



PACIFIC VIEW CHARTER SCHOOL

Regular Meeting of the Board of Trustees Board Packet

Tuesday, July 21, 2026 at 3:00pm

Table of Contents

	Agenda Item	Page Numbers
2.0	26-27 Annual Organizational Meeting	2
3.0	Agenda Approval	5
4.1	June 23, 2026 Meeting Minutes	6
6.2.1	Board Warrant Listing June 1-30, 2026	10
6.3.1	Fiscal Policy #8	14
6.3.2	Fiscal Policy #9	21
6.3.3	Fiscal Policy #10	24
6.3.4	Student Policy #6 Revision	28
6.3.5	Student Policy #35	49
6.3.6	Curriculum Policy #14	52
6.4.1	Yearbook A/B Course Outlines	54
6.5.1	K-12 Art Teacher Job Description	58

Pacific View Charter Board Meeting

July 21, 2026

AGENDA ITEM

2.0 - 26-27 Annual Organizational Meeting

Information Summary

Per the bylaws of the Organization, the Board shall meet annually for the purpose of organization, appointment of officers and the transaction of such other business as may properly be brought before the meeting.

Responsible Party

Executive Director Gorence will lead a discussion to include: board position appointments of office, the regular meeting schedule, and the meeting calendar.

Recommended Action:

That the Board approves the results of the organizational meeting.

[Return to Agenda](#)

2026-27 Pacific View Charter Organizational Meeting

The primary purpose of the PVC school board's annual organizational meeting is to establish the structural, legal, and administrative foundation for the governing board's upcoming fiscal or academic year.

Election of Board Members for the 2026-27 Governance for a term of one year

Kathi Cohen

Ricardo Sanchez

Noel Ross

Nomination and Election of Executive Officers

President

Vice President

Secretary

Establish the Governance Calendar

To adopt and publish the schedule of regular board meetings for the entire year.

Time: 3:00pm

Place: In Person: Oceanside Campus - 3670 Ocean Ranch Blvd. Oceanside

Video Conference: Moreno Valley Campus - 22695 Alessandro Blvd. Moreno Valley

Day: Typically the third Tuesday of every month, with some exceptions to ensure compliance for mandated reporting deadlines.

PACIFIC VIEW CHARTER SCHOOL

2026-27 **PROPOSED** BOARD MEETING DATES

Month	Date	Week	Time	Critical Items
July	21	Third Tuesday	@ 3:00 PM	Annual Organizational Meeting
August	18	Third Tuesday	@ 3:00 PM	Unaudited Actuals - due 9/15
September	15	Third Tuesday	@ 3:00 PM	Health & Wellness Rates Approved
October	20	Third Tuesday	@ 3:00 PM	
November	17	Third Tuesday	@ 3:00 PM	
December	9	Second Wednesday	@ 3:00 pm	1st Interim Report - due 12/15 24-25 Audit Report - due 12/15
January	19	Third Tuesday	@3:00 PM	Annual Report to OUSD (MLK day 1/19)
February	23	Fourth Tuesday	@ 3:00 PM	LCAP MidYear Update - due 2/28 2nd Interim Report - due 3/15
March	16	Third Tuesday	@ 3:00 PM	
April	20	Third Tuesday	@ 3:00 PM	
May	11	Second Tuesday	@ 3:00 PM	Form 990s reviewed by 5/15 26-27 LCAP Hearing
June	22	Fourth Tuesday	@ 3:00 PM	26-27 Budget & LCAP - due 6/30



PACIFIC VIEW CHARTER SCHOOL

A California Public School and Nonprofit 501(c)(3) Corporation
3670 Ocean Ranch Blvd., Oceanside, CA 92056 | (760) 757-0161
22695 Alessandro Blvd., Moreno Valley, CA 92533 | Phone # (951) 697-1990



Agenda - Regular Meeting of the Board of Trustees

Tuesday July 21, 2026 at 3:00pm

1 OPEN SESSION

- 1.1 Call To Order
- 1.2 Roll Call
- 1.3 Pledge Of Allegiance
- 1.4 Introductions

2 26-27 ANNUAL ORGANIZATIONAL MEETING

3 APPROVAL OF AGENDA

4 CONSENT AGENDA

- 4.1 [Meeting Minutes from June 23, 2026](#)

