/10/2025	590.00
ACH	PRES006--Presley May Farms LLC	Enrichment Svcs - 10/25	10/24/2025	6,050.00
ACH	PRES006--Presley May Farms LLC	Enrichment Svcs - 10/25	10/31/2025	340.00
ACH	PUGI000--Pugilist LLC	Enrichment Svcs - 09/25 - 12/25	10/03/2025	435.00
ACH	QUIC001--Quicksilver Hill Sports Academy	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,225.00
ACH	QUIC001--Quicksilver Hill Sports Academy	Enrichment Svcs - 10/25 - 1/26	10/31/2025	625.00
ACH	R2PI000--R2P, Inc	Enrichment Svcs - 10/25 - 11/25	10/31/2025	1,680.00
ACH	RAFF000--Raffia Music Studio	Enrichment Svcs - 09/25 - 11/25	10/24/2025	600.00
ACH	RAHA000--Linda Rahardjo	Reimb. - Office Supplies - 09/11/25	10/10/2025	272.04
ACH	RAHA000--Linda Rahardjo	Reimb. - Meals - 10/09/25 - 10/10/25	10/31/2025	292.59
ACH	RAIN004--Rainbow Skate Society LLC	Enrichment Svcs - 10/25 - 11/25	10/10/2025	200.00
ACH	RAMI003--Paula Ramirez	Enrichment Svcs - 09/25	10/24/2025	280.00
ACH	RAMI004--Hector Ramirez Jr	Enrichment Svcs - 09/25 - 12/25	10/10/2025	1,050.00
ACH	READ010--Reading.com	License (1)	10/10/2025	74.97
ACH	READ010--Reading.com	License (1)	10/24/2025	74.97
ACH	REAL000--The REALM Creative Academy, LLC	Enrichment Svcs - 08/25 - 12/25	10/24/2025	45,024.00
ACH	REDH000--Red Hat Cowgirl	Enrichment Svcs - 09/25 - 10/25	10/10/2025	1,920.00
ACH	REDH000--Red Hat Cowgirl	Enrichment Svcs - 10/25 - 11/25	10/31/2025	1,340.00
ACH	REIG000--Reign Equine LLC	Enrichment Svcs - 09/25	10/24/2025	320.00
ACH	RENA005--Renato Babalu Inc	Enrichment Svcs - 09/25 - 11/25	10/03/2025	516.00
ACH	RENA005--Renato Babalu Inc	Enrichment Svcs - 09/25 - 12/25	10/10/2025	936.00
ACH	RHOD000--Rhodes School of Music - La Canada Flintridge	Enrichment Svcs - 08/25 - 11/25	10/03/2025	1,504.00
ACH	RHOD000--Rhodes School of Music - La Canada Flintridge	Enrichment Svcs - 10/25	10/24/2025	376.00
ACH	RING000--RingCentral Inc.	Communication Svcs - 09/23/25 - 10/22/25	10/17/2025	14,345.11
ACH	ROBE005--Mary Roberts	Enrichment Svcs - 08/25 - 01/26	10/03/2025	4,637.00
ACH	ROBE005--Mary Roberts	Enrichment Svcs - 09/25 - 12/25	10/24/2025	620.00
ACH	ROCK018--Music Freqs	Enrichment Svcs - 09/25 - 10/25	10/03/2025	2,650.00
ACH	ROCK018--Music Freqs	Enrichment Svcs - 09/25 - 10/25	10/10/2025	2,115.00
ACH	ROCK018--Music Freqs	Enrichment Svcs - 09/25 - 11/25	10/17/2025	540.00
ACH	ROCK018--Music Freqs	Enrichment Svcs - 10/25 - 11/25	10/24/2025	5,811.11
ACH	ROCK018--Music Freqs	Enrichment Svcs - 10/25 - 12/26	10/31/2025	540.00
ACH	ROCK018--Music Freqs	Enrichment Svcs - 10/25 - 10/26	10/31/2025	225.00
ACH	ROYA000--Royal Fireworks Press	School Supplies	10/17/2025	146.30
ACH	ROYA000--Royal Fireworks Press	School Supplies	10/31/2025	333.00
ACH	ROYA004--Royal Basketball School	Enrichment Svcs - 03/25 - 04/25	10/10/2025	556.00
ACH	ROYA004--Royal Basketball School	Enrichment Svcs - 02/25 - 04/25	10/17/2025	264.10
ACH	ROYA004--Royal Basketball School	Enrichment Svcs - 10/25 - 12/25	10/31/2025	1,785.68
ACH	SALI000--Salit Conservatory of Music	Enrichment Svcs - 10/25 - 01/26	10/24/2025	2,000.00
ACH	SANT031--Santa Paula BJJ LLC	Enrichment Svcs - 10/25 - 12/25	10/17/2025	432.00
ACH	SANT031--Santa Paula BJJ LLC	Enrichment Svcs - 09/25 - 11/25	10/24/2025	414.00
ACH	SANT031--Santa Paula BJJ LLC	Enrichment Svcs - 09/17/25 - 12/17/25	10/31/2025	255.00
ACH	SAVA002--Savage Learning Environment	Enrichment Svcs - 10/06/25 - 11/17/25	10/31/2025	4,090.00
ACH	SCHO000--School Pathways, LLC	Subscription - 05/01/25 - 06/30/26	10/17/2025	119.34
ACH	SCHO011--School of Martial Arts, Inc.	Enrichment Svcs - 09/25 - 10/25	10/17/2025	360.00
ACH	SCHO026--Schoolhouse Discoveries LLC	School Supplies	10/10/2025	203.85
ACH	SCHO028--School of Couture	Enrichment Svcs - 09/25	10/03/2025	225.00
ACH	SCHO028--School of Couture	Enrichment Svcs - 09/25	10/10/2025	240.00

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
ACH	SCHO028--School of Couture	Enrichment Svcs - 10/25	10/24/2025	540.00
ACH	SCHO029--School of Rock Fairfax District - LA	Enrichment Svcs - 10/25	10/10/2025	310.00
ACH	SCHO030--School of Caroline	Enrichment Svcs - 09/25 - 12/25	10/10/2025	1,258.00
ACH	SCIE003--Science Mom	School Supplies	10/10/2025	540.00
ACH	SCOT000--Rebecca Scott	Enrichment Svcs - 09/05/25 - 01/16/26	10/24/2025	290.00
ACH	SEAS002--Seaside Therapy Inc.	SpEd Svcs - 08/25	10/03/2025	3,485.00
ACH	SEAS002--Seaside Therapy Inc.	SpEd Svcs - 08/25	10/10/2025	368.33
ACH	SEME000--Amy G. Semelsberger	Enrichment Svcs - 09/25 - 12/25	10/17/2025	720.00
ACH	SERE000--Serendipity Dance Co	Enrichment Svcs - 09/25	10/03/2025	69.00
ACH	SERE000--Serendipity Dance Co	Enrichment Svcs - 10/25 - 12/25	10/24/2025	246.00
ACH	SERE000--Serendipity Dance Co	Enrichment Svcs - 10/25 - 12/25	10/31/2025	474.00
ACH	SEWI003--Lillian Laree Washington	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,040.00
ACH	SHAR001--Colleen Shull	Enrichment Svcs - 10/25 - 12/25	10/24/2025	600.00
ACH	SIER002--Sierra Madre Dance Center	Enrichment Svcs - 09/25 - 11/25	10/03/2025	510.00
ACH	SIER002--Sierra Madre Dance Center	Enrichment Svcs - 08/25 - 12/25	10/10/2025	991.00
ACH	SIER002--Sierra Madre Dance Center	Enrichment Svcs - 10/25	10/17/2025	215.00
ACH	SIGN003--Ava Gamez	Enrichment Svcs - 09/25	10/24/2025	300.00
ACH	SILA000--Silanoe Martial Arts LLC	Enrichment Svcs - 09/25 - 10/25	10/03/2025	945.00
ACH	SILA000--Silanoe Martial Arts LLC	Enrichment Svcs - 10/25 - 11/25	10/24/2025	198.00
ACH	SING000--Singapore Math Inc.	School Supplies	10/31/2025	958.48
ACH	SING003--Sing Language Foundation	Enrichment Svcs - 09/25 - 11/25	10/03/2025	4,000.00
ACH	SING005--Singapore Math Live, LLC	Enrichment Svcs - 09/25	10/03/2025	75.00
ACH	SING005--Singapore Math Live, LLC	Enrichment Svcs - 09/25	10/10/2025	85.00
ACH	SINT000--Cheri Sintay	Enrichment Svcs - 08/25 - 10/25	10/03/2025	800.00
ACH	SISA000--SIS Athletics	Enrichment Svcs - 09/25 - 10/25	10/10/2025	480.00
ACH	SOCA6071--SoCalGas	Utility Svcs - 08/29/25 - 09/30/25	10/17/2025	16.49
ACH	SOCA6388--SoCalGas	Utility Svcs - 08/29/25 - 09/30/25	10/17/2025	16.49
ACH	SOCA6550--SoCalGas	Utility Svcs - 08/29/25 - 09/30/25	10/17/2025	16.49
ACH	SOLI000--Solid Gold Dance, Inc.	Enrichment Svcs - 09/25	10/03/2025	250.00
ACH	SOLI000--Solid Gold Dance, Inc.	Enrichment Svcs - 10/25 - 11/25	10/17/2025	957.00
ACH	SOLO000--Ekaterina Solovskaya Piano Studio	Enrichment Svcs - 09/25 - 12/25	10/24/2025	660.00
ACH	SOPH001--Sophie Dance	Enrichment Svcs - 10/25 - 11/25	10/24/2025	238.00
ACH	SOUN002--SoundCheck Music School	Enrichment Svcs - 10/25	10/24/2025	2,864.90
ACH	SOUN005--Soundscape Music Studios	Enrichment Svcs - 08/25 - 11/25	10/10/2025	1,530.00
ACH	SOUT009--South Bay Cheer 360	Enrichment Svcs - 11/25	10/24/2025	130.00
ACH	SOUT018--Southern California Dance Academy	Enrichment Svcs - 09/25 - 11/25	10/03/2025	648.00
ACH	SOUT018--Southern California Dance Academy	Enrichment Svcs - 10/25 - 12/25	10/17/2025	184.00
ACH	SOUT022--South Bay Aquatics Inc	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,445.00
ACH	SOUT022--South Bay Aquatics Inc	Enrichment Svcs - 10/25 - 11/25	10/10/2025	580.00
ACH	SOUT022--South Bay Aquatics Inc	Enrichment Svcs - 10/25 - 12/25	10/24/2025	580.00
ACH	SOUT022--South Bay Aquatics Inc	Enrichment Svcs - 10/25	10/31/2025	290.00
ACH	SOUT023--South Bay Hoops	Enrichment Svcs - 09/25 - 11/25	10/03/2025	400.00
ACH	SPAN007--Spanish Advantage	Enrichment Svcs - 08/27/25 - 12/31/25	10/31/2025	8,947.50
ACH	SPAR001--Darlene Sparks	Enrichment Svcs - 09/25 - 12/25	10/03/2025	1,280.00
ACH	SPEA002--Pasadena Kenpo LLC DBA Jeff Speakman's Kenpo Pasade	Enrichment Svcs - 09/25 - 12/25	10/10/2025	3,406.00
ACH	SPOT003--Spotlight Dance and Acting Studio	Enrichment Svcs - 09/25 - 10/25	10/10/2025	498.00
ACH	SPOT003--Spotlight Dance and Acting Studio	Enrichment Svcs - 09/25 - 11/25	10/17/2025	930.00
ACH	SPOT003--Spotlight Dance and Acting Studio	Enrichment Svcs - 10/01/25 - 11/28/25	10/31/2025	712.00
ACH	STAG002--Stagelight Performing Arts	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,551.00
ACH	STAG002--Stagelight Performing Arts	Enrichment Svcs - 10/25	10/24/2025	66.00
ACH	STAR010--Starborne Dance Studio	Enrichment Svcs - 09/25 - 11/25	10/03/2025	450.00
ACH	STAT001--Taylor Statham	Enrichment Svcs - 09/12/25 - 11/30/25	10/10/2025	1,305.00
ACH	STEP001--Stepping Stones Riding Program	Enrichment Svcs - 09/25 - 11/25	10/24/2025	450.00
ACH	STEP001--Stepping Stones Riding Program	Enrichment Svcs - 10/25	10/31/2025	2,090.00
ACH	STEP006--Stephens Equestrian Center Inc	Enrichment Svcs - 09/25 - 10/25	10/03/2025	600.00
ACH	STIT000--StitchSpace LA	Enrichment Svcs - 05/01/25 - 05/30/25	10/31/2025	680.00
ACH	STUD000--Studio Claremont	Enrichment Svcs - 09/11/25 - 12/20/25	10/31/2025	450.00
ACH	SUCC002--Success Tutoring	Enrichment Svcs - 10/25	10/24/2025	1,440.00
ACH	SULL002--Rachael Sullivan	Reimb - Business Meals - Gilberts El Indio - 09/12/25	10/17/2025	253.74
ACH	SUMM006--Summit Enrichment Academy	Enrichment Svcs - 09/25 - 11/25	10/03/2025	29,850.00
ACH	SUNS003--Sunsational Swim School	Enrichment Svcs - 09/25 - 12/25	10/03/2025	600.00
ACH	SYLV009--Sylvia's Design Studio	Enrichment Svcs- 08/25	10/10/2025	920.00
ACH	SYLV018--Sylvan Learning Center Torrance	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,300.00
ACH	SYLV018--Sylvan Learning Center Torrance	Enrichment Svcs - 09/25 - 10/25	10/10/2025	325.00
ACH	SYLV018--Sylvan Learning Center Torrance	Enrichment Svcs - 10/15/25 - 11/07/25	10/31/2025	910.00
ACH	SYST000--Systems Training Center	Enrichment Svcs - 10/25 - 1/26	10/31/2025	588.00
ACH	TATS000--Tatsu Strings	Enrichment Svcs - 09/25 - 11/25	10/03/2025	930.00
ACH	TATS000--Tatsu Strings	Enrichment Svcs - 09/01/25 - 11/30/25	10/10/2025	515.00
ACH	TATS000--Tatsu Strings	Enrichment Svcs - 10/25 - 11/25	10/24/2025	370.00
ACH	TATS000--Tatsu Strings	Enrichment Svcs - 09/25	10/31/2025	185.00
ACH	TEAC000--Teaching Textbooks	School Supplies	10/03/2025	515.49
ACH	TEAC000--Teaching Textbooks	School Supplies	10/10/2025	635.18
ACH	TEAC000--Teaching Textbooks	School Supplies	10/17/2025	210.80
ACH	TEAC000--Teaching Textbooks	School Supplies	10/24/2025	196.80
ACH	TEAC000--Teaching Textbooks	School Supplies	10/31/2025	58.95

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Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
ACH	TECH001--Technical Mastery Soccer	Enrichment Svcs - 08/20/25 - 09/30/25	10/10/2025	480.00
ACH	THOM010--Nicole Thomas	Enrichment Svcs - 09/25	10/03/2025	352.00
ACH	THOM010--Nicole Thomas	Enrichment Svcs - 09/25	10/17/2025	50.00
ACH	THOM010--Nicole Thomas	Enrichment Svcs - 09/25	10/24/2025	340.00
ACH	TIMB000--Timberdoodle.com	School Supplies	10/03/2025	19,007.64
ACH	TIMB000--Timberdoodle.com	School Supplies	10/10/2025	18,631.58
ACH	TIMB000--Timberdoodle.com	School Supplies	10/17/2025	772.84
ACH	TIME002--Time4Learning	School Supplies	10/10/2025	3,719.90
ACH	TITO001--Josh Titone	Reimb. - Mileage - 08/07/25 - 08/28/25	10/17/2025	638.68
ACH	TRAD0000--Traditional Equitation School	Enrichment Svcs - 08/25 - 11/25	10/31/2025	2,992.00
ACH	TREE001--Tree Ranch School LLC	Enrichment Svcs - 09/24/25 - 12/24/25	10/10/2025	7,005.00
ACH	TREE001--Tree Ranch School LLC	Enrichment Svcs - 09/25 - 11/25	10/17/2025	5,402.00
ACH	TREE001--Tree Ranch School LLC	Enrichment Svcs - 10/25 - 12/25	10/24/2025	4,760.00
ACH	TREE001--Tree Ranch School LLC	Enrichment Svcs - 10/25 - 01/26	10/31/2025	1,080.00
ACH	TREL000--Trellis Learning	Enrichment Svcs - 09/25 - 12/25	10/03/2025	11,755.00
ACH	TREL000--Trellis Learning	Enrichment Svcs - 09/02/25 - 01/31/26	10/10/2025	21,926.05
ACH	TRUE000--True Note Music, LLC	Enrichment Svcs - 08/25 - 09/25	10/03/2025	1,400.00
ACH	TRUE000--True Note Music, LLC	Enrichment Svcs - 10/25 - 12/25	10/31/2025	480.00
ACH	TRUM000--Kelly Trump	Enrichment Svcs - 08/25	10/03/2025	175.00
ACH	TRUM000--Kelly Trump	Enrichment Svcs - 09/25	10/10/2025	700.00
ACH	ULTR000--Ultra Jiu Jitsu Academy	Enrichment Svcs - 10/25	10/24/2025	2,285.00
ACH	UNIV003--Universal Music Academy	Enrichment Svcs - 09/25	10/03/2025	400.00
ACH	VANE000--Mendoza Music Studio	Enrichment Svcs - 09/25	10/17/2025	140.00
ACH	VANH000--Holly Van Houten	Enrichment Svcs - 09/25 - 11/25	10/03/2025	4,910.00
ACH	VANH000--Holly Van Houten	Enrichment Svcs - 10/25 - 12/25	10/24/2025	720.00
ACH	VENT006--Ventura Makos Surf Camp, Inc.	Enrichment Svcs - 08/25 - 09/25	10/24/2025	7,400.00
ACH	VENT007--Ventura County Music Academy	Enrichment Svcs - 09/25 - 12/25	10/31/2025	6,000.00
ACH	VILA000--Vilanova Brazilian Jiu Jitsu, LLC	Enrichment Svcs - 08/25 - 11/25	10/03/2025	2,233.65
ACH	VILA000--Vilanova Brazilian Jiu Jitsu, LLC	Enrichment Svcs - 10/25 - 01/26	10/24/2025	2,823.44
ACH	WAGN002--Roxane Wagner-Hollier	Enrichment Svcs - 10/25 - 12/25	10/24/2025	3,562.50
ACH	WAGN002--Roxane Wagner-Hollier	Enrichment Svcs - 09/25 - 11/25	10/31/2025	2,000.00
ACH	WALT001--Jennifer Walton	Enrichment Svcs - 09/25 - 12/25	10/10/2025	1,280.00
ACH	WANN000--The Howard Fine Acting Studio	Enrichment Svcs - 09/25 - 10/25	10/31/2025	612.50
ACH	WATE001--Watersafe Swim School	Enrichment Svcs - 09/25 - 11/25	10/24/2025	2,627.50
ACH	WATE010--Waterfront Education	Enrichment Svcs - 09/25 - 10/25	10/31/2025	1,765.00
ACH	WELL003--Wells Fargo Bank	Client Analysis Service Charge	10/15/2025	1,497.25
ACH	WEST003--West Coast Music Academy - Santa Clarita	Enrichment Svcs - 08/25 - 12/25	10/24/2025	12,190.00
ACH	WEST024--West Coast Music Academy	Enrichment Svcs - 08/25 - 11/25	10/24/2025	1,656.00
ACH	WHIT005--White Hall Arts Academy, Inc.	Enrichment Svcs - 10/25 - 12/25	10/17/2025	2,835.00
ACH	WHOL001--Whole Child Therapy Inc.	SpEd Svcs - 08/25	10/03/2025	2,350.00
ACH	WILD010--Wild Kin LLC	Enrichment Svcs - 09/25	10/03/2025	225.00
ACH	WILD010--Wild Kin LLC	Enrichment Svcs - 10/25	10/24/2025	375.00
ACH	WILL002--Williamsburg Learning	Enrichment Svcs	10/10/2025	18,820.00
ACH	WILL010--Denise Williams	Enrichment Svcs - 09/25 - 11/25	10/03/2025	1,530.00
ACH	WMMU000--WM Music Lessons	Enrichment Svcs - 09/25 - 12/25	10/03/2025	4,760.00
ACH	WMMU000--WM Music Lessons	Enrichment Svcs - 08/25 - 11/25	10/10/2025	1,620.00
ACH	WMMU000--WM Music Lessons	Enrichment Svcs - 09/25 - 12/25	10/17/2025	1,080.00
ACH	WMMU000--WM Music Lessons	Enrichment Svcs - 10/25 - 11/25	10/24/2025	1,475.00
ACH	WMMU000--WM Music Lessons	Enrichment Svcs - 10/25	10/31/2025	500.00
ACH	WMTU000--WM Tutoring Services	Enrichment Svcs - 09/25 - 10/25	10/03/2025	560.00
ACH	WRIG004--Jamie Wright	Enrichment Svcs - 09/25 - 10/25	10/03/2025	1,080.00
ACH	WRIG004--Jamie Wright	Enrichment Svcs - 09/25 - 12/25	10/10/2025	1,500.00
ACH	WRIG004--Jamie Wright	Enrichment Svcs - 09/25 - 11/25	10/17/2025	760.00
ACH	WRIT003--The Writtenburg Door	Enrichment Svcs - 08/25 - 12/25	10/17/2025	10,483.75
ACH	WRIT005--WriteAtHome, Inc.	Enrichment Svcs - 08/25 - 05/26	10/03/2025	6,593.50
ACH	XOCH000--Xochitl Brizuela Spanish and more	Enrichment Svcs - 09/25 - 12/26	10/10/2025	10,500.00
ACH	XOCH000--Xochitl Brizuela Spanish and more	Enrichment Svcs - 09/25	10/24/2025	230.00
ACH	YESW000--YES Writing	Enrichment Svcs - 09/25 - 12/25	10/24/2025	6,505.00
ACH	YESW000--YES Writing	Enrichment Svcs - 09/25 - 12/25	10/31/2025	14,620.00
ACH	YOSH000--Steven K Yoshinaga	Enrichment Svcs - 08/25 - 05/26	10/17/2025	700.00
ACH	YOUN001--Law Offices of Young, Minney, & Corr, LLP	Legal Svcs - SpEd	10/03/2025	31,760.00
ACH	YOUN001--Law Offices of Young, Minney, & Corr, LLP	Legal Svcs - SpEd	10/24/2025	9,197.50
ACH	YOUN014--Young Actors Academy of Performing Arts	Enrichment Svcs - 09/25 - 11/25	10/10/2025	1,805.00
ACH	ZAKB000--Zak Barnett Studios	Enrichment Svcs - 08/25 - 11/25	10/31/2025	3,270.00
ACH	ZANE000--Zaner-Bloser Inc	School Supplies	10/10/2025	462.68
ACH	ZITZ000--Donna Zitzelberger	Enrichment Svcs - 09/25 - 12/25	10/10/2025	480.00
ACH	ZULT004--Z- Ultimate Defense Studios - Westwood	Enrichment Svcs - 10/25 - 11/25	10/31/2025	622.50
VOID	ARZA000--Giovanna Arzaga	Reimb - United Airline - 01/29/25	10/22/2025	VOID
VOID	BEAU000--Beautiful Feet Books, Inc.	School Supplies	10/27/2025	VOID
VOID	BYAR000--Susan Byars	Reimb. - Meals - 03/13/25 - 03/14/25	10/14/2025	VOID
VOID	DOTY000--Megan Doty	Reimb - Mileage 03/15/23 - 03/17/23	10/14/2025	VOID
VOID	EDIS5081--Southern California Edison	Utility Svcs - 12/03/24 - 01/02/25	10/22/2025	VOID
VOID	GYMN002--GymnastiKids	Enrichment Svcs - 08/24 - 11/25	10/22/2025	VOID
VOID	HEAD000--Alicia M Head	Enrichment Svcs - 10/24	10/22/2025	VOID
VOID	HEAV001--Heavens Hoofprints Equestrian Center	Enrichment Svcs - 05/25	10/14/2025	VOID

Blue Ridge Academy

Check Register

For the period ended October 31, 2025

Check/Voucher No.	Vendor	Transaction Description	Check Date	Check Amount
VOID	JEFF001--Heidi Jeffrey	Enrichment Svcs - 02/25 - 03/25	10/14/2025	VOID
VOID	JOHN014--Create & Co	Enrichment Svcs - 03/25 - 06/25	10/22/2025	VOID
VOID	LIGH007--Lighthouse Sports Center LLC	Enrichment Svcs - 06/25	10/14/2025	VOID
VOID	LIGH007--Lighthouse Sports Center LLC	Enrichment Svcs - 03/25	10/14/2025	VOID
VOID	LOST002--Lost Code Inc	Enrichment Svcs - 10/24 - 12/24	10/22/2025	VOID
VOID	MADL000--Heather Madla	Reimb. - Office Expense - 03/08/25	10/14/2025	VOID
VOID	MADL000--Heather Madla	Reimb. - backdrop - cut outs - 03/08/25	10/14/2025	VOID
VOID	MAJE000--Majestic Gymnastics	Enrichment Svcs - 04/25	10/14/2025	VOID
VOID	MARI000--Maricopa Unified School District	Supervisory Oversight per MOU - 2024-2025 January 2025 Paymer	10/20/2025	VOID
VOID	MATH099--Mathmigo	Enrichment Svcs - 02/25 - 05/25	10/14/2025	VOID
VOID	MATH099--Mathmigo	Enrichment Svcs - 02/25 - 05/25	10/14/2025	VOID
VOID	MATH099--Mathmigo	Enrichment Svcs - 02/25 - 05/25	10/14/2025	VOID
VOID	OPAV000--Opava Eventing	Enrichment Svcs - 08/25 - 10/25	10/03/2025	VOID
VOID	STJO--St. John's Lutheran Church	Facility Rental - 03/10/25 - 03/14/25	10/22/2025	VOID
VOID	TIBB000--Therese Tibbits	Reimb - SpEd Mileage - 10/03/24	10/22/2025	VOID
VOID	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 04/25 - 06/25	10/14/2025	VOID
VOID	VICT004--Victory Gymnastics Academy	Enrichment Svcs - 03/25	10/14/2025	VOID
VOID	VICT007--Victorum Athletics	Enrichment Svcs - 11/24 - 01/25	10/22/2025	VOID
VOID	WOOD008--Michelle Wood	Reimb. - Mileage - 03/26/25 - 03/27/25	10/14/2025	VOID

Total Disbursements in October **$ 6,849,786.69**

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
10th Planet Palmdale LLC	BR10	11/20/2025	$ 1,575	$ -	$ -	$ -	$ -	$ 1,575
Academy of Tutoring LLC	10	11/23/2025	800	-	-	-	-	800
Action Academy	25237	11/16/2025	2,160	-	-	-	-	2,160
Action Academy	25238	11/16/2025	981	-	-	-	-	981
Action Academy	25239	11/16/2025	1,410	-	-	-	-	1,410
Action Academy	25240	11/16/2025	591	-	-	-	-	591
Action Academy	25241	11/16/2025	705	-	-	-	-	705
Action Academy	25242	11/16/2025	1,785	-	-	-	-	1,785
Action Academy	25243	11/16/2025	340	-	-	-	-	340
Action Academy	25244	11/16/2025	535	-	-	-	-	535
Action Academy	25245	11/16/2025	396	-	-	-	-	396
Action Academy	25246	11/16/2025	690	-	-	-	-	690
Action Academy	25247	11/16/2025	2,205	-	-	-	-	2,205
Action Academy	25200	11/01/2025	1,170	-	-	-	-	1,170
Action Academy	25236	11/16/2025	200	-	-	-	-	200
Action Academy	25231	11/16/2025	446	-	-	-	-	446
Action Academy	25235	11/16/2025	396	-	-	-	-	396
Action Academy	25234	11/16/2025	714	-	-	-	-	714
Action Academy	25233	11/16/2025	394	-	-	-	-	394
Action Academy	25232	11/16/2025	890	-	-	-	-	890
Activities for Learning, Inc.	394021	11/21/2025	28	-	-	-	-	28
Activities for Learning, Inc.	394010	11/19/2025	240	-	-	-	-	240
Aerial Gymnastics Club	PF520427	11/19/2025	330	-	-	-	-	330
Aerial Gymnastics Club	PF513254	10/25/2025	70	-	-	-	-	70
Agnes Rogoza	7	11/20/2025	630	-	-	-	-	630
Alana King	KING091025	09/10/2025	-	-	77	-	-	77
Aligned with Nature LLC	AW102325	11/22/2025	210	-	-	-	-	210

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Alkawthar Learning Center	ALKAW-125-2547-R	11/14/2025	320	-	-	-	-	320
All About Learning Press, Inc.	939601	11/09/2025	55	-	-	-	-	55
All About Learning Press, Inc.	939620	11/09/2025	142	-	-	-	-	142
All About Learning Press, Inc.	939623	11/09/2025	260	-	-	-	-	260
All About Learning Press, Inc.	939651	11/13/2025	80	-	-	-	-	80
All About Learning Press, Inc.	939484	11/07/2025	187	-	-	-	-	187
All About Learning Press, Inc.	939838	11/15/2025	55	-	-	-	-	55
All About Learning Press, Inc.	939506	11/07/2025	217	-	-	-	-	217
All About Learning Press, Inc.	939885	11/16/2025	212	-	-	-	-	212
All About Learning Press, Inc.	940032	11/21/2025	66	-	-	-	-	66
All About Learning Press, Inc.	940102	11/21/2025	85	-	-	-	-	85
All About Learning Press, Inc.	939957	11/20/2025	54	-	-	-	-	54
All About Learning Press, Inc.	940050	11/21/2025	143	-	-	-	-	143
All About Learning Press, Inc.	940132	11/22/2025	338	-	-	-	-	338
All About Learning Press, Inc.	939839	11/15/2025	55	-	-	-	-	55
Amazon Capital Services	1LXJ-GXM9-TFWD	12/01/2025	(78)	-	-	-	-	(78)
Amazon Capital Services	1FX6-7RYW-6LPM	12/03/2025	(29)	-	-	-	-	(29)
Amazon Capital Services	17FT-9HPD-6CN4	12/08/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	17HK-PLH7-3MDF	12/09/2025	(10)	-	-	-	-	(10)
Amazon Capital Services	1364-LHHJ-6RJW	12/09/2025	(33)	-	-	-	-	(33)
Amazon Capital Services	1MCW-344Y-17C4	11/13/2025	(25)	-	-	-	-	(25)
Amazon Capital Services	1TC7-LG4W-GMKN	11/13/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	14KR-XG7Q-4QY1	11/13/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	14FK-H7W1-CQCC	11/14/2025	(43)	-	-	-	-	(43)
Amazon Capital Services	1QNV-7GK1-1R9C	11/15/2025	(14)	-	-	-	-	(14)
Amazon Capital Services	19N3-DG77-143V	11/15/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	1DQ6-CDMQ-1WLH	11/15/2025	(14)	-	-	-	-	(14)
Amazon Capital Services	16Y3-KNP4-1K1C	11/15/2025	(25)	-	-	-	-	(25)

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	11R7-7DVH-CMYK	11/16/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	17TX-KRQD-CWTR	11/16/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	1NTG-QQRK-7K71	11/16/2025	(26)	-	-	-	-	(26)
Amazon Capital Services	1JMP-GV4C-VWQN	11/17/2025	(56)	-	-	-	-	(56)
Amazon Capital Services	1FK4-V39N-WY3X	11/18/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1GKD-FRXT-WQNH	11/18/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	1PNQ-JYD9-Y64H	11/18/2025	(6)	-	-	-	-	(6)
Amazon Capital Services	1TLV-FJ9C-WPVD	11/18/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	1FJC-PFXH-C3DG	11/19/2025	(16)	-	-	-	-	(16)
Amazon Capital Services	1NR6-9RD1-7NKY	11/19/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	13LT-HKLX-D19P	11/19/2025	(81)	-	-	-	-	(81)
Amazon Capital Services	1H3D-P64J-J4HC	11/20/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	1VKP-LPM4-6W9V	11/20/2025	(22)	-	-	-	-	(22)
Amazon Capital Services	1X3L-6CKN-9NCR	11/21/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1JR7-J3HN-K4GL	11/21/2025	(16)	-	-	-	-	(16)
Amazon Capital Services	1GXY-4KHW-9CV3	11/21/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1XVW-3H1W-69XT	11/21/2025	(22)	-	-	-	-	(22)
Amazon Capital Services	1HVF-D9FH-QL4K	11/22/2025	(27)	-	-	-	-	(27)
Amazon Capital Services	1QQ4-DJL7-L4FL	11/22/2025	(21)	-	-	-	-	(21)
Amazon Capital Services	1CG9-Y1TM-6PXV	11/22/2025	(53)	-	-	-	-	(53)
Amazon Capital Services	1GJL-J66G-696T	11/22/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1PMM-PXMQ-69V7	11/22/2025	(3)	-	-	-	-	(3)
Amazon Capital Services	1QMM-YDFW-6PNK	11/22/2025	(244)	-	-	-	-	(244)
Amazon Capital Services	1RM9-F377-4V1N	11/22/2025	(3)	-	-	-	-	(3)
Amazon Capital Services	1RN3-FFVG-6PTD	11/22/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1XKW-6QXT-6VKH	11/22/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	13PC-VLNY-9HQL	11/22/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	19HH-WTQJ-6C1L	11/22/2025	(25)	-	-	-	-	(25)