5 PUBLIC COMMENTS

6 ACTION AND DISCUSSION ITEMS

- 6.1 **Discussion:** Executive Director's Report
- 6.2 **Action: Fiscal & Operations**
 - 6.2.1 Review & Ratify: [Board Warrant Listing June 1-30](#)
- 6.3 **Action: Administrative**
 - 6.3.1 Consideration & Approval of: [Fiscal Policy #8](#)
 - 6.3.2 Consideration & Approval of: [Fiscal Policy #9](#)
 - 6.3.3 Consideration & Approval of: [Fiscal Policy #10](#)
 - 6.3.4 Consideration & Approval of: [Student Policy #6 Revision](#)
 - 6.3.5 Consideration & Approval of: [Student Policy #35](#)
 - 6.3.6 Consideration & Approval of: [Curriculum Policy #14](#)
- 6.4 **Action: Curriculum & Instruction**
 - 6.4.1 Consideration & Approval of: [Yearbook A/B Course Outlines](#)
- 6.5 **Discussion/Action: Personnel - None**
 - 6.5.1 Consideration & Approval of: [K-12 Art Teacher Job Description](#)

7 INFORMATION ITEMS

- 7.1 Legislation Updates: None
- 7.2 Board/Staff Communication and Announcements:
- 7.3 Important Dates: Upcoming Board Meetings:
 - OUSD Renewal Hearing - August 11 at 5:00pm,
 - OUSD Renewal Vote - September 8 at 5:00pm

8 ADJOURNMENT

Mission: The Pacific View Charter School community is focused on the success of each student and partners with parents/guardians in the education of their children. The school is committed to providing a safe and inclusive educational environment for all students. Highly skilled credentialed teachers guide the learning process using personalized learning, resources, and curriculum to prepare students for colleges and/or careers.

Public Comments: Members of the public may speak on items not listed on the agenda for 3 minutes each not to exceed 20 minutes for all topics. Extra time may be granted as needed. Board members will not respond to presentations and no action can be taken

Consent Items: Unless a trustee pulls an item, one board vote will approve all items without discussion..

Closed Session: Allowed per Gov. Ed. Code on student discipline (48900), confidential matters (35146), potential or pending litigation (54956.9), personnel (54957), labor (3540-3549.3) or property negotiations (54956.8, 54957.1(a)).

American with Disabilities Act: For accommodations related to disabilities to attend/participate in meetings call 760-757-0161 at least 24 hours prior to.

Brown Act: Agendas can be reviewed at 3670 Ocean Ranch Blvd., Oceanside CA, at 22695 Alessandro Blvd., Moreno Valley, CA 92533 and on the website at: www.pacificview.org

Translation Services: Call 760-757-0161 at least 24 hours prior to a meeting.

Pacific View Charter Board Meeting

July 21, 2026

Consent Agenda

AGENDA ITEMS

4.1 - Meeting Minutes from June 23, 2026

Information/Summary

Approval of consent agenda means ALL items appearing in this section are adopted by one single motion unless a Board Member requests that any item be removed from the consent agenda and voted upon separately.

Responsible Party

Executive Director Gorence, or designee, will respond to board questions if an item is pulled for discussion.

Recommended Action:

That the Board approves the consent agenda.

[Return to Agenda](#)



PACIFIC VIEW CHARTER SCHOOL

A California Public School and Nonprofit 501(c)(3) Corporation
3670 Ocean Ranch Blvd., Oceanside, CA 92056 | (760) 757-0161
22695 Alessandro Blvd., Moreno Valley, CA 92533 | Phone # (951) 697-1990



Meeting Minutes- Regular Meeting of the Board of Trustees

Tuesday, June 23, 2026 at 3:00pm

1 OPEN SESSION

- 1.1 Call To Order at 3:01 pm
- 1.2 Roll Call: Present in Oceanside: Kathi Cohen, Noel Ross - Present in Moreno Valley: Ricardo Sanchez
- 1.3 Pledge Of Allegiance
- 1.4 Approval Of Agenda
Motion to approve the June 23, 2026 Agenda was made by: Noel Ross
Seconded by: Ricardo Sanchez
Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
Nos:
Absent:
- 1.5 Public Comments on Closed Session Items: None

2 CLOSED SESSION at 3:02

- 2.1 Public Employee Performance Evaluation (Govt. Code 54957)
Employee: Executive Director