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1J3L-3HF6-Y3GW	11/23/2025	(52)	-	-	-	-	(52)
Amazon Capital Services	1RX6-RQLW-73HT	11/23/2025	(20)	-	-	-	-	(20)
Amazon Capital Services	11K6-Q1GY-17KJ	11/23/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1QJX-HTW1-3KJL	11/25/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1W4F-TTD4-V1G4	11/28/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	1WP1-G6TL-LCXJ	11/28/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	17DG-QWG6-9HPJ	11/28/2025	(42)	-	-	-	-	(42)
Amazon Capital Services	1VHH-YQHV-DXRL	11/29/2025	(30)	-	-	-	-	(30)
Amazon Capital Services	14CG-FWMK-3JVL	11/29/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	1CK7-C633-3DRW	11/29/2025	(25)	-	-	-	-	(25)
Amazon Capital Services	1G3K-H9J4-C4XL	11/29/2025	(26)	-	-	-	-	(26)
Amazon Capital Services	1K7D-WK3R-GP71	11/29/2025	(40)	-	-	-	-	(40)
Amazon Capital Services	191P-P3HQ-CGPX	11/30/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1WRW-93NW-1K7C	10/26/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1WRW-93NW-4WNR	10/26/2025	(70)	-	-	-	-	(70)
Amazon Capital Services	176W-TCTC-1GKL	10/26/2025	(6)	-	-	-	-	(6)
Amazon Capital Services	1VY9-76DJ-GPRL	10/27/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1474-PMLJ-4K7Y	10/27/2025	(34)	-	-	-	-	(34)
Amazon Capital Services	1MK3-QJMD-646F	10/27/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	17WP-76X9-43Q7	10/27/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	1FJ4-1C4F-JMVQ	10/28/2025	(98)	-	-	-	-	(98)
Amazon Capital Services	1RT9-WYF3-Q467	10/29/2025	(22)	-	-	-	-	(22)
Amazon Capital Services	13QT-GPLW-QGGQ	10/29/2025	(55)	-	-	-	-	(55)
Amazon Capital Services	1TCR-VN9P-CWL3	10/31/2025	(33)	-	-	-	-	(33)
Amazon Capital Services	1WY4-6Y13-CCJ7	10/31/2025	(38)	-	-	-	-	(38)
Amazon Capital Services	1YVY-XR4F-C9P7	10/31/2025	(16)	-	-	-	-	(16)
Amazon Capital Services	11WD-FTLN-9KCD	10/31/2025	(23)	-	-	-	-	(23)
Amazon Capital Services	146X-1P3X-D73C	10/31/2025	(14)	-	-	-	-	(14)

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1FK4-V39N-6WYP	11/01/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	1JQN-XQJX-7G9X	11/01/2025	(35)	-	-	-	-	(35)
Amazon Capital Services	1X3P-9P1N-9RQ1	11/01/2025	(40)	-	-	-	-	(40)
Amazon Capital Services	1GD3-3Y9R-1QMW	11/01/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	1Q6C-K1KK-1X9W	11/01/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1QMG-1DCY-1NYG	11/01/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	1QTG-CQFP-36C3	11/01/2025	(22)	-	-	-	-	(22)
Amazon Capital Services	117F-GFH4-FQDG	11/01/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	143D-1DQ3-1FJK	11/01/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	1N6G-61NH-4WLN	11/02/2025	(14)	-	-	-	-	(14)
Amazon Capital Services	1R7T-6GPC-77YH	11/02/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1WRL-HX6V-4DR9	11/02/2025	(19)	-	-	-	-	(19)
Amazon Capital Services	143D-1DQ3-6V9C	11/02/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1GYX-MJG3-63H7	11/02/2025	(24)	-	-	-	-	(24)
Amazon Capital Services	1JXX-NC16-KVFL	11/03/2025	(41)	-	-	-	-	(41)
Amazon Capital Services	1LDW-NHWW-7X1G	11/03/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	1PHX-JW7K-LKFP	11/03/2025	(40)	-	-	-	-	(40)
Amazon Capital Services	1QQX-XHX3-91L7	11/03/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1VPT-WYK6-6VMT	11/03/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1Y7D-4NXD-D31V	11/03/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1YRV-KPYT-77T4	11/03/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	14N9-CTT1-K374	11/03/2025	(41)	-	-	-	-	(41)
Amazon Capital Services	11HM-1RMY-D1GF	11/03/2025	(46)	-	-	-	-	(46)
Amazon Capital Services	1VM6-F3KQ-WCFP	11/05/2025	(21)	-	-	-	-	(21)
Amazon Capital Services	1RF3-314P-GNDP	11/06/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	11KC-73QG-DWQM	11/06/2025	(23)	-	-	-	-	(23)
Amazon Capital Services	1LXH-CNVD-9YGX	11/07/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1T9N-GXLV-9PFT	11/07/2025	(23)	-	-	-	-	(23)

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1XJC-4XW4-1C9D	11/08/2025	(28)	-	-	-	-	(28)
Amazon Capital Services	1GQY-TVHW-GCJ6	11/08/2025	(63)	-	-	-	-	(63)
Amazon Capital Services	14JY-3X6W-FL4L	11/08/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1K7M-3NYT-1X6Y	11/08/2025	(72)	-	-	-	-	(72)
Amazon Capital Services	1PMH-QF9G-1MTX	11/08/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	1PMH-QF9G-316T	11/08/2025	(21)	-	-	-	-	(21)
Amazon Capital Services	13NJ-1JLJ-1QN7	11/08/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	11YX-76G9-1R6Q	11/08/2025	41	-	-	-	-	41
Amazon Capital Services	1GDQ-XQ46-JQ7K	11/08/2025	(32)	-	-	-	-	(32)
Amazon Capital Services	17RV-DMYK-3LYC	11/09/2025	(50)	-	-	-	-	(50)
Amazon Capital Services	1FR6-JNHN-36PH	11/09/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1DKW-RCJX-7WG9	11/10/2025	(45)	-	-	-	-	(45)
Amazon Capital Services	1HKL-MNWC-9T3V	11/10/2025	(29)	-	-	-	-	(29)
Amazon Capital Services	1KKN-W639-9DYY	11/10/2025	(31)	-	-	-	-	(31)
Amazon Capital Services	1HT1-1HRN-RT6T	11/11/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	19L3-TJ3X-RK6C	11/11/2025	(42)	-	-	-	-	(42)
Amazon Capital Services	1CRK-YQYR-JPPG	11/13/2025	(53)	-	-	-	-	(53)
Amazon Capital Services	1L6P-WFNC-7V3N	11/13/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	14GY-6RLR-GCYG	10/12/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	14Q1-MRQ1-G3NY	10/12/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	1WPK-9MYG-RG11	10/13/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1XFM-CG41-GTL6	10/13/2025	(65)	-	-	-	-	(65)
Amazon Capital Services	11DR-WGG4-GVQN	10/13/2025	(28)	-	-	-	-	(28)
Amazon Capital Services	137W-143F-WNG4	10/14/2025	(4)	-	-	-	-	(4)
Amazon Capital Services	1MGV-TXPY-C1DW	10/15/2025	(10)	-	-	-	-	(10)
Amazon Capital Services	1GH9-LT9W-3CLX	10/15/2025	(4)	-	-	-	-	(4)
Amazon Capital Services	1X6H-Y4P4-9CCR	10/15/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	139R-Y7VT-3GKP	10/15/2025	(134)	-	-	-	-	(134)

Blue Ridge Academy

Accounts Payable Aging

For the period ended October 31, 2025

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1XJJ-MW64-K4RN	10/16/2025	(49)	-	-	-	-	(49)
Amazon Capital Services	1DFD-HVLH-7FJY	10/17/2025	(19)	-	-	-	-	(19)
Amazon Capital Services	1MWY-YV76-14TQ	10/17/2025	(76)	-	-	-	-	(76)
Amazon Capital Services	1GXT-VQDT-D4C1	10/18/2025	(7)	-	-	-	-	(7)
Amazon Capital Services	17KT-RF4X-3CPF	10/18/2025	(74)	-	-	-	-	(74)
Amazon Capital Services	17RQ-JN7R-1GD1	10/18/2025	(47)	-	-	-	-	(47)
Amazon Capital Services	137T-TH1F-34PX	10/18/2025	(39)	-	-	-	-	(39)
Amazon Capital Services	1GXT-VQDT-1QKH	10/18/2025	(25)	-	-	-	-	(25)
Amazon Capital Services	1GXT-VQDT-6LHL	10/18/2025	(85)	-	-	-	-	(85)
Amazon Capital Services	1MF7-MLM6-GGN4	10/18/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1MLK-KW76-33XH	10/18/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	1N76-4974-CV3Q	10/18/2025	(23)	-	-	-	-	(23)
Amazon Capital Services	1NJT-GVPJ-33HD	10/18/2025	(26)	-	-	-	-	(26)
Amazon Capital Services	1PHJ-T7PL-7HTY	10/18/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	1RY1-3FHR-1XDT	10/18/2025	(44)	-	-	-	-	(44)
Amazon Capital Services	1VT6-MDMX-1RWC	10/18/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1YLQ-YDQQ-6KMV	10/18/2025	(20)	-	-	-	-	(20)
Amazon Capital Services	1GWF-VRG7-1JMJ	10/18/2025	14	-	-	-	-	14
Amazon Capital Services	19V3-3Y49-4MKV	10/18/2025	(48)	-	-	-	-	(48)
Amazon Capital Services	1RJF-FVY7-31QV	10/18/2025	(96)	-	-	-	-	(96)
Amazon Capital Services	1F4G-9C4X-3LG1	10/19/2025	(39)	-	-	-	-	(39)
Amazon Capital Services	17NF-J9V6-D17F	10/20/2025	(69)	-	-	-	-	(69)
Amazon Capital Services	149R-RKXR-CLQM	10/20/2025	(24)	-	-	-	-	(24)
Amazon Capital Services	1FV1-DKDV-4P3L	10/20/2025	(20)	-	-	-	-	(20)
Amazon Capital Services	1FV3-1PNK-HMQM	10/20/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	1H9L-M7RR-HLWT	10/20/2025	(32)	-	-	-	-	(32)
Amazon Capital Services	1RQQ-HJ7W-H4PD	10/20/2025	(40)	-	-	-	-	(40)
Amazon Capital Services	19KW-QGFC-FTNG	10/20/2025	(36)	-	-	-	-	(36)

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	161M-79L7-FD1K	10/20/2025	(10)	-	-	-	-	(10)
Amazon Capital Services	1FV1-DKDV-JHWF	10/20/2025	(17)	-	-	-	-	(17)
Amazon Capital Services	1YDF-L3N9-NGQF	10/21/2025	(36)	-	-	-	-	(36)
Amazon Capital Services	1FNY-TTMN-HQPC	10/21/2025	(96)	-	-	-	-	(96)
Amazon Capital Services	14TQ-1NQJ-R1WQ	10/22/2025	(49)	-	-	-	-	(49)
Amazon Capital Services	1RHQ-QV9P-QN9V	10/22/2025	(9)	-	-	-	-	(9)
Amazon Capital Services	1RQQ-HJ7W-QPTV	10/22/2025	(6)	-	-	-	-	(6)
Amazon Capital Services	149W-XPQY-RFG3	10/22/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1F4G-9C4X-MVM6	10/23/2025	(10)	-	-	-	-	(10)
Amazon Capital Services	1RHQ-QV9P-N34V	10/23/2025	(45)	-	-	-	-	(45)
Amazon Capital Services	16MW-PPPP-JQ4X	10/24/2025	(41)	-	-	-	-	(41)
Amazon Capital Services	1MP1-XX1D-P1HR	10/24/2025	(64)	-	-	-	-	(64)
Amazon Capital Services	134G-TKY1-Y4DQ	10/25/2025	(23)	-	-	-	-	(23)
Amazon Capital Services	1767-9MDP-VRMK	10/25/2025	(11)	-	-	-	-	(11)
Amazon Capital Services	1G44-71WN-VYH6	10/25/2025	(33)	-	-	-	-	(33)
Amazon Capital Services	1GVW-3RWX-VR3Y	10/25/2025	(16)	-	-	-	-	(16)
Amazon Capital Services	1NY3-Q7DR-R13T	10/25/2025	(182)	-	-	-	-	(182)
Amazon Capital Services	1T7P-DFHV-VTRM	10/25/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	13M7-1MP6-169Y	10/25/2025	(35)	-	-	-	-	(35)
Amazon Capital Services	1WQX-RGMP-TPT3	10/25/2025	329	-	-	-	-	329
Amazon Capital Services	1GML-HWC3-YGRR	10/25/2025	(19)	-	-	-	-	(19)
Amazon Capital Services	134G-TKY1-W4RX	10/25/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	1CX4-D4MK-D1PJ	08/30/2025	-	-	-	(33)	-	(33)
Amazon Capital Services	147M-1RRQ-1N49	09/11/2025	-	-	(16)	-	-	(16)
Amazon Capital Services	1GDM-RX3D-FYLW	09/13/2025	-	-	(33)	-	-	(33)
Amazon Capital Services	1MHJ-VH6J-FLGF	09/13/2025	-	-	(7)	-	-	(7)
Amazon Capital Services	1WL3-VLN4-FGN1	09/13/2025	-	-	(4)	-	-	(4)
Amazon Capital Services	1HPK-C6FJ-DWXN	09/13/2025	-	-	105	-	-	105

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1KK1-VRMH-G64F	09/15/2025	-	-	(28)	-	-	(28)
Amazon Capital Services	13WQ-339L-HRW1	09/20/2025	-	-	(21)	-	-	(21)
Amazon Capital Services	19VM-MQTK-7GPG	09/20/2025	-	-	(28)	-	-	(28)
Amazon Capital Services	1CGM-WRQ1-3GY1	09/20/2025	-	-	(10)	-	-	(10)
Amazon Capital Services	17CT-4NHX-3HFV	09/20/2025	-	-	(28)	-	-	(28)
Amazon Capital Services	1L6J-W7JY-3KN3	09/20/2025	-	-	(28)	-	-	(28)
Amazon Capital Services	1CGM-WRQ1-KXN7	09/21/2025	-	-	(24)	-	-	(24)
Amazon Capital Services	1PGD-NHF1-6MWD	09/22/2025	-	-	(21)	-	-	(21)
Amazon Capital Services	19TV-V3K1-RRCR	09/24/2025	-	-	(19)	-	-	(19)
Amazon Capital Services	1RKX-FCKF-N7HQ	09/24/2025	-	-	(39)	-	-	(39)
Amazon Capital Services	1TTD-46F4-V1MF	09/24/2025	-	-	(22)	-	-	(22)
Amazon Capital Services	1NXH-NTHC-49HQ	09/25/2025	-	-	(43)	-	-	(43)
Amazon Capital Services	17PV-7KDH-6RRC	09/25/2025	-	-	(28)	-	-	(28)
Amazon Capital Services	1CKW-GCYC-KQQH	09/26/2025	-	-	(8)	-	-	(8)
Amazon Capital Services	1MRG-ND69-JKK1	09/26/2025	-	-	(9)	-	-	(9)
Amazon Capital Services	177X-HNQ7-LMHY	09/26/2025	-	-	(22)	-	-	(22)
Amazon Capital Services	16CW-L9JC-JV7X	09/27/2025	-	-	(16)	-	-	(16)
Amazon Capital Services	1QM6-NMX7-61MM	09/27/2025	-	-	(35)	-	-	(35)
Amazon Capital Services	1V4L-H311-7LLM	09/27/2025	-	-	(23)	-	-	(23)
Amazon Capital Services	1XTH-1NW1-7KRC	09/27/2025	-	-	(23)	-	-	(23)
Amazon Capital Services	14XR-3L7R-4XFV	09/27/2025	-	-	(20)	-	-	(20)
Amazon Capital Services	19VM-MQTK-H34H	09/27/2025	-	-	(14)	-	-	(14)
Amazon Capital Services	1QGQ-JJM9-7XG3	09/27/2025	-	-	(39)	-	-	(39)
Amazon Capital Services	1DXH-GW1R-3HP7	09/27/2025	-	-	(49)	-	-	(49)
Amazon Capital Services	173C-XCNT-3XGL	09/27/2025	-	-	(63)	-	-	(63)
Amazon Capital Services	1QCQ-6G97-THPJ	09/27/2025	-	-	(52)	-	-	(52)
Amazon Capital Services	1CQY-4W97-P6RP	09/29/2025	-	-	(29)	-	-	(29)
Amazon Capital Services	1THC-C7FG-YJX6	10/01/2025	(30)	-	-	-	-	(30)

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1HGN-XH7Q-17HW	10/04/2025	(8)	-	-	-	-	(8)
Amazon Capital Services	1HGN-XH7Q-164M	10/04/2025	(21)	-	-	-	-	(21)
Amazon Capital Services	1M9V-KPYK-1J79	10/04/2025	(32)	-	-	-	-	(32)
Amazon Capital Services	1QCR-DLNJ-DFM3	10/04/2025	(12)	-	-	-	-	(12)
Amazon Capital Services	1QJ4-V14R-1VQG	10/04/2025	(4)	-	-	-	-	(4)
Amazon Capital Services	1WTJ-YLP1-117V	10/04/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	1PC1-FQFF-FCDY	10/04/2025	(26)	-	-	-	-	(26)
Amazon Capital Services	1J4J-6KQ1-YXMN	10/04/2025	19	-	-	-	-	19
Amazon Capital Services	1RPM-FLKV-YQKK	10/04/2025	168	-	-	-	-	168
Amazon Capital Services	1GTK-PVCG-WPJ3	10/09/2025	(14)	-	-	-	-	(14)
Amazon Capital Services	17MH-W9TC-7V6X	10/09/2025	(18)	-	-	-	-	(18)
Amazon Capital Services	1VPV-V6HQ-H3NH	10/10/2025	(14)	-	-	-	-	(14)
Amazon Capital Services	13WV-71Q4-367X	10/11/2025	(13)	-	-	-	-	(13)
Amazon Capital Services	13NT-FG4M-16CJ	10/11/2025	(5)	-	-	-	-	(5)
Amazon Capital Services	1316-YR99-1Y4G	10/11/2025	(22)	-	-	-	-	(22)
Amazon Capital Services	1GPG-16GM-1RPD	10/11/2025	(29)	-	-	-	-	(29)
Amazon Capital Services	1J77-4RVL-3DVT	10/11/2025	(15)	-	-	-	-	(15)
Amazon Capital Services	1JNR-6L4Y-CN1J	10/11/2025	(34)	-	-	-	-	(34)
Amazon Capital Services	13CQ-QKVP-JQKR	10/11/2025	(19)	-	-	-	-	(19)
Amazon Capital Services	1TJ1-J1MC-HYNV	10/11/2025	(12)	-	-	-	-	(12)
Amazon Capital Services	13WV-71Q4-1PF6	10/11/2025	22	-	-	-	-	22
Amazon Capital Services	1TJ1-J1MC-19C9	10/11/2025	53	-	-	-	-	53
Amazon Capital Services	1WX7-Q7HT-1GXM	10/11/2025	18	-	-	-	-	18
Amazon Capital Services	1RR3-6FQT-DGW4	10/11/2025	(145)	-	-	-	-	(145)
Amazon Capital Services	16LK-HKNQ-HRHK	10/11/2025	(66)	-	-	-	-	(66)
Amazon Capital Services	1F47-QTYP-7HLM	10/12/2025	(50)	-	-	-	-	(50)
Amazon Capital Services	1YNY-NT6X-FNXG	10/12/2025	(25)	-	-	-	-	(25)
Amazon Capital Services	11DR-WGG4-R6W9	10/12/2025	(10)	-	-	-	-	(10)

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1TDR-6691-1HT3	10/12/2025	(5)	-	-	-	-	(5)
Anchor Counseling & Education Solu	August 2025 - A	10/11/2025	1,285	-	-	-	-	1,285
Anchor Counseling & Education Solu	August 2025 - A	10/11/2025	978	-	-	-	-	978
Anchor Counseling & Education Solu	August 2025 - A	10/11/2025	438	-	-	-	-	438
Anchor Counseling & Education Solu	August 2025 - A	10/11/2025	188	-	-	-	-	188
Anchor Counseling & Education Solu	August 2025 - A	10/11/2025	4,960	-	-	-	-	4,960
Anthem Music Lessons	235	11/20/2025	175	-	-	-	-	175
Art of Problem Solving	INV2392707	11/16/2025	112	-	-	-	-	112
Aurora Melendez	0037	10/18/2025	500	-	-	-	-	500
AV Dance Inc	102025033	11/21/2025	588	-	-	-	-	588
Axiom Education Services	42920	05/29/2020	-	-	-	-	(450)	(450)
BAZA Jiu Jitsu	9	11/19/2025	500	-	-	-	-	500
Beautiful Feet Books, Inc.	82029	11/20/2025	146	-	-	-	-	146
Beautiful Feet Books, Inc.	82047	11/20/2025	51	-	-	-	-	51
Beautiful Feet Books, Inc.	82138	11/23/2025	271	-	-	-	-	271
Beyond the Page	317081	11/21/2025	102	-	-	-	-	102
Beyond the Page	317146	11/22/2025	47	-	-	-	-	47
Beyond the Toolbox LLC	323	11/20/2025	1,079	-	-	-	-	1,079
Beyond the Toolbox LLC	324	11/20/2025	245	-	-	-	-	245
Beyond the Toolbox LLC	318	11/20/2025	1,110	-	-	-	-	1,110
Beyond the Toolbox LLC	319	11/20/2025	735	-	-	-	-	735
Beyond the Toolbox LLC	322	11/20/2025	490	-	-	-	-	490
Beyond the Toolbox LLC	328	11/20/2025	1,715	-	-	-	-	1,715
Beyond the Toolbox LLC	327	11/20/2025	2,450	-	-	-	-	2,450
Beyond the Toolbox LLC	321	11/20/2025	860	-	-	-	-	860
Beyond the Toolbox LLC	325	11/20/2025	740	-	-	-	-	740
Beyond the Toolbox LLC	326	11/20/2025	675	-	-	-	-	675
Beyond the Toolbox LLC	315	11/19/2025	1,225	-	-	-	-	1,225

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Beyond the Toolbox LLC	314	11/19/2025	720	-	-	-	-	720
Blake Litschke	1147	11/20/2025	240	-	-	-	-	240
Bloom School of Music and Dance	A0232	11/18/2025	152	-	-	-	-	152
Bloom School of Music and Dance	A0238	11/20/2025	416	-	-	-	-	416
Bloom School of Music and Dance	A0233	11/18/2025	128	-	-	-	-	128
Bloom School of Music and Dance	A0234	11/18/2025	128	-	-	-	-	128
Bloom School of Music and Dance	A0231	11/19/2025	342	-	-	-	-	342
Bloom School of Music and Dance	A0236	11/18/2025	456	-	-	-	-	456
Bloom School of Music and Dance	A0235	11/18/2025	384	-	-	-	-	384
BookShark	BI0067696	11/20/2025	49	-	-	-	-	49
BookShark	BI0067599	11/15/2025	261	-	-	-	-	261
BookShark	BI0067545	11/14/2025	63	-	-	-	-	63
BookShark	BI0066398	10/29/2025	294	-	-	-	-	294
BookShark	BI0061119	09/14/2025	-	-	288	-	-	288
BookShark	BI0053414	04/16/2025	-	-	-	-	752	752
BookShark	BI0058192	08/14/2025	-	-	-	1,100	-	1,100
BookShark	BI0067792	11/23/2025	40	-	-	-	-	40
Brave Writer, LLC	PF519838	10/16/2025	40	-	-	-	-	40
Brave Writer, LLC	PF518809	11/13/2025	20	-	-	-	-	20
Brave Writer, LLC	PF520889	11/20/2025	20	-	-	-	-	20
Brave Writer, LLC	PF519659	11/15/2025	40	-	-	-	-	40
Breckleys Bullpen	1061	11/23/2025	260	-	-	-	-	260
Bridell Institute	5	11/21/2025	2,550	-	-	-	-	2,550
Bridell Institute	6	11/21/2025	1,300	-	-	-	-	1,300
Bullock Guitar Studio	111	11/20/2025	200	-	-	-	-	200
Bullock's Archery	588	11/23/2025	200	-	-	-	-	200
Bullock's Archery	587	11/22/2025	80	-	-	-	-	80
Bullock's Archery	585	11/21/2025	80	-	-	-	-	80

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Bullock's Archery	584	11/21/2025	60	-	-	-	-	60
Bullock's Archery	586	11/22/2025	100	-	-	-	-	100
Calico Canvas	00-42	11/26/2025	330	-	-	-	-	330
California Storm All Stars	INV071	10/17/2025	960	-	-	-	-	960
Canvas Brazilian Jiu Jitsu	23100	10/01/2025	300	-	-	-	-	300
Charter's Choice Educational Service	9132	11/02/2025	1,015	-	-	-	-	1,015
Charter's Choice Educational Service	9132	11/02/2025	1,298	-	-	-	-	1,298
Charter's Choice Educational Service	9132	11/02/2025	1,830	-	-	-	-	1,830
Charter's Choice Educational Service	9132	11/02/2025	6,506	-	-	-	-	6,506
Charter's Choice Educational Service	9132	11/02/2025	9,800	-	-	-	-	9,800
Charter's Choice Educational Service	9132	11/02/2025	11,145	-	-	-	-	11,145
Charter's Choice Educational Service	9132	11/02/2025	613	-	-	-	-	613
Charter's Choice Educational Service	9132	11/02/2025	130	-	-	-	-	130
Charter's Choice Educational Service	9132	11/02/2025	95	-	-	-	-	95
Charter's Choice Educational Service	9132	11/02/2025	11,270	-	-	-	-	11,270
Children's Music Academy	1097	11/20/2025	99	-	-	-	-	99
Children's Therapy Network, Inc.	100625445	11/05/2025	41	-	-	-	-	41
Children's Therapy Network, Inc.	100625445	11/05/2025	131	-	-	-	-	131
Children's Therapy Network, Inc.	100625445	11/05/2025	462	-	-	-	-	462
Children's Therapy Network, Inc.	100625445	11/05/2025	655	-	-	-	-	655
Children's Therapy Network, Inc.	100625443	11/05/2025	175	-	-	-	-	175
Children's Therapy Network, Inc.	101025168	11/09/2025	832	-	-	-	-	832
Children's Therapy Network, Inc.	100625443	11/05/2025	698	-	-	-	-	698
Children's Therapy Network, Inc.	101025168	11/09/2025	349	-	-	-	-	349
Coast Music Conservatory Inc	1890	11/19/2025	320	-	-	-	-	320
Colleen Shull	1043	11/21/2025	1,020	-	-	-	-	1,020
Color it In	16733	12/01/2025	450	-	-	-	-	450
Conejo Recreation and Park District	538190988	11/23/2025	482	-	-	-	-	482

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Creative Learning Place Inc	745	10/12/2025	2,490	-	-	-	-	2,490
Creative Learning Place Inc	751	11/19/2025	595	-	-	-	-	595
Creative Learning Place Inc	752	11/22/2025	570	-	-	-	-	570
Creative Learning Place Inc	750	11/19/2025	915	-	-	-	-	915
Creative Music South Bay	2526008	11/20/2025	780	-	-	-	-	780
Creative Music South Bay	2526007	11/20/2025	480	-	-	-	-	480
CrossFit 310	2526 - 10	11/17/2025	125	-	-	-	-	125
Culver-Palms Family YMCA	800	11/17/2025	80	-	-	-	-	80
D-Bat Simi Valley	BRA-10212025- 027	11/19/2025	420	-	-	-	-	420
D-Bat Simi Valley	BRA-10222025- 026	11/21/2025	440	-	-	-	-	440
Daland Swim School	4999051023	09/26/2025	-	-	155	-	-	155
Daland Swim School	4999071023	09/26/2025	-	-	155	-	-	155
Daland Swim School	4999041023	09/26/2025	-	-	155	-	-	155
Daland Swim School	4999081023	09/26/2025	-	-	155	-	-	155
Daland Swim School	5069441022	10/10/2025	155	-	-	-	-	155
Daland Swim School	5069491022	10/10/2025	155	-	-	-	-	155
Daland Swim School	5190141022	11/14/2025	171	-	-	-	-	171
Daland Swim School	5210121023	11/21/2025	155	-	-	-	-	155
Daland Swim School	4861811020	09/04/2025	-	-	342	-	-	342
Daland Swim School	4886401023	09/11/2025	-	-	555	-	-	555
Daland Swim School	5210171023	11/21/2025	155	-	-	-	-	155
Daland Swim School	5210131023	11/21/2025	155	-	-	-	-	155
Daland Swim School	5210161023	11/21/2025	155	-	-	-	-	155
Dasa2 Inc	132	11/16/2025	840	-	-	-	-	840
Dasa2 Inc	130	11/16/2025	880	-	-	-	-	880
Delano Athletica Gymnastics	INV-902	11/23/2025	180	-	-	-	-	180
Delano Athletica Gymnastics	INV-901	11/23/2025	275	-	-	-	-	275
Delano Athletica Gymnastics	INV-905	11/24/2025	180	-	-	-	-	180

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Delano Athletica Gymnastics	INV-903	11/24/2025	180	-	-	-	-	180
Delano Athletica Gymnastics	INV-904	11/24/2025	180	-	-	-	-	180
Demme Learning School Sales	S016428	11/21/2025	68	-	-	-	-	68
Demme Learning School Sales	S016362	11/20/2025	176	-	-	-	-	176
Demme Learning School Sales	S016470	11/22/2025	66	-	-	-	-	66
Demme Learning School Sales	S016364	11/20/2025	67	-	-	-	-	67
Demme Learning School Sales	S016344	11/19/2025	158	-	-	-	-	158
Demme Learning School Sales	S016342	11/19/2025	60	-	-	-	-	60
Demme Learning School Sales	S016427	11/21/2025	68	-	-	-	-	68
Demme Learning School Sales	S016436	11/21/2025	160	-	-	-	-	160
DNA Studios USA	102025006	11/19/2025	128	-	-	-	-	128
DNA Studios USA	102025007	11/19/2025	128	-	-	-	-	128
DNA Studios USA	102025008	11/19/2025	225	-	-	-	-	225
DNA Studios USA	102025005	11/19/2025	128	-	-	-	-	128
Donna Carroll-Rich	488	11/19/2025	810	-	-	-	-	810
Donna Carroll-Rich	492	11/19/2025	615	-	-	-	-	615
Downtown BJJ	PF498043	11/16/2025	477	-	-	-	-	477
Downtown BJJ	PF498074	11/16/2025	477	-	-	-	-	477
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	2,813	-	-	-	-	2,813
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	1,012	-	-	-	-	1,012
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	540	-	-	-	-	540
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	360	-	-	-	-	360
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	180	-	-	-	-	180
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	4,530	-	-	-	-	4,530
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	293	-	-	-	-	293
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	135	-	-	-	-	135
E-Therapy Intermediate Inc	06250000315093025	10/30/2025	135	-	-	-	-	135

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Easy Grammar Systems	102325-115	11/22/2025	34	-	-	-	-	34
eDynamic Learning	INV-EL-00003329	02/16/2024	-	-	-	-	265	265
eDynamic Learning	INV-EL-2630	10/30/2023	-	-	-	-	265	265
eDynamic Learning	INV-EL-2611	10/30/2023	-	-	-	-	265	265
eDynamic Learning	INV-EL-2606	10/30/2023	-	-	-	-	265	265
eDynamic Learning	INV-EL-2379	10/20/2023	-	-	-	-	265	265
eDynamic Learning	INV-EL-2361	10/20/2023	-	-	-	-	265	265
eDynamic Learning	INV-EL-2352	10/20/2023	-	-	-	-	265	265
Elemental Science	IN-8164	11/20/2025	113	-	-	-	-	113
EMH Sports USA, Inc.	161-267473-9	11/07/2025	360	-	-	-	-	360
EMH Sports USA, Inc.	161-267473-9	11/07/2025	540	-	-	-	-	540
EMH Sports USA, Inc.	161-267473-9	11/07/2025	1,525	-	-	-	-	1,525
EMH Sports USA, Inc.	161-267473-9	11/07/2025	85	-	-	-	-	85
EMH Sports USA, Inc.	161-267473-9	11/07/2025	1,620	-	-	-	-	1,620
EMH Sports USA, Inc.	161-267473-9	11/07/2025	1,620	-	-	-	-	1,620
Emily Hamilton dba Muddy Puddle S	F25000	11/23/2025	450	-	-	-	-	450
Encore Dance Studio	102225	11/20/2025	420	-	-	-	-	420
Encore Dance Studio	10212025	11/20/2025	270	-	-	-	-	270
Encore Dance Studio	10222025	11/20/2025	255	-	-	-	-	255
Encore Dance Studio	102325	11/20/2025	180	-	-	-	-	180
Erika Cizma	156650	10/30/2025	500	-	-	-	-	500
Erika Cizma	156649	10/30/2025	500	-	-	-	-	500
Erolin 3D Martial Arts LLC	102525NY0624	11/24/2025	115	-	-	-	-	115
Erolin 3D Martial Arts LLC	102525EM1203	11/24/2025	345	-	-	-	-	345
Espiritu Jiu Jitsu	26	11/20/2025	690	-	-	-	-	690
Felicia Wafford	August 2025	08/01/2025	-	-	-	-	87	87
Felicia Wafford	September 2025	10/29/2025	343	-	-	-	-	343
First Baptist Church of Alhambra	001	11/19/2025	5,700	-	-	-	-	5,700