3 RECONVENE TO OPEN SESSION at 3:34

- 3.1 Report Out of Closed Session Action
Board completed the evaluation of the Executive Director for the 2025/26 school year
- 3.2 Introductions
Present in Oceanside: Erin Gorence, Diane Gibson, Stephanie Whitehouse, Zuleyma Hernandez, Celia Hernandez, Linda Moore, Gayl Johnson, Robert Merrill
Present via videoconference: Kathy Meck

4 PUBLIC COMMENTS : None

5 CONSENT AGENDA

- 5.1 [Meeting Minutes from May 12, 2026](#)
- 5.2 [26-27 Agreement Renewals](#)
Whitehouse CPAs
Palomar Family Counseling
Top Notch Lunches
Nanpor
- 5.3 [Special Education 26-27 Master Contracts](#)
Pro-Care Therapy
Specialized Therapy Solutions
The Stepping Stones
Total Education Solutions
Anchor Counseling and Education Solutions, LLC.
- 5.4 [26-27 Integrated Pest Management Plan](#)
Motion to approve Consent Agenda items 5.1, 5.2, 5.3, 5.4 was made by: Ricardo Sanchez
Seconded by: Noel Ross
Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez
Nos:
Absent:

6 ACTION AND DISCUSSION ITEMS

6.1 **Discussion:**

6.1.1 [Executive Director's Report](#)

6.2 **Action: Fiscal & Operations**

6.2.1 *Consideration and Approval of:* [Board Warrant List for May 2026](#)

Motion to approve the Board Warrant List for May 2026 was made by: Noel Ross

Seconded by: Ricardo Sanchez

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.2.2 *Consideration and Approval of:* [25-26 Prop 28 - Arts and Music in Schools Annual Report](#)

Motion to approve the 25-26 Prop 28 - Arts and Music in Schools Annual Report was made by: Kathi Cohen

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.2.3 *Consideration and Approval of:* [26-27 Consolidated Application](#)

Motion to approve the 25-26 Prop 28 - Arts and Music in Schools Annual Report was made by: Ricardo Sanchez

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.2.4 *Consideration and Approval of:* [26-27 Budget](#)

Motion to approve the 25-26 Prop 28 - Arts and Music in Schools Annual Report was made by: Noel Ross

Seconded by: Ricardo Sanchez

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.3 **Action: Administrative**

6.3.1 *Consideration and Approval of:* [2026 Local Indicators](#)

Motion to approve the 2026 Local Indicators was made by: Noel Ross

Seconded by: Ricardo Sanchez

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.3.2 *Consideration and Approval of:* [26-27 LCAP Public Hearing](#)

Public hearing comment summary: Opened at 4:07. Discussed the purpose, structure and format of the LCAP and request for public input on goals and actions. Public Hearing closed at 4:13 pm

6.3.3 *Consideration and Approval of:* [26-27 LCAP](#)

Motion to approve the 26-27 LCAP was made by: Ricardo Sanchez

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

6.4 **Action: Curriculum & Instruction**

None

6.5 **Action: Personnel**

6.5.1 *Consideration and Approval of:* [Executive Director Employment Contract](#)

Motion to approve the Executive Director Employment Contract was made by: Kathi Cohen

Seconded by: Noel Ross

Ayes: Kathi Cohen, Noel Ross, Ricardo Sanchez

Nos:

Absent:

7 INFORMATION ITEMS

- 7.1 Board/Staff Communication and Announcements: Congratulations on 20 years of service to Gayl Johnson
- 7.2 Important Dates: July 21, Board Meeting; August 11, Public Hearing for Charter Renewal at OUSD Board Meeting; September 8 Renewal Decision at OUSD Board Meeting

8 ADJOURNMENT at 4:21 pm

Pacific View Charter Board Meeting

July 21, 2026

Fiscal & Operations

AGENDA ITEM**6.2.1 - Board Warrant Listing June 1-30****Information Summary**

Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budgets and/or contracts.

Responsible Party

Fiscal and Operations Coordinator Chang will discuss the Board Warrant Listing.

Recommended Action:

That the Board ratifies the final warrants and Automated Clearing House (ACH) payments of the 2025-26 fiscal year, issued from June 1-30, 2026.