Blue Ridge Academy

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
G4 Guitar Schools Oxnard	HMO50684910182025	11/17/2025	140	-	-	-	-	140
Gardena Kumon	136	11/19/2025	390	-	-	-	-	390
Gardena Kumon	133	11/19/2025	810	-	-	-	-	810
Gardena Kumon	134	11/19/2025	810	-	-	-	-	810
Gardena Kumon	135	11/18/2025	390	-	-	-	-	390
Generation Genius, Inc	GG286268	11/21/2025	225	-	-	-	-	225
Gils Kickboxing Gym	NPFS18630	11/13/2025	800	-	-	-	-	800
Glendora Music and Arts School	52	10/31/2025	884	-	-	-	-	884
Glory Reins Riding School, Inc	BR25oct	11/19/2025	1,100	-	-	-	-	1,100
Gotta Dance Academy	98	11/23/2025	600	-	-	-	-	600
Gracie Brazilian Jiu Jitsu LLC	92529	11/09/2025	397	-	-	-	-	397
Gracie Global LLC	INV-GRP-000206	10/19/2025	720	-	-	-	-	720
Gracie Global LLC	INV-GRP-000207	10/22/2025	360	-	-	-	-	360
Gracie Global LLC	INV-GRP-000208	11/20/2025	360	-	-	-	-	360
Gymnastics Olympica USA, Inc.	651	11/16/2025	382	-	-	-	-	382
Gymnastics Olympica USA, Inc.	652	11/16/2025	139	-	-	-	-	139
Gymnastics Olympica USA, Inc.	653	11/16/2025	99	-	-	-	-	99
GymnastiKids	1119	11/16/2025	800	-	-	-	-	800
Harris Figure Skating Dreams	003	11/24/2025	267	-	-	-	-	267
Hector Ramirez Jr	PF512245	10/23/2025	175	-	-	-	-	175
Hector Ramirez Jr	PF518424	11/13/2025	600	-	-	-	-	600
Hector Ramirez Jr	PF518429	11/13/2025	600	-	-	-	-	600
Helping Hands Kids Studio LLC	229	11/23/2025	520	-	-	-	-	520
Home Science Tools	000711720	11/23/2025	64	-	-	-	-	64
Homeschool Languages	0005375	11/15/2025	214	-	-	-	-	214
Hooked on Phonics	HOP2481	11/15/2025	339	-	-	-	-	339
Houghton Mifflin Harcourt Publishir	911473980	10/18/2024	-	-	-	-	(211)	(211)
Houghton Mifflin Harcourt Publishir	911473969	10/17/2024	-	-	-	-	(234)	(234)

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Houghton Mifflin Harcourt Publishir	911474569	10/21/2024	-	-	-	-	(156)	(156)
HuckleBerry Center for Creative Lea	12156	11/20/2025	1,542	-	-	-	-	1,542
HuckleBerry Center for Creative Lea	12157	11/20/2025	1,607	-	-	-	-	1,607
HuckleBerry Center for Creative Lea	12165	11/23/2025	948	-	-	-	-	948
HuckleBerry Center for Creative Lea	12164	11/23/2025	890	-	-	-	-	890
HuckleBerry Center for Creative Lea	12163	11/23/2025	890	-	-	-	-	890
Inspire Martial Arts & Fitness Inc	PF506775	10/17/2025	498	-	-	-	-	498
Institute for Educational Advanceme	INV- 006474	10/17/2025	835	-	-	-	-	835
Institute for Educational Advanceme	INV- 006515	10/22/2025	680	-	-	-	-	680
Institute for Excellence in Writing	1242038	11/20/2025	344	-	-	-	-	344
Institute for Excellence in Writing	1242036	11/20/2025	45	-	-	-	-	45
Iron Fist	25BRA-STE10-12	10/31/2025	390	-	-	-	-	390
Jacaranda Music Studios, LLC	657323	11/20/2025	280	-	-	-	-	280
JacKris Publishing, LLC	23926	11/18/2025	28	-	-	-	-	28
JacKris Publishing, LLC	23953	11/22/2025	66	-	-	-	-	66
Jamie Butterworth	0062	10/18/2025	2,720	-	-	-	-	2,720
Jennifer A. Molin	521616	11/22/2025	275	-	-	-	-	275
Jennifer A. Molin	520240	11/19/2025	440	-	-	-	-	440
Jessica Samaniego	2025/10-02	11/16/2025	320	-	-	-	-	320
Joel Mankey	3	06/23/2023	-	-	-	-	(1,213)	(1,213)
Joyful Music & Arts Co.	1041	11/13/2025	425	-	-	-	-	425
Joyful Music & Arts Co.	1040	11/13/2025	425	-	-	-	-	425
Judylyn Weesner	160414	11/26/2025	285	-	-	-	-	285
Judylyn Weesner	160415	11/26/2025	285	-	-	-	-	285
Kaley Dodd	DODD092325	09/23/2025	-	-	112	-	-	112
Kathleen Crady	BRA202526-05	11/20/2025	3,749	-	-	-	-	3,749
Keary DeVico	231	11/19/2025	475	-	-	-	-	475
Keary DeVico	230	11/19/2025	475	-	-	-	-	475

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Kelly Anderson	120	11/01/2025	1,626	-	-	-	-	1,626
Kelly Trump	83	11/19/2025	350	-	-	-	-	350
Kelly Trump	81	11/19/2025	350	-	-	-	-	350
Kelly Trump	82	11/19/2025	360	-	-	-	-	360
Khachatryan Tennis Academy	109	11/17/2025	16,300	-	-	-	-	16,300
Kids Art Box	100000133292	09/11/2025	-	-	210	-	-	210
Kids Art Box	100000139244	11/13/2025	203	-	-	-	-	203
Kids Art Box	100000139238	11/13/2025	203	-	-	-	-	203
Kids Connections Developmental Th	11960780	11/07/2025	310	-	-	-	-	310
Kids Connections Developmental Th	11949630	11/11/2025	660	-	-	-	-	660
Kids Connections Developmental Th	11949635	11/10/2025	660	-	-	-	-	660
Kids Connections Developmental Th	11949634	11/10/2025	620	-	-	-	-	620
Kids Connections Developmental Th	11949632	11/10/2025	465	-	-	-	-	465
Kids Connections Developmental Th	11949629	11/10/2025	1,046	-	-	-	-	1,046
Kids Connections Developmental Th	11949629	11/10/2025	248	-	-	-	-	248
Kids Connections Developmental Th	11949628	11/10/2025	349	-	-	-	-	349
Kids Connections Developmental Th	11949626	11/10/2025	930	-	-	-	-	930
Kids Connections Developmental Th	11949623	11/10/2025	465	-	-	-	-	465
Kids Connections Developmental Th	11949622	11/10/2025	155	-	-	-	-	155
Kids Connections Developmental Th	11949621	11/10/2025	310	-	-	-	-	310
Kids Connections Developmental Th	11949621	11/10/2025	165	-	-	-	-	165
Kids Connections Developmental Th	11960780	11/07/2025	165	-	-	-	-	165
KIDS Crew Learning Center LLC	0080	11/21/2025	1,500	-	-	-	-	1,500
KIDS Crew Learning Center LLC	0081	11/21/2025	375	-	-	-	-	375
KIDS Crew Learning Center LLC	0082	11/21/2025	375	-	-	-	-	375
KidsArt	64	11/06/2025	2,279	-	-	-	-	2,279
Kim's Hapkido	PF499279	11/19/2025	190	-	-	-	-	190
KiwiCo Inc	1816	04/14/2025	-	-	-	-	6,456	6,456

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Kukkido Martial Arts Studio	101025	11/11/2025	567	-	-	-	-	567
Lakeshore Learning Materials	92263239	11/15/2025	62	-	-	-	-	62
Lakeshore Learning Materials	92288789	11/19/2025	21	-	-	-	-	21
Lakeshore Learning Materials	92308598	11/22/2025	328	-	-	-	-	328
Lakeshore Learning Materials	92303691	11/21/2025	39	-	-	-	-	39
Lakeshore Learning Materials	92303692	11/21/2025	93	-	-	-	-	93
Law Office of Jennifer McQuarrie	4739	11/09/2025	83	-	-	-	-	83
Learning Without Tears	INV244793	11/23/2025	104	-	-	-	-	104
Learning Without Tears	INV244565	11/20/2025	11	-	-	-	-	11
Learning Without Tears	INV244566	11/20/2025	11	-	-	-	-	11
LEGO Education	1190689826	12/19/2025	214	-	-	-	-	214
LEGO Education	1190690392	12/21/2025	442	-	-	-	-	442
LEGO Education	1190688347	12/22/2025	439	-	-	-	-	439
LEGO Education	1190690393	12/21/2025	364	-	-	-	-	364
Lewis Music Academy	1163	11/20/2025	3,305	-	-	-	-	3,305
LightGabler LLP	94792	11/07/2025	514	-	-	-	-	514
Lindsay Hoogendam	102425	11/23/2025	2,925	-	-	-	-	2,925
Lindsay Hoogendam	102225	11/21/2025	1,275	-	-	-	-	1,275
Lindsay Hoogendam	102325	11/22/2025	300	-	-	-	-	300
Little Kitchen Academy Century City	1127	10/25/2025	559	-	-	-	-	559
Little Kitchen Academy Century City	1104	11/21/2025	269	-	-	-	-	269
Little Kitchen Academy Century City	1102	11/21/2025	142	-	-	-	-	142
Little Kitchen Academy Century City	1101	11/21/2025	149	-	-	-	-	149
Little Kitchen Academy Century City	1103	11/21/2025	149	-	-	-	-	149
Little Surf Co	5912754	11/13/2025	5,925	-	-	-	-	5,925
Little Surf Co	5912748	10/16/2025	787	-	-	-	-	787
Llamitas Spanish	12708998	11/21/2025	65	-	-	-	-	65
Logic of English Inc	SI-267481	11/20/2025	377	-	-	-	-	377

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Logic of English Inc	SI-260039	10/03/2025	346	-	-	-	-	346
Logic of English Inc	SI-267558	11/20/2025	20	-	-	-	-	20
Loopkicks Tricking SoCal	00001	11/17/2025	405	-	-	-	-	405
Love to Learn with Mrs. Monica	36	11/17/2025	234	-	-	-	-	234
Makai Health & Fitness / Crossfit Ma	1036	11/07/2025	378	-	-	-	-	378
Maker Studio	MS1059	11/15/2025	20	-	-	-	-	20
Margie Haber Studio	0130	11/22/2025	300	-	-	-	-	300
Masterpiece Chess Club	12	11/25/2025	420	-	-	-	-	420
Math Learning Manhattan Beach	7151	11/23/2025	950	-	-	-	-	950
Mathnasium of Ventura	1019	11/05/2025	314	-	-	-	-	314
Mathnasium of Ventura	1018	11/05/2025	369	-	-	-	-	369
Max Lee Music	6523	11/21/2025	680	-	-	-	-	680
McGraw Hill	137584967002	10/02/2025	23	-	-	-	-	23
McGraw Hill	137584967001	10/02/2025	23	-	-	-	-	23
McGraw Hill	137464087001	09/20/2025	-	-	36	-	-	36
McGraw Hill	137418387005	09/17/2025	-	-	12	-	-	12
McGraw Hill	137418387004	09/17/2025	-	-	106	-	-	106
McGraw Hill	137418387003	09/17/2025	-	-	20	-	-	20
McGraw Hill	137418387001	09/17/2025	-	-	268	-	-	268
McGraw Hill	137418387002	09/17/2025	-	-	124	-	-	124
MEL Science U. S., LLC	OZ2025101621	11/17/2025	164	-	-	-	-	164
MEL Science U. S., LLC	NL2025101617	11/17/2025	328	-	-	-	-	328
MEL Science U. S., LLC	DC2025102014	11/21/2025	1,095	-	-	-	-	1,095
Miaplaza Inc.	8138	11/25/2025	144	-	-	-	-	144
Miaplaza Inc.	8139	11/25/2025	144	-	-	-	-	144
Miaplaza Inc.	8120	11/22/2025	264	-	-	-	-	264
Miaplaza Inc.	8071	11/18/2025	360	-	-	-	-	360
Michelle Anderson	118	11/20/2025	1,150	-	-	-	-	1,150

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Miss Bee's Tutoring Inc.	00012039	09/18/2025	-	-	255	-	-	255
Miss Bee's Tutoring Inc.	00012191	11/19/2025	680	-	-	-	-	680
MKRD Consulting	258162-000231	11/14/2025	4,000	-	-	-	-	4,000
Moorpark Baseball Academy	129	11/16/2025	375	-	-	-	-	375
Moorpark Baseball Academy	128	11/16/2025	375	-	-	-	-	375
Moorpark Baseball Academy	127	11/16/2025	375	-	-	-	-	375
Moorpark Baseball Academy	126	11/16/2025	125	-	-	-	-	125
Moorpark Baseball Academy	130	11/23/2025	63	-	-	-	-	63
Moorpark Baseball Academy	135	11/23/2025	375	-	-	-	-	375
Moorpark Baseball Academy	134	11/23/2025	116	-	-	-	-	116
Moorpark Baseball Academy	133	11/23/2025	116	-	-	-	-	116
Moorpark Baseball Academy	132	11/23/2025	125	-	-	-	-	125
Moorpark Baseball Academy	131	11/23/2025	53	-	-	-	-	53
Morumbi Jiu Jitsu and Fitness Acade	PF502265	11/21/2025	700	-	-	-	-	700
Morumbi Jiu Jitsu and Fitness Acade	P491348	11/20/2025	500	-	-	-	-	500
Morumbi Jiu Jitsu and Fitness Acade	PF506888	11/25/2025	558	-	-	-	-	558
Morumbi Jiu Jitsu and Fitness Acade	PF510267	11/20/2025	600	-	-	-	-	600
Morumbi Jiu Jitsu and Fitness Acade	PF489919	11/24/2025	750	-	-	-	-	750
Morumbi Jiu Jitsu and Fitness Acade	PF492805	11/20/2025	250	-	-	-	-	250
Morumbi Jiu Jitsu and Fitness Acade	PF506886	11/25/2025	771	-	-	-	-	771
Music Freqs	44549	11/15/2025	245	-	-	-	-	245
Music Freqs	44462	11/15/2025	360	-	-	-	-	360
Music Freqs	44550	11/15/2025	160	-	-	-	-	160
My Gym Children's Fitness Center	167BRA	11/21/2025	149	-	-	-	-	149
Mystery Science Inc.	319252	11/20/2025	129	-	-	-	-	129
Mystery Science Inc.	319546	11/19/2025	129	-	-	-	-	129
Nick Rail Music	10172025	11/16/2025	80	-	-	-	-	80
Nicole the Math Lady	1290	11/23/2025	79	-	-	-	-	79

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Nicole the Math Lady	12903	11/23/2025	79	-	-	-	-	79
Nicole the Math Lady	12904	11/23/2025	79	-	-	-	-	79
Nicole the Math Lady	12905	11/23/2025	79	-	-	-	-	79
Nicole the Math Lady	12906	11/23/2025	79	-	-	-	-	79
Noeo Science	NS-21216	11/28/2025	236	-	-	-	-	236
Noeo Science	NS-21179	11/28/2025	299	-	-	-	-	299
Noeo Science	NS-21178	11/28/2025	234	-	-	-	-	234
Oakridge Riding Club	10111	10/24/2025	250	-	-	-	-	250
One Spark Academy	4306	11/01/2025	1,590	-	-	-	-	1,590
One Spark Academy	4361	11/22/2025	1,090	-	-	-	-	1,090
One Spark Academy	4362	11/21/2025	875	-	-	-	-	875
One Spark Academy	4300	10/31/2025	315	-	-	-	-	315
One Spark Academy	4307	11/01/2025	1,125	-	-	-	-	1,125
One Spark Academy	4309	11/01/2025	575	-	-	-	-	575
One Spark Academy	4304	11/01/2025	315	-	-	-	-	315
One Spark Academy	4308	11/01/2025	500	-	-	-	-	500
One Spark Academy	4345	11/19/2025	1,970	-	-	-	-	1,970
One Spark Academy	4344	11/20/2025	1,300	-	-	-	-	1,300
Orion Technology Group dba Charte	20417	10/22/2025	38,446	-	-	-	-	38,446
Orion Technology Group dba Charte	20385	09/30/2025	-	-	3,696	-	-	3,696
Orion Technology Group dba Charte	20386	09/30/2025	-	-	11,213	-	-	11,213
Pacific Diving Academy Inc	4346	11/18/2025	125	-	-	-	-	125
Pacific Diving Academy Inc	4339	11/18/2025	160	-	-	-	-	160
Pacific Diving Academy Inc	4340	11/18/2025	90	-	-	-	-	90
Pamela Johnstons Dance Studio	106	11/22/2025	60	-	-	-	-	60
Paseo Aquatics Sports LLC	333	11/20/2025	1,125	-	-	-	-	1,125
Pearson Education Inc.	6001566241	04/24/2020	-	-	-	-	(154)	(154)
Pearson Education Inc.	6001566098	04/24/2020	-	-	-	-	(9)	(9)

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Pearson Education Inc.	6001566100	04/24/2020	-	-	-	-	(9)	(9)
Pearson Education Inc.	6001566242	04/24/2020	-	-	-	-	(119)	(119)
Power of One Self Defense	138	10/31/2025	1,572	-	-	-	-	1,572
Prado Music Academy LLC	2025-56	11/06/2025	168	-	-	-	-	168
Prado Music Academy LLC	2025-66	11/20/2025	371	-	-	-	-	371
Prado Music Academy LLC	2025-67	11/20/2025	371	-	-	-	-	371
Prado Music Academy LLC	2025-68	11/20/2025	168	-	-	-	-	168
Prelude Academy of Dance LLC	0003	11/21/2025	60	-	-	-	-	60
Presence Learning, Inc.	INV82920	11/06/2025	162	-	-	-	-	162
Presence Learning, Inc.	INV82920	11/06/2025	203	-	-	-	-	203
Presence Learning, Inc.	INV82398	10/08/2025	41	-	-	-	-	41
Presence Learning, Inc.	INV82398	10/08/2025	304	-	-	-	-	304
Presence Learning, Inc.	INV82398	10/08/2025	1,613	-	-	-	-	1,613
Presence Learning, Inc.	INV82398	10/08/2025	9,480	-	-	-	-	9,480
Presence Learning, Inc.	INV82920	11/06/2025	20,055	-	-	-	-	20,055
Presence Learning, Inc.	INV82920	11/06/2025	7,748	-	-	-	-	7,748
Presence Learning, Inc.	INV82920	11/06/2025	1,005	-	-	-	-	1,005
Pretty Sharp Pins Sewing School LLC	1014	11/20/2025	2,396	-	-	-	-	2,396
Pro-Ed, Inc.	3108599	11/19/2025	1,133	-	-	-	-	1,133
Procopio, Cory, Hargreaves & Savitc	943245	09/24/2025	-	-	658	-	-	658
Procopio, Cory, Hargreaves & Savitc	943246	09/24/2025	-	-	1,709	-	-	1,709
Procopio, Cory, Hargreaves & Savitc	943247	09/24/2025	-	-	5,922	-	-	5,922
Procopio, Cory, Hargreaves & Savitc	943627	09/26/2025	-	-	2,460	-	-	2,460
Provenance	BRA093020	10/30/2020	-	-	-	-	(1,650)	(1,650)
Provenance	1527A	11/26/2020	-	-	-	-	(2,299)	(2,299)
R2P, Inc	65	11/09/2025	1,755	-	-	-	-	1,755
R2P, Inc	72	11/22/2025	1,040	-	-	-	-	1,040
R2P, Inc	71	11/09/2025	320	-	-	-	-	320

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R2P, Inc	70	11/09/2025	360	-	-	-	-	360
R2P, Inc	68	11/09/2025	600	-	-	-	-	600
Rainbow Resource Center	5384148	11/23/2025	19	-	-	-	-	19
Rainbow Resource Center	5383347	11/22/2025	81	-	-	-	-	81
Rainbow Resource Center	5374730	11/19/2025	232	-	-	-	-	232
Rainbow Resource Center	5382552	11/22/2025	52	-	-	-	-	52
Rainbow Resource Center	5377056	11/20/2025	504	-	-	-	-	504
Rainbow Resource Center	5382551	11/22/2025	52	-	-	-	-	52
Rainbow Resource Center	5373622	11/16/2025	31	-	-	-	-	31
Rainbow Resource Center	5373352	11/16/2025	80	-	-	-	-	80
Rainbow Resource Center	5385168	11/23/2025	57	-	-	-	-	57
Rainbow Resource Center	5380680	11/21/2025	117	-	-	-	-	117
Rainbow Resource Center	5382550	11/22/2025	52	-	-	-	-	52
Rainbow Resource Center	5381973	11/22/2025	29	-	-	-	-	29
Rainbow Skate Society LLC	24116	11/19/2025	200	-	-	-	-	200
Rainbow Skate Society LLC	24115	10/30/2025	200	-	-	-	-	200
Rainbow Skate Society LLC	24117	11/19/2025	160	-	-	-	-	160
Reading Eggs	212679	11/28/2025	100	-	-	-	-	100
Reading Eggs	212427	11/17/2025	100	-	-	-	-	100
Reading Eggs	212430	11/17/2025	100	-	-	-	-	100
Reading Eggs	212429	11/17/2025	70	-	-	-	-	70
Reading Eggs	212574	11/20/2025	100	-	-	-	-	100
Red Hat Cowgirl	RHC1380	11/27/2025	400	-	-	-	-	400
Rise Gymnastics LLC	10292025	11/12/2025	598	-	-	-	-	598
San Gabriel Volley	2025-0012	11/16/2025	500	-	-	-	-	500
Santa Monica Academy of Music	1693	11/16/2025	484	-	-	-	-	484
Sasaki's Kenpo Karate	1124	11/16/2025	480	-	-	-	-	480
School of Caroline	707	11/26/2025	222	-	-	-	-	222

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
School of Martial Arts, Inc.	19631	11/16/2025	615	-	-	-	-	615
School Specialty LLC	208136487620	11/15/2025	14	-	-	-	-	14
Science Mom	2025123	11/18/2025	150	-	-	-	-	150
Science Mom	2025120	11/18/2025	150	-	-	-	-	150
Science Mom	2025124	11/18/2025	150	-	-	-	-	150
Seaside Therapy Inc.	25239	11/07/2025	850	-	-	-	-	850
Seaside Therapy Inc.	25243	11/07/2025	893	-	-	-	-	893
Seaside Therapy Inc.	25243	11/07/2025	680	-	-	-	-	680
Seaside Therapy Inc.	25235	11/07/2025	170	-	-	-	-	170
Seaside Therapy Inc.	25235	11/07/2025	255	-	-	-	-	255
Seaside Therapy Inc.	25235	11/07/2025	340	-	-	-	-	340
Seaside Therapy Inc.	25236	11/07/2025	1,020	-	-	-	-	1,020
Seaside Therapy Inc.	25237	11/07/2025	255	-	-	-	-	255
Seaside Therapy Inc.	25238	11/07/2025	680	-	-	-	-	680
Seaside Therapy Inc.	25239	11/07/2025	213	-	-	-	-	213
Seaside Therapy Inc.	25239	11/07/2025	680	-	-	-	-	680
Seaside Therapy Inc.	25240	11/07/2025	170	-	-	-	-	170
Seaside Therapy Inc.	25241	11/07/2025	170	-	-	-	-	170
Seaside Therapy Inc.	25241	11/07/2025	340	-	-	-	-	340
Seaside Therapy Inc.	25242	11/07/2025	85	-	-	-	-	85
Seaside Therapy Inc.	25242	11/07/2025	85	-	-	-	-	85
Seaside Therapy Inc.	25242	11/07/2025	1,360	-	-	-	-	1,360
Seaside Therapy Inc.	25242	11/07/2025	1,360	-	-	-	-	1,360
Seasoned by Marissa	241	10/16/2025	55	-	-	-	-	55
Serendipity Dance Co	520883	11/21/2025	338	-	-	-	-	338
Shaolin American SDA, Inc.	002	10/25/2025	675	-	-	-	-	675
Singapore Math Inc.	S406725	11/22/2025	192	-	-	-	-	192
Singapore Math Inc.	S406838	11/23/2025	107	-	-	-	-	107

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Singapore Math Inc.	S406691	11/22/2025	59	-	-	-	-	59
Smith Piano Studios	25-0221	11/15/2025	750	-	-	-	-	750
Socal Hoops Basketball Academy	BRAPF520245	10/20/2025	790	-	-	-	-	790
Socal Hoops Basketball Academy	BRAPF515884	10/03/2025	400	-	-	-	-	400
South Bay Hoops	INV-2511	11/16/2025	450	-	-	-	-	450
Southern California Dance Academy	0136	11/19/2025	156	-	-	-	-	156
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	248	-	-	248
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	5,520	-	-	5,520
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	460	-	-	460
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	984	-	-	984
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	73	-	-	73
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	90	-	-	90
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	353	-	-	353
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	125	-	-	125
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	203	-	-	203
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	363	-	-	363
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	305	-	-	305
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	250	-	-	250
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	2,800	-	-	2,800
Specialized Therapy Services	BLRA01-0825	09/30/2025	-	-	3,196	-	-	3,196
Speech Language & Educational Ass	113515	10/30/2025	68	-	-	-	-	68
Speech Language & Educational Ass	113515	10/30/2025	72	-	-	-	-	72
Speech Language & Educational Ass	113515	10/30/2025	120	-	-	-	-	120
Speech Language & Educational Ass	113515	10/30/2025	198	-	-	-	-	198
Speech Language & Educational Ass	113515	10/30/2025	212	-	-	-	-	212
Speech Language & Educational Ass	113515	10/30/2025	249	-	-	-	-	249
Speech Language & Educational Ass	113515	10/30/2025	612	-	-	-	-	612
Speech Language & Educational Ass	113515	10/30/2025	816	-	-	-	-	816

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Speech Language & Educational Ass	113515	10/30/2025	1,575	-	-	-	-	1,575
Speech Language & Educational Ass	113515	10/30/2025	1,584	-	-	-	-	1,584
Speech Language & Educational Ass	113515	10/30/2025	144	-	-	-	-	144
Sports Academy	10212501	11/20/2025	357	-	-	-	-	357
St. John's Lutheran Church	03102025	11/23/2024	-	-	-	-	500	500
Stephens Educational Services, LLC	400888	11/23/2025	138	-	-	-	-	138
Stephens Educational Services, LLC	322091	11/15/2025	153	-	-	-	-	153
Studies Weekly	552672	11/15/2025	49	-	-	-	-	49
Studies Weekly	553010	11/21/2025	49	-	-	-	-	49
Studies Weekly	553045	11/21/2025	49	-	-	-	-	49
Studies Weekly	553042	11/21/2025	49	-	-	-	-	49
Studies Weekly	552687	11/15/2025	49	-	-	-	-	49
Studies Weekly	553100	11/22/2025	50	-	-	-	-	50
Sunset Learning Studio	1894	11/19/2025	400	-	-	-	-	400
Sunset Learning Studio	1895	11/19/2025	400	-	-	-	-	400
Sunset Learning Studio	1893	11/16/2025	400	-	-	-	-	400
Sylvia's Design Studio	SDS345	11/22/2020	-	-	-	-	140	140
Sylvia's Design Studio	SDS351	11/22/2020	-	-	-	-	180	180
Sylvia's Design Studio	SDS342	11/22/2020	-	-	-	-	140	140
Sylvia's Design Studio	SDS341	11/22/2020	-	-	-	-	480	480
Sylvia's Design Studio	SDS350	11/22/2025	140	-	-	-	-	140
Sylvia's Design Studio	SDS349	11/22/2025	140	-	-	-	-	140
Sylvia's Design Studio	SDS348	11/22/2025	160	-	-	-	-	160
Sylvia's Design Studio	SDS347	11/22/2025	140	-	-	-	-	140
Sylvia's Design Studio	SDS343	11/22/2025	80	-	-	-	-	80
Sylvia's Design Studio	SDS340	11/22/2025	420	-	-	-	-	420
Sylvia's Design Studio	SDS339	11/22/2025	420	-	-	-	-	420
Sylvia's Design Studio	SDS338	11/22/2025	420	-	-	-	-	420

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Sylvia's Design Studio	SDS337	11/22/2025	140	-	-	-	-	140
Sylvia's Design Studio	SDS336	11/22/2025	420	-	-	-	-	420
Sylvia's Design Studio	SDS335	11/22/2025	420	-	-	-	-	420
Sylvia's Design Studio	SDS334	11/22/2025	420	-	-	-	-	420
Sylvia's Design Studio	SDS346	11/22/2020	-	-	-	-	140	140
Sylvia's Design Studio	SDS344	11/22/2020	-	-	-	-	140	140
TalkBox.Mom, Inc	629573 - 1	11/22/2025	810	-	-	-	-	810
TalkBox.Mom, Inc	662974 - 2	11/26/2025	99	-	-	-	-	99
TalkBox.Mom, Inc	1639963	11/16/2025	810	-	-	-	-	810
Teacher Synergy, LLC	315611640	11/06/2025	4	-	-	-	-	4
Teacher Synergy, LLC	315591905	11/06/2025	14	-	-	-	-	14
Teacher Synergy, LLC	315602178	11/06/2025	210	-	-	-	-	210
Teacher Synergy, LLC	315601436	11/06/2025	6	-	-	-	-	6
Teacher Synergy, LLC	315600998	11/06/2025	5	-	-	-	-	5
Teacher Synergy, LLC	315597748	11/06/2025	4	-	-	-	-	4
Teacher Synergy, LLC	316368206	11/13/2025	30	-	-	-	-	30
Teacher Synergy, LLC	315596381	11/06/2025	14	-	-	-	-	14
Teacher Synergy, LLC	315694807	11/07/2025	28	-	-	-	-	28
Teacher Synergy, LLC	316367395	11/13/2025	19	-	-	-	-	19
Teacher Synergy, LLC	315993136	11/11/2025	5	-	-	-	-	5
Teacher Synergy, LLC	316046610	11/11/2025	17	-	-	-	-	17
Teacher Synergy, LLC	315989257	11/11/2025	5	-	-	-	-	5
Teacher Synergy, LLC	316082230	11/11/2025	90	-	-	-	-	90
Teacher Synergy, LLC	316082361	11/11/2025	75	-	-	-	-	75
Teaching Textbooks	67544	11/22/2025	46	-	-	-	-	46
Teaching Textbooks	67503	11/21/2025	46	-	-	-	-	46
Teaching Textbooks	67501	11/21/2025	46	-	-	-	-	46
Teaching Textbooks	67420	11/15/2025	56	-	-	-	-	56

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Teaching Textbooks	CM#64556	09/21/2025	-	-	(59)	-	-	(59)
Teaching Textbooks	67513	11/21/2025	59	-	-	-	-	59
Teaching Textbooks	67449	11/16/2025	59	-	-	-	-	59
Teaching Textbooks	67520	11/21/2025	46	-	-	-	-	46
The Aerial Studio, LLC	BR100125-04	10/31/2025	250	-	-	-	-	250
The Bending Willow Academy	102125	11/20/2025	1,024	-	-	-	-	1,024
The Dance Factory	100525	11/20/2025	360	-	-	-	-	360
The Good and the Beautiful	32638595	11/23/2025	80	-	-	-	-	80
The Lair	PF518061	11/16/2025	169	-	-	-	-	169
The Rock Learning Center	1118	10/31/2025	1,170	-	-	-	-	1,170
The Writtenburg Door	WDBRA10232025	11/22/2025	768	-	-	-	-	768
Thinkwell Corporation	209072	11/14/2025	63	-	-	-	-	63
Thinkwell Corporation	209064	11/13/2025	306	-	-	-	-	306
Timberdoodle.com	491234	11/19/2025	1,090	-	-	-	-	1,090
Timberdoodle.com	490614	11/19/2025	776	-	-	-	-	776
Timberdoodle.com	490380	11/19/2025	529	-	-	-	-	529
Timberdoodle.com	490310	11/19/2025	1,243	-	-	-	-	1,243
Timberdoodle.com	489717	11/19/2025	764	-	-	-	-	764
Timberdoodle.com	489715	11/19/2025	1,024	-	-	-	-	1,024
Timberdoodle.com	490309	11/19/2025	535	-	-	-	-	535
Timberdoodle.com	489568	11/19/2025	606	-	-	-	-	606
Timberdoodle.com	488671	11/19/2025	1,217	-	-	-	-	1,217
Timberdoodle.com	488670	11/19/2025	1,405	-	-	-	-	1,405
Timberdoodle.com	488669	11/19/2025	644	-	-	-	-	644
Timberdoodle.com	488621	11/19/2025	877	-	-	-	-	877
Timberdoodle.com	488619	11/19/2025	316	-	-	-	-	316
Timberdoodle.com	488415	11/19/2025	1,439	-	-	-	-	1,439
Timberdoodle.com	488225	11/19/2025	170	-	-	-	-	170