[Return to Agenda](#)

PACIFIC VIEW CHARTER
BOARD WARRANT REPORT
JUN 1-30, 2026

11

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
053114	0000000065	Emcor Services Mesa Energy	6/15/2026	1,078.00	HVAC Maint & Repair Moreno Val	6200	1,078.00	0000002430
053115	0000000176	Intersection R & M Services, Inc	6/15/2026	711.71	Handyman Services - Oceanside	6200	711.71	0000002432
053116	0000000261	GoTo Technologies USA, Inc	6/15/2026	1,135.55	Phones Oside - Admin 15%	6200	128.84	0000002462
053116	0000000261	GoTo Technologies USA, Inc	6/15/2026		Phones MV - Admin 15%	6200	41.49	0000002463
053116	0000000261	GoTo Technologies USA, Inc	6/15/2026		Phones Oside - Student 85%	6200	730.10	0000002462
053116	0000000261	GoTo Technologies USA, Inc	6/15/2026		Phones MV - Student 85%	6200	235.12	0000002463
053117	0000000266	Top Notch Catering	6/15/2026	4,497.73	Student Nutrition Food - Sped	6200	899.55	0000002519
053117	0000000266	Top Notch Catering	6/15/2026		Student Nutrition Food - Gen E	6200	3,598.18	0000002519
053118	0000000322	New Direction Solutions, LLC	6/15/2026	1,129.84	SPECIAL ED SERVICES SLP	6200	1,129.84	0000002485
053119	JP0001	JAN-PRO OF SAN DIEGO	6/15/2026	1,600.00	GRADUATION CLEANING	6200	200.00	0000002644
053119	JP0001	JAN-PRO OF SAN DIEGO	6/15/2026		Oceanside janitorial services	6200	1,400.00	0000002418
053120	MV0004	MV MEDICAL CTR MASTER ASSOC	6/15/2026	1,357.00	MV property association fees	6200	1,357.00	0000002421
053121	OF0001	OFFICE DEPOT	6/15/2026	237.35	Student Supplies - SpEd 20%	6200	16.09	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Student Supplies - GenEd 80%	6200	64.37	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Student Supplies - SpEd 20%	6200	9.47	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Student Supplies - GenEd 80%	6200	37.86	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Admin Office Supplies - 15%	6200	52.75	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Admin Office Supplies - 15%	6200	14.20	0000002465
053121	OF0001	OFFICE DEPOT	6/15/2026		Admin Office Supplies - 15%	6200	42.61	0000002465
053122	WM0001	WASTE MANAGEMENT	6/15/2026	493.96	GRADUATION TRASH	6200	254.85	0000002643
053122	WM0001	WASTE MANAGEMENT	6/15/2026		MV Trash & recycle collection	6200	239.11	0000002419
053249	0000000284	Bright Thinker, Inc	6/17/2026	57,551.19	Home Study Curriculum for 26-27	6200	57,551.19	
053438	0000000088	Specialized Therapy Services, Inc	6/23/2026	6,970.25	OT	6200	1,151.50	0000002482
053438	0000000088	Specialized Therapy Services, Inc	6/23/2026		ERMHS	6200	4,251.25	0000002482
053438	0000000088	Specialized Therapy Services, Inc	6/23/2026		Nursing & Screening	6200	1,567.50	0000002482
053439	0000000150	Kajeet, Inc	6/23/2026	10,306.41	KAJEET HOTSPOTS	6200	10,306.41	0000002478
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026	2,199.57	TEXTBOOK REPLACEMENT	6200	915.35	0000002444
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		TEXTBOOK REPLACEMENT	6200	38.03	0000002444
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		TEXTBOOK REPLACEMENT	6200	25.51	0000002444
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		TEXTBOOK REPLACEMENT	6200	174.11	0000002444
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		STUDENT SUPPLIES - AMAZON	6200	568.07	0000002434
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		STUDENT SUPPLIES - AMAZON	6200	219.71	0000002434
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		STUDENT SUPPLIES - AMAZON	6200	56.06	0000002434
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		STUDENT SUPPLIES - AMAZON	6200	87.81	0000002434
053440	0000000304	Amazon.com Sales, Inc.	6/23/2026		STUDENT SUPPLIES - AMAZON	6200	114.92	0000002434
053441	CD0001	CDW GOVERNMENT, INC.	6/23/2026	31.96	INSTRUCTIONAL TECH TOUCH	6200	31.96	0000002649
053442	MY0001	YOUNG, MINNEY & CORR, LLP	6/23/2026	407.00	Legal counsel	6200	407.00	0000002413
053553	0000000304	Amazon.com Sales, Inc.	6/24/2026	1,007.68	INSTRUCTIONAL SUPPLIES	6200	980.09	0000002433

PACIFIC VIEW CHARTER
BOARD WARRANT REPORT
JUN 1-30, 2026

12

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
053553	0000000304	Amazon.com Sales, Inc.	6/24/2026	1,007.00	INSTRUCTIONAL SUPPLIES	6200	27.59	0000002487
053918	0000000088	Specialized Therapy Services, Inc	6/30/2026	3,242.48	OT	6200	1,522.61	0000002482
053918	0000000088	Specialized Therapy Services, Inc	6/30/2026		AUDIOLOGY	6200	365.00	0000002482
053918	0000000088	Specialized Therapy Services, Inc	6/30/2026		VISION	6200	296.12	0000002482
053918	0000000088	Specialized Therapy Services, Inc	6/30/2026		ERMHS	6200	1,058.75	0000002482
053919	0000000304	Amazon.com Sales, Inc.	6/30/2026	465.13	STUDENT SUPPLIES - AMAZON	6200	42.35	0000002434
053919	0000000304	Amazon.com Sales, Inc.	6/30/2026		Bldg, M&O supplies	6200	43.89	0000002395
053919	0000000304	Amazon.com Sales, Inc.	6/30/2026		FIT & FUN DAY OSDE	6200	223.52	0000002633
053919	0000000304	Amazon.com Sales, Inc.	6/30/2026		FIT & FUN DAY OSDE	6200	46.69	0000002633
053919	0000000304	Amazon.com Sales, Inc.	6/30/2026		STUDENT SUPPLIES - AMAZON	6200	108.68	0000002434
053920	JP0001	JAN-PRO OF SAN DIEGO	6/30/2026	3,799.00	Oceanside janitorial services	6200	3,799.00	0000002418
14446286	0000000283	Whitehouse CPAs, Inc	6/11/2026	10,650.00	Back office services	6200	10,650.00	0000002411
14446287	0000000309	T-Mobile USA Inc	6/11/2026	71.08	T-MOBILE STUDENT PHONE	6200	71.08	0000002514
14446288	0000000343	BH Security, LLC	6/11/2026	264.99	BRINKS VIDEO SECURITY	6200	264.99	0000002470
14446289	0000000367	Lazer Broadcasting Corporation	6/11/2026	7,560.00	RADIO ADS	6200	7,560.00	0000002656
14446290	CI0003	AT&T MOBILITY	6/11/2026	409.32	Cell phone service	6200	409.32	0000002417
14446291	CO0008	COX BUSINESS SERVICES	6/11/2026	200.50	Student 85%	6200	170.43	0000002489
14446291	CO0008	COX BUSINESS SERVICES	6/11/2026		Admin 15%	6200	30.07	0000002489
14446292	DS0003	SPARKLETT'S & SIERRA SPRINGS	6/11/2026	189.28	Bottled Water Service - Both c	6200	19.51	0000002491
14446292	DS0003	SPARKLETT'S & SIERRA SPRINGS	6/11/2026		Bottled Water Service - Both c	6200	169.77	0000002491
14446293	KM0001	KONICA MINOLTA BUS. SOLUTIONS	6/11/2026	736.09	Osire Copier - Admin 25%	6200	736.09	0000002496
14446294	MV006	MORENO VALLEY UTILITY	6/11/2026	246.92	Electric Utility - Moreno Vall	6200	246.92	0000002425
14446295	NA0005	NATIONAL BENEFIT SERVICES, LLC	6/11/2026	78.00	Cafe 125 Admin Fees	6200	78.00	0000002403
14446296	PF0001	PALOMAR FAMILY COUNSELING	6/11/2026	17,064.00	Counseling Services	6200	7,584.00	0000002531
14446296	PF0001	PALOMAR FAMILY COUNSELING	6/11/2026		Counseling Services	6200	9,480.00	0000002531
14446297	PVBL01	BOROMPORN LERTPAICHAION	6/11/2026	77.87	Mileage Reimbursement	6200	77.87	
14446298	RH0001	RONALD LARRY HOLDEN	6/11/2026	2,600.00	Janitorial Services MoVal	6200	2,600.00	0000002397
14446299	SA0008	SAN DIEGO GAS & ELECTRIC	6/11/2026	3,259.89	Electric Utility - Oceanside	6200	3,259.89	0000002426
14446300	VC0003	FRONTIER	6/11/2026	146.86	MV Admin internet - 25%	6200	36.71	0000002416
14446300	VC0003	FRONTIER	6/11/2026		MV Student internet - 75%	6200	110.15	0000002416
14448165	0000000140	Ana Hernandez Cruz	6/15/2026	174.65	Mileage Reimbursement	6200	174.65	
14448166	0000000214	Elizabeth Ocampo Martinez	6/15/2026	88.25	Mileage Reimbursement	6200	88.25	
14448167	PVBL01	BOROMPORN LERTPAICHAION	6/15/2026	76.49	Parking Reimbursement	6200	5.00	
14448167	PVBL01	BOROMPORN LERTPAICHAION	6/15/2026		Mileage Reimbursement	6200	71.49	
14450124	0000000007	Cordata Shredding	6/18/2026	69.61	MV Shredding	6200	69.61	0000002499
14450125	0000000108	Derry Parler	6/18/2026	97.22	Mileage Reimbursement	6200	97.22	
14450126	0000000109	Joceline Wehbe Ghawi	6/18/2026	94.09	Mileage Reimbursement	6200	94.09	
14450127	0000000220	Maria Castellanos	6/18/2026	71.99	Mileage Reimbursement	6200	71.99	