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Timberdoodle.com	488083	11/19/2025	166	-	-	-	-	166
Timberdoodle.com	488082	11/19/2025	1,064	-	-	-	-	1,064
Timberdoodle.com	PF498343	11/19/2025	25	-	-	-	-	25
Timberdoodle.com	489569	11/19/2025	1,046	-	-	-	-	1,046
Timberdoodle.com	489567	11/19/2025	1,312	-	-	-	-	1,312
Timberdoodle.com	489503	11/19/2025	174	-	-	-	-	174
Timberdoodle.com	672	11/19/2025	160	-	-	-	-	160
Timberdoodle.com	488622	11/19/2025	124	-	-	-	-	124
Time4Learning	CI-00386047	11/19/2025	785	-	-	-	-	785
Time4Learning	CI-00230203	09/12/2025	-	-	10,744	-	-	10,744
Tiny Tennis	BR004	11/21/2025	704	-	-	-	-	704
Turk Piano Studios	PF505863	10/08/2025	280	-	-	-	-	280
Turk Piano Studios	PF505857	10/08/2025	280	-	-	-	-	280
Turk Piano Studios	PF486640	09/05/2025	-	-	500	-	-	500
Ultra Jiu Jitsu Academy	PF520626	11/24/2025	175	-	-	-	-	175
Ultra Jiu Jitsu Academy	PF520651	11/24/2025	175	-	-	-	-	175
Valentina Badalova-Emirova	082025	10/03/2025	48	-	-	-	-	48
Valentina Badalova-Emirova	092025	10/03/2025	143	-	-	-	-	143
Ventura Land Trust	VW-2025-94	11/20/2025	416	-	-	-	-	416
Ventura Land Trust	VW-2025-95	11/20/2025	485	-	-	-	-	485
Ventura Land Trust	VW-2025-100	11/21/2025	535	-	-	-	-	535
Ventura Land Trust	VW-2025-96	11/20/2025	485	-	-	-	-	485
Ventura Land Trust	VW-2025-97	11/21/2025	535	-	-	-	-	535
Ventura Land Trust	VW-2025-98	11/21/2025	535	-	-	-	-	535
Ventura Land Trust	VW-2025-99	11/21/2025	535	-	-	-	-	535
Victory Gymnastics Academy	408	11/20/2025	403	-	-	-	-	403
Virginia Kalergis	102125	11/20/2025	720	-	-	-	-	720
Virtual Snow LA LLC	511659	11/23/2025	690	-	-	-	-	690

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Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Virtual Snow LA LLC	520755	11/23/2025	1,038	-	-	-	-	1,038
Waterworks Aquatics Pasadena	7407	11/14/2025	5,052	-	-	-	-	5,052
Waterworks Swim School	7412	11/14/2025	611	-	-	-	-	611
Well-Trained Mind Academy	2698	11/15/2025	413	-	-	-	-	413
Well-Trained Mind Press	INV2303399	11/28/2025	33	-	-	-	-	33
WestCoast Volleyball LLC	6	10/04/2025	2,625	-	-	-	-	2,625
Whole Child Therapy Inc.	2025-141	11/07/2025	750	-	-	-	-	750
Whole Child Therapy Inc.	2025-141	11/07/2025	750	-	-	-	-	750
Whole Child Therapy Inc.	2025-141	11/07/2025	600	-	-	-	-	600
Whole Child Therapy Inc.	2025-141	11/07/2025	400	-	-	-	-	400
Whole Child Therapy Inc.	2025-141	11/07/2025	2,400	-	-	-	-	2,400
WM Tutoring Services	25007BRA	11/20/2025	120	-	-	-	-	120
Xochitl Brizuela Spanish and more	PF519836-326	11/23/2025	360	-	-	-	-	360
Xochitl Brizuela Spanish and more	PF513123-325	11/23/2025	450	-	-	-	-	450
Yelena Doroshenko	100525	11/19/2025	540	-	-	-	-	540
Young Music, LLC	59019	11/23/2025	295	-	-	-	-	295
Total Outstanding Invoices			**$ 420,914**	**$ -**	**$ 54,144**	**$ 1,067**	**$ 4,363**	**$ 480,488**

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Nov-15	**Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually.** The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. **Most schools extend this deadline to the following May 15th.**	Client	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Nov-30	**Universal PreKindergarten (UPK) Planning and Implementation Grant Expenditure report #6** - Report 65 for resource code 6053 due date November 30, 2024 - Expenditure reports for the reporting period of November 1, 2024, to June 30, 2025. If your LEA or COE missed the reporting window for previous reports, or needs to submit a revision, please use the same link below to submit a separate report at this time. Charter schools that have informed the CDE of their intent to return these funds are not required to submit this report. If the LEA has spent all UPK P&I grant funds, they are not required to submit any further expenditure reports. Additional information: https://www.cde.ca.gov/ci/gs/em/upkpi.asp	Charter Impact with Client support	No	No	https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp
FINANCE	Set by Authorizer (by Dec 15)	**1st Interim Financial Report -** Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp
FINANCE	Board meeting by Dec 15	**Annual Audit Review and Board Approval -** Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year.	Client with Charter Impact support	Yes	No	https://www.cde.ca.gov/fg/au/ag/submitauditrpt.asp
DATA TEAM	Dec-12	**CALPADS - Fall 1 Certification deadline** - Please be mindful that certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A–G graduate counts.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Dec-15	**LREBG Interim Expenditure Reporting** - LEAs receiving LREBG apportionments are required to report interim expenditures of those apportioned funds by December 15, 2025. The LREBG Interim Expenditure Report will be completed and submitted through the CDE's Grant Management and Reporting Tool (GMART). Please see the CDE GMART Instructions web page for more information on how to complete, submit, and export the Interim Expenditure Report.	Charter Impact with Client support	No	No	https://www.cde.ca.gov/fg/aa/ca/lrebgpgminfo.asp
DATA TEAM	Set by Authorizer (by Jan 15)	**Principal Apportionment P1** - The First Principal attendance period, designated P-1, is the attendance count for all full school months during the period from July 1 through the last school month that ends on or before December 31 of the FY, and is used by the CDE to compute the P-1 Apportionment. Attendance data collected within the P-1 reporting date range must be uploaded into the state's Principal Apportionment Data Collection portal.	Charter Impact with Client support	No	Yes	https://www.cde.ca.gov/fg/sf/pa/
FINANCE	Jan-15	**Consolidated Application (ConApp) reporting** - Winter - The ConApp is used by the CDE to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. The winter release is submitted in January of each year and contains the LEA's entitlements for each funded program.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/co/cars.asp
FINANCE	Jan-14	**Mid-Year Expenditure Report due to SELPA** - Interim financial reporting for actuals through December 31 are due to SELPA.	Charter Impact	No	No	
DATA	Jan-23	**CALPADS - Fall 1 Amendment deadline** - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by Client	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Jan-31	**Federal Cash Management - Period 3 -** The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	Board meeting before Feb 28	**2025-26 LCAP Midyear Update** - present a report on the annual update to the LCAP and the Budget Overview for Parents **on or before February 28** of each year at a **regularly scheduled meeting of the governing board of the LEA.** The governing board is not required to adopt the mid-year update, however it must be presented to the governing board as part of a non-consent item. The report must include both of the following: All available mid-year outcome data related to metrics identified in the current year's LCAP. All available mid-year expenditure and implementation data on all actions identified in the current year's LCAP. There is no required template for the mid-year update	Client with Charter Impact support	No	No	https://www.cde.ca.gov/re/lc/

DATA	Feb-01	**School Accountability Report Card -** All public schools in California are required to prepare an annual SARC (2024/25). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	Client	Yes	No	https://www.cde.ca.gov/ta/ac/sa/

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

This charter school uses the following basis of accounting:

[x] **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

[ ] **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. LCFF Sources										
State Aid - Current Year	8011	83,772,914.00		83,772,914.00	17,230,473.00		17,230,473.00	87,221,428.00		87,221,428.00
Education Protection Account State Aid - Current Year	8012	1,391,600.00		1,391,600.00	377,359.00		377,359.00	1,443,344.00		1,443,344.00
State Aid - Prior Years	8019	-		-	-		-	-		-
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,052,398.00		1,052,398.00	192,933.00		192,933.00	1,091,529.00		1,091,529.00
Other LCFF Transfers	8091, 8097			-	-		-	-		-
Total, LCFFSources		86,216,912.00	-	86,216,912.00	17,800,765.00	-	17,800,765.00	89,756,301.00	-	89,756,301.00
2. Federal Revenues										
Every Student Succeeds Act (Title I - V)	8290			-		-	-		-	-
Special Education - Federal	8181, 8182		1,155,596.00	1,155,596.00		-	-		1,029,500.00	1,029,500.00
Child Nutrition - Federal	8220			-		-	-		-	-
Donated Food Commodities	8221			-		-	-		-	-
Other Federal Revenues	8110, 8260-8299			-	-	-	-	-	-	-
Total, Federal Revenues		-	1,155,596.00	1,155,596.00	-	-	-	-	1,029,500.00	1,029,500.00
3. Other State Revenues										
Special Education - State	StateRevSE		6,262,200.00	6,262,200.00		1,257,230.54	1,257,230.54		6,621,557.10	6,621,557.10
All Other State Revenues	StateRevAO	1,696,042.20	5,768,974.80	7,465,017.00	(251,327.28)	1,612,626.72	1,361,299.44	1,496,270.62	6,626,624.14	8,122,894.76
Total, Other State Revenues		1,696,042.20	12,031,174.80	13,727,217.00	(251,327.28)	2,869,857.26	2,618,529.98	1,496,270.62	13,248,181.24	14,744,451.86
4. Other Local Revenues										
All Other Local Revenues	LocalRevAO			-	6,697.50		6,697.50	6,697.50		6,697.50
Total, Local Revenues		-	-	-	6,697.50	-	6,697.50	6,697.50	-	6,697.50
5. TOTAL REVENUES		87,912,954.20	13,186,770.80	101,099,725.00	17,556,135.22	2,869,857.26	20,425,992.48	91,259,269.12	14,277,681.24	105,536,950.36
B. EXPENDITURES										
1. Certificated Salaries										
Certificated Teachers' Salaries	1100	25,159,415.00	6,688,487.00	31,847,902.00	8,134,652.02	2,592,583.00	10,727,235.02	24,485,079.38	7,829,960.11	32,315,039.49
Certificated Pupil Support Salaries	1200	520,770.00	2,650,015.00	3,170,785.00	162,874.42	829,425.00	992,299.42	584,730.60	2,436,578.58	3,021,309.18
Certificated Supervisors' and Administrators' Salaries	1300	1,623,940.00	633,889.00	2,257,829.00	572,404.11	185,182.00	757,586.11	1,811,470.12	368,002.00	2,179,472.12
Other Certificated Salaries	1900	85,812.00	-	85,812.00	28,604.00	-	28,604.00	85,812.00	-	85,812.00
Total, Certificated Salaries		27,389,937.00	9,972,391.00	37,362,328.00	8,898,534.55	3,607,190.00	12,505,724.55	26,967,092.10	10,634,540.69	37,601,632.79
2. Non-certificated Salaries										
Non-certificated Instructional Aides' Salaries	2100	46,634.00	-	46,634.00	16,343.33	-	16,343.33	49,226.00	-	49,226.00
Non-certificated Support Salaries	2200	3,969,451.00	499,037.00	4,468,488.00	1,124,316.21	216,580.00	1,340,896.21	3,501,461.62	499,033.60	4,000,495.22
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	-	-	-	-	-
Clerical and Office Salaries	2400	1,092,282.00	108,909.00	1,201,191.00	650,802.21	37,835.00	688,637.21	2,092,784.01	108,908.80	2,201,692.81
Other Non-certificated Salaries	2900	974,834.00	-	974,834.00	328,959.50	-	328,959.50	945,888.67	-	945,888.67
Total, Non-certificated Salaries		6,083,201.00	607,946.00	6,691,147.00	2,120,421.25	254,415.00	2,374,836.25	6,589,360.30	607,942.40	7,197,302.70
3. Employee Benefits										
STRS	3101-3102	4,957,579.00	1,805,002.00	6,762,581.00	1,606,012.89	654,526.00	2,260,538.89	4,882,933.94	1,925,065.77	6,807,999.71
PERS	3201-3202	-	-	-	-	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302	862,520.00	191,106.00	1,053,626.00	290,126.16	72,504.00	362,630.16	897,226.53	200,486.39	1,097,712.92
Health and Welfare Benefits	3401-3402	5,788,260.00	1,662,120.00	7,450,380.00	2,478,180.02	-	2,478,180.02	5,755,326.33	1,900,045.69	7,655,372.02
Unemployment Insurance	3501-3502	195,020.00	55,860.00	250,880.00	1,326.30	1,854.00	3,180.30	4,541.70	936.84	5,478.54
Workers' Compensation Insurance	3601-3602	274,483.00	86,755.00	361,238.00	47,394.00	-	47,394.00	207,814.75	85,340.50	293,155.25
OPEB, Allocated	3701-3702			-	-	-	-	-	-	-
OPEB, Active Employees	3751-3752			-	-	-	-	-	-	-
Other Employee Benefits	3901-3902		1,271,318.00	1,271,318.00	351,031.58	99,753.00	450,784.58	(99,972.84)	1,454,141.40	1,354,168.56
Total, Employee Benefits		12,077,862.00	5,072,161.00	17,150,023.00	4,774,070.95	828,637.00	5,602,707.95	11,647,870.41	5,566,016.59	17,213,887.00
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	108,000.00	-	108,000.00	-	-	-	-	-	-
Books and Other Reference Materials	4200	-	-	-	-	-	-	-	-	-
Materials and Supplies	4300	7,463,238.20	379,906.80	7,843,145.00	3,187,592.86	378,432.00	3,566,024.86	7,461,229.04	392,589.57	7,853,818.61
Noncapitalized Equipment	4400	1,621,854.00	-	1,621,854.00	114,834.47	-	114,834.47	518,241.50	-	518,241.50
Food	4700			-	-	-	-	-	-	-
Total, Books and Supplies		9,193,092.20	379,906.80	9,572,999.00	3,302,427.33	378,432.00	3,680,859.33	7,979,470.54	392,589.57	8,372,060.11
5. Services and Other Operating Expenditures										
Subagreements for Services	5100	15,321,634.00	5,400,000.00	20,721,634.00	7,548,885.59	869,699.00	8,418,584.59	17,669,103.48	6,000,000.00	23,669,103.48
Travel and Conferences	5200	54,360.00	-	54,360.00	11,171.79	6,226.00	17,397.79	53,637.79	-	53,637.79
Dues and Memberships	5300	32,300.00	-	32,300.00	45,873.33	-	45,873.33	68,206.66	-	68,206.66
Insurance	5400	642,000.00	-	642,000.00	449,186.43	-	449,186.43	665,186.43	-	665,186.43
Operations and Housekeeping Services	5500	33,000.00	-	33,000.00	10,041.98	-	10,041.98	32,441.98	-	32,441.98
Rentals, Leases, Repairs, and Noncap. Improvements	5600	200,424.00	-	200,424.00	58,596.00	-	58,596.00	181,804.64	-	181,804.64
Transfers of Direct Costs	5700-5799	8,245,634.00	(8,245,634.00)	-	3,163,864.74	(3,287,672.74)	(123,808.00)	8,923,408.00	(8,923,408.00)	-
Professional/Consulting Services and Operating Expend.	5800	5,461,121.00	-	5,461,121.00	1,636,282.60	96,140.00	1,732,422.60	5,393,759.01	-	5,393,759.01
Communications	5900	580,200.00	-	580,200.00	185,211.78	-	185,211.78	572,011.78	-	572,011.78
Total, Services and Other Operating Expenditures		30,570,673.00	(2,845,634.00)	27,725,039.00	13,109,114.24	(2,315,607.74)	10,793,506.50	33,559,559.77	(2,923,408.00)	30,636,151.77

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

This charter school uses the following basis of accounting:

[x] **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

[ ] **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for accrual basis only)	*6900*			-			-			-
Total, Capital Outlay		-	-	-	-	-	-	-	-	-
7. Other Outgo										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-			-			-
Transfers of Indirect Costs	7300-7399			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal (for modified accrual basis only)	7439			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
8. TOTAL EXPENDITURES		85,314,765.20	13,186,770.80	98,501,536.00	32,204,568.32	2,753,066.26	34,957,634.58	86,743,353.13	14,277,681.24	101,021,034.37
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,598,189.00	-	2,598,189.00	(14,648,433.10)	116,791.00	(14,531,642.10)	4,515,915.99	(0.00)	4,515,915.99
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		2,598,189.00	-	2,598,189.00	(14,648,433.10)	116,791.00	(14,531,642.10)	4,515,915.99	(0.00)	4,515,915.99
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	17,335,840.20		17,335,840.20	13,750,117.00		13,750,117.00	13,750,117.00		13,750,117.00
b. Adjustments to Beginning Balance	9793, 9795	(2,162,664.29)		(2,162,664.29)			-			-
c. Adjusted Beginning Balance		15,173,175.91	-	15,173,175.91	13,750,117.00	-	13,750,117.00	13,750,117.00	-	13,750,117.00
2. Ending Fund Balance, June 30 (E + F.1.c.)		17,771,364.91	-	17,771,364.91	(898,316.10)	116,791.00	(781,525.10)	18,266,032.99	(0.00)	18,266,032.99
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711			-			-			-
Stores (equals object 9320)	9712			-			-			-
Prepaid Expenditures (equals object 9330)	9713			-			-			-
All Others	9719			-			-			-
b Restricted	9740			-		116,791.00	116,791.00			-
c. Committed										
Stabilization Arrangements	9750			-			-			-
Other Commitments	9760			-			-			-
d. Assigned										
Other Assignments	9780			-			-			-
e Unassigned/Unappropriated										
Reserve for Economic Uncertainities	9789	2,955,046.08		2,955,046.08	3,030,631.03		3,030,631.03	3,030,631.03		3,030,631.03
Unassigned/Unappropriated Amount	9790	14,816,318.83	-	14,816,318.83	(3,928,947.13)	-	(3,928,947.13)	15,235,401.96	(0.00)	15,235,401.96

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Budget Increase, (Decrease) $ Difference (Z) vs. (X)	1st Interim vs. Adopted Budget Increase, (Decrease) % Change (Z) vs. (X)
A. REVENUES						
1. LCFF/Revenue Limit Sources						
State Aid - Current Year	8011	83,772,914.00	17,230,473.00	87,221,428.00	3,448,514.00	4.12%
Education Protection Account State Aid - Current Year	8012	1,391,600.00	377,359.00	1,443,344.00	51,744.00	3.72%
State Aid - Prior Years	8019	-	-	-	-	
Transfers to Charter Schools Funding in Lieu of Property Taxes	8096	1,052,398.00	192,933.00	1,091,529.00	39,131.00	3.72%
Other LCFF Transfers	8091, 8097	-	-	-	-	
Total, LCFF Sources		86,216,912.00	17,800,765.00	89,756,301.00	3,539,389.00	4.11%
2. Federal Revenues						
Every Student Succeeds Act (Title I-V)	8290	-	-	-	-	
Special Education - Federal	8181, 8182	1,155,596.00	-	1,029,500.00	(126,096.00)	-10.91%
Child Nutrition - Federal	8220	-	-	-	-	
Donated Food Commodities	8221	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	-	-	-	-	
Total, Federal Revenues		1,155,596.00	-	1,029,500.00	(126,096.00)	-10.91%
3. Other State Revenues						
Special Education - State	StateRevSE	6,262,200.00	1,257,230.54	6,621,557.10	359,357.10	5.74%
All Other State Revenues	StateRevAO	7,465,017.00	1,361,299.44	8,122,894.76	657,877.76	8.81%
Total, Other State Revenues		13,727,217.00	2,618,529.98	14,744,451.86	1,017,234.86	7.41%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	-	6,697.50	6,697.50	6,697.50	New
Total, Local Revenues		-	6,697.50	6,697.50	6,697.50	New
5. TOTAL REVENUES		############	20,425,992.48	############	4,437,225.36	4.39%
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	31,847,902.00	10,727,235.02	32,315,039.49	467,137.49	1.47%
Certificated Pupil Support Salaries	1200	3,170,785.00	992,299.42	3,021,309.18	(149,475.82)	-4.71%
Certificated Supervisors' and Administrators' Salaries	1300	2,257,829.00	757,586.11	2,179,472.12	(78,356.88)	-3.47%
Other Certificated Salaries	1900	85,812.00	28,604.00	85,812.00	-	0.00%
Total, Certificated Salaries		37,362,328.00	12,505,724.55	37,601,632.79	239,304.79	0.64%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	46,634.00	16,343.33	49,226.00	2,592.00	5.56%
Non-certificated Support Salaries	2200	4,468,488.00	1,340,896.21	4,000,495.22	(467,992.78)	-10.47%
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	
Clerical and Office Salaries	2400	1,201,191.00	688,637.21	2,201,692.81	1,000,501.81	83.29%
Other Non-certificated Salaries	2900	974,834.00	328,959.50	945,888.67	(28,945.33)	-2.97%
Total, Non-certificated Salaries		6,691,147.00	2,374,836.25	7,197,302.70	506,155.70	7.56%
3. Employee Benefits						
STRS	3101-3102	6,762,581.00	2,260,538.89	6,807,999.71	45,418.71	0.67%
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	1,053,626.00	362,630.16	1,097,712.92	44,086.92	4.18%
Health and Welfare Benefits	3401-3402	7,450,380.00	2,478,180.02	7,655,372.02	204,992.02	2.75%
Unemployment Insurance	3501-3502	250,880.00	3,180.30	5,478.54	(245,401.46)	-97.82%
Workers' Compensation Insurance	3601-3602	361,238.00	47,394.00	293,155.25	(68,082.75)	-18.85%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
Other Employee Benefits	3901-3902	1,271,318.00	450,784.58	1,354,168.56	82,850.56	6.52%
Total, Employee Benefits		17,150,023.00	5,602,707.95	17,213,887.00	63,864.00	0.37%

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Budget Increase, (Decrease) $ Difference (Z) vs. (X)	1st Interim vs. Adopted Budget Increase, (Decrease) % Change (Z) vs. (X)
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	108,000.00	-	-	(108,000.00)	(100%)
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	7,843,145.00	3,566,024.86	7,853,818.61	10,673.61	0.14%
Noncapitalized Equipment	4400	1,621,854.00	114,834.47	518,241.50	(1,103,612.50)	-68.05%
Food	4700	-	-	-	-	
Total, Books and Supplies		9,572,999.00	3,680,859.33	8,372,060.11	(1,200,938.89)	-12.55%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	20,721,634.00	8,418,584.59	23,669,103.48	2,947,469.48	14.22%
Travel and Conferences	5200	54,360.00	17,397.79	53,637.79	(722.21)	-1.33%
Dues and Memberships	5300	32,300.00	45,873.33	68,206.66	35,906.66	111.17%
Insurance	5400	642,000.00	449,186.43	665,186.43	23,186.43	3.61%
Operations and Housekeeping Services	5500	33,000.00	10,041.98	32,441.98	(558.02)	-1.69%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	200,424.00	58,596.00	181,804.64	(18,619.36)	-9.29%
Transfers of Direct Costs	5700-5799	-	(123,808.00)	-	-	
Professional/Consulting Services and Operating Expend.	5800	5,461,121.00	1,732,422.60	5,393,759.01	(67,361.99)	-1.23%
Communications	5900	580,200.00	185,211.78	572,011.78	(8,188.22)	-1.41%
Total, Services and Other Operating Expenditures		27,725,039.00	10,793,506.50	30,636,151.77	2,911,112.77	10.50%
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for accrual basis only)	*6900*	-	-	-	-	
Total, Capital Outlay		-	-	-	-	
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Transfers of Indirect Costs	7300-7399	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal (for modified accrual basis only)	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
8. TOTAL EXPENDITURES		98,501,536.00	34,957,634.58	############	2,519,498.37	2.56%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		2,598,189.00	(14,531,642.10)	4,515,915.99	1,917,726.99	73.81%

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Budget Increase, (Decrease) $ Difference (Z) vs. (X)	1st Interim vs. Adopted Budget Increase, (Decrease) % Change (Z) vs. (X)
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		2,598,189.00	(14,531,642.10)	4,515,915.99	1,917,726.99	73.81%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	17,335,840.20	13,750,117.00	13,750,117.00	(3,585,723.20)	-20.68%
b. Adjustments/Restatements	9793, 9795	(2,162,664.29)	-	-	2,162,664.29	(100%)
c. Adjusted Beginning Fund Balance		15,173,175.91	13,750,117.00	13,750,117.00		
2. Ending Fund Balance, June 30 (E + F.1.c.)		17,771,364.91	(781,525.10)	18,266,032.99		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	
Stores (equals object 9320)	9712	-	-	-	-	
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
All Others	9719	-	-	-	-	
b. Restricted	9740	-	116,791.00	-	-	
c Committed						
Stabilization Arrangements	9750	-	-	-	-	
Other Commitments	9760	-	-	-	-	
d Assigned						
Other Assignments	9780	-	-	-	-	
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	2,955,046.08	3,030,631.03	3,030,631.03	75,584.95	2.56%
Unassigned/Unappropriated Amount	9790	14,816,318.83	(3,928,947.13)	15,235,401.96	419,083.13	2.83%

CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

This charter school uses the following basis of accounting:

[x] **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)

[ ] **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 2025/26 Unrestricted	FY 2025/26 Restricted	FY 2025/26 Total	Totals for 2026/27	Totals for 2027/28
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	87,221,428.00	0.00	87,221,428.00	89,850,201.00	93,122,304.00
Education Protection Account State Aid - Current Year	8012	1,443,344.00	0.00	1,443,344.00	1,443,344.00	1,443,344.00
State Aid - Prior Years	8019	0.00	0.00	0.00	0.00	0.00
Transfers of Charter Schools in Lieu of Property Taxes	8096	1,091,529.00	0.00	1,091,529.00	1,091,529.00	1,091,529.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00		
Total, LCFF Sources		89,756,301.00	0.00	89,756,301.00	92,385,074.00	95,657,177.00
2. Federal Revenues						
Every Student Succeeds Act (Title I - V)	8290	0.00	0.00	0.00		
Special Education - Federal	8181, 8182	0.00	1,029,500.00	1,029,500.00	1,067,780.00	1,067,780.00
Child Nutrition - Federal	8220	0.00	0.00	0.00		
Donated Food Commodities	8221	0.00	0.00	0.00		
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00		
Total, Federal Revenues		0.00	1,029,500.00	1,029,500.00	1,067,780.00	1,067,780.00
3. Other State Revenues						
Special Education - State	StateRevSE	0.00	6,621,557.10	6,621,557.10	6,821,528.13	7,054,824.39
All Other State Revenues	StateRevAO	1,496,270.62	6,626,624.14	8,122,894.76	8,274,539.00	8,419,147.00
Total, Other State Revenues		1,496,270.62	13,248,181.24	14,744,451.86	15,096,067.13	15,473,971.39
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	6,697.50	0.00	6,697.50	6,697.50	6,697.50
Total, Local Revenues		6,697.50	0.00	6,697.50	6,697.50	6,697.50
5. TOTAL REVENUES		91,259,269.12	14,277,681.24	105,536,950.36	108,555,618.63	112,205,625.89
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	24,485,079.38	7,829,960.11	32,315,039.49	33,256,013.00	34,173,879.00
Certificated Pupil Support Salaries	1200	584,730.60	2,436,578.58	3,021,309.18	3,125,689.54	3,211,958.57
Certificated Supervisors' and Administrators' Salaries	1300	1,811,470.12	368,002.00	2,179,472.12	2,190,415.41	2,250,870.87
Other Certificated Salaries	1900	85,812.00	0.00	85,812.00	88,128.92	90,561.28
Total, Certificated Salaries		26,967,092.10	10,634,540.69	37,601,632.79	38,660,246.87	39,727,269.72
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	49,226.00	0.00	49,226.00	50,655.75	52,053.85
Non-certificated Support Salaries	2200	3,501,461.62	499,033.60	4,000,495.22	4,097,112.28	4,210,192.58
Non-certificated Supervisors' and Administrators' Sal.	2300	0.00	0.00	0.00	0.00	0.00
Clerical and Office Salaries	2400	2,092,784.01	108,908.80	2,201,692.81	2,330,862.15	2,395,193.95
Other Non-certificated Salaries	2900	945,888.67	0.00	945,888.67	950,379.39	976,609.86
Total, Non-certificated Salaries		6,589,360.30	607,942.40	7,197,302.70	7,429,009.57	7,634,050.24

CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

Description	Object Code	FY 2025/26 Unrestricted	FY 2025/26 Restricted	FY 2025/26 Total	Totals for 2026/27	Totals for 2027/28
3. Employee Benefits						
STRS	3101-3102	4,882,933.94	1,925,065.77	6,807,999.71	7,384,107.11	7,587,908.47
PERS	3201-3202	0.00	0.00	0.00	-	0.00
OASDI / Medicare / Alternative	3301-3302	897,226.53	200,486.39	1,097,712.92	1,128,893.00	1,160,050.00
Health and Welfare Benefits	3401-3402	5,755,326.33	1,900,045.69	7,655,372.02	8,110,530.00	8,272,740.60
Unemployment Insurance	3501-3502	4,541.70	936.84	5,478.54	2,872.80	2,872.80
Workers' Compensation Insurance	3601-3602	207,814.75	85,340.50	293,155.25	377,931.90	388,362.82
OPEB, Allocated	3701-3702	0.00	0.00	0.00		
OPEB, Active Employees	3751-3752	0.00	0.00	0.00		
Other Employee Benefits	3901-3902	(99,972.84)	1,454,141.40	1,354,168.56	1,389,224.79	1,427,567.39
Total, Employee Benefits		11,647,870.41	5,566,016.59	17,213,887.00	18,393,559.61	18,839,502.09
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00		
Books and Other Reference Materials	4200	0.00	0.00	0.00		
Materials and Supplies	4300	7,461,229.04	392,589.57	7,853,818.61	8,065,872.00	8,288,490.00
Noncapitalized Equipment	4400	518,241.50	0.00	518,241.50	532,234.02	546,923.68
Food	4700	0.00	0.00	0.00		
Total, Books and Supplies		7,979,470.54	392,589.57	8,372,060.11	8,598,106.02	8,835,413.68
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	17,669,103.48	6,000,000.00	23,669,103.48	24,308,169.28	24,979,074.75
Travel and Conferences	5200	53,637.79	0.00	53,637.79	55,086.01	56,606.38
Dues and Memberships	5300	68,206.66	0.00	68,206.66	70,048.24	71,981.57
Insurance	5400	665,186.43	0.00	665,186.43	683,146.46	702,001.31
Operations and Housekeeping Services	5500	32,441.98	0.00	32,441.98	33,318.00	34,237.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	181,804.64	0.00	181,804.64	182,278.31	182,775.58
Transfers of Direct Costs	5700-5799	8,923,408.00	(8,923,408.00)	0.00		
Professional/Consulting Services and Operating Expend.	5800	5,393,759.01	0.00	5,393,759.01	5,541,444.03	5,701,610.64
Communications	5900	572,011.78	0.00	572,011.78	587,456.00	603,670.00
Total, Services and Other Operating Expenditures		33,559,559.77	(2,923,408.00)	30,636,151.77	31,460,946.33	32,331,957.22
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
Land and Land Improvements	6100-6170	0.00	0.00	0.00		
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00		
Equipment	6400	0.00	0.00	0.00		
Equipment Replacement	6500	0.00	0.00	0.00		
Depreciation Expense (for accrual basis only)	*6900*	0.00	0.00	0.00		
Total, Capital Outlay		0.00	0.00	0.00	0.00	0.00
7. Other Outgo						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00		
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00		
All Other Transfers	7280-7299	0.00	0.00	0.00		
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00		
Debt Service:						
Interest	7438	0.00	0.00	0.00		
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00		
Total, Other Outgo		0.00	0.00	0.00	0.00	0.00
8. TOTAL EXPENDITURES		86,743,353.13	14,277,681.24	101,021,034.37	104,541,868.40	107,368,192.95
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		4,515,915.99	(0.00)	4,515,915.99	4,013,750.23	4,837,432.94

CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP

Charter School Name: Blue Ridge Academy
(continued)
CDS #: 15 63628 0134312
Charter Approving Entity: Maricopa Unified
County: Kern
Charter #: 1816
Fiscal Year: 2025/26

Description	Object Code	FY 2025/26 Unrestricted	FY 2025/26 Restricted	FY 2025/26 Total	Totals for 2026/27	Totals for 2027/28
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	0.00	0.00	0.00		
2. Less: Other Uses	7630-7699	0.00	0.00	0.00		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		4,515,915.99	(0.00)	4,515,915.99	4,013,750.23	4,837,432.94
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	13,750,117.00	0.00	13,750,117.00	18,266,032.99	22,279,783.22
b. Adjustments/Restatements	9793, 9795	0.00	0.00	0.00		
c. Adjusted Beginning Balance		13,750,117.00	0.00	13,750,117.00	18,266,032.99	22,279,783.22
2. Ending Fund Balance, June 30 (E + F.1.c.)		18,266,032.99	(0.00)	18,266,032.99	22,279,783.22	27,117,216.15
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00	0.00	0.00
Stores (equals object 9320)	9712	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00	0.00	0.00
All Others	9719	0.00	0.00	0.00	0.00	0.00
b. Restricted	9740		0.00	0.00	0.00	0.00
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00	0.00	0.00
Other Commitments	9760	0.00	0.00	0.00	0.00	0.00
d Assigned						
Other Assignments	9780	0.00	0.00	0.00	0.00	0.00
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	3,030,631.03	0.00	3,030,631.03	3,136,256.05	3,221,045.79
Unassigned/Unappropriated Amount	9790	15,235,401.96	(0.00)	15,235,401.96	19,143,527.17	23,896,170.37

2025 - 2026 Board Meeting Calendar

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				