PACIFIC VIEW CHARTER
BOARD WARRANT REPORT
JUN 1-30, 2026

13

Warrant ID	Remit Supp	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order No.
14450128	0000000228	Courtney Maynard	6/18/2026	5.00	Parking Reimbursement	6200	5.00	
14450129	0000000297	Jonathan Fandey	6/18/2026	5.00	Parking Reimbursement	6200	5.00	
14450130	0000000307	AKA Enterprises LLC	6/18/2026	300.00	Canine search service	6200	300.00	0000002410
14450131	0000000338	Carrie Cox	6/18/2026	5.00	Parking Reimbursement	6200	5.00	
14450132	PVKM01	MECK, KATHY	6/18/2026	5.00	Parking Reimbursement	6200	5.00	
14450133	PVMS02	MINDY SHEA	6/18/2026	5.00	Parking Reimbursement	6200	5.00	
14450134	VT0001	V TECHNOLOGY SOLUTION	6/18/2026	2,350.00	SCHOOL FIREWALL	6200	400.00	0000002659
14450134	VT0001	V TECHNOLOGY SOLUTION	6/18/2026		SERVER MAINTENANCE (DRIVES)	6200	1,950.00	0000002661
14452349	0000000007	Cordata Shredding	6/22/2026	182.17	Off-Site Secure Storage	6200	182.17	0000002499
14452350	MV0003	CITY OF MORENO VALLEY	6/22/2026	225.00	Annual Fire Inspection	6200	225.00	0000002658
14455409	0000000071	Jose Antonio	6/26/2026	8.27	Mileage Reimbursement	6200	8.27	
14455410	0000000216	Raine Stephens	6/26/2026	5,000.00	Induction Program Reimbursement	6200	5,000.00	
14455411	0000000218	San Diego & Imperial County Schools FBC	6/26/2026	105.68	Insurance	6200	105.68	
14455412	0000000232	U.S. Bank	6/26/2026	6,309.77	Counseling Conferences	6200	436.25	
14455412	0000000232	U.S. Bank	6/26/2026		Graduation dignitary parking	6200	50.00	0000002662
14455412	0000000232	U.S. Bank	6/26/2026		Statement of Information updat	6200	5.00	0000002660
14455412	0000000232	U.S. Bank	6/26/2026		SECURITY STATION	6200	1,633.97	0000002657
14455412	0000000232	U.S. Bank	6/26/2026		GRADUATION PROGRAMS	6200	495.61	0000002653
14455412	0000000232	U.S. Bank	6/26/2026		INSTRUCTIONAL TECH IPAD	6200	900.00	0000002648
14455412	0000000232	U.S. Bank	6/26/2026		STUDENT SUPPLIES US BANK	6200	26.94	0000002438
14455412	0000000232	U.S. Bank	6/26/2026		Admin Postage - 33%	6200	99.00	0000002468
14455412	0000000232	U.S. Bank	6/26/2026		Student SpEd Postage - 11%	6200	201.00	0000002468
14455412	0000000232	U.S. Bank	6/26/2026		Stamps.com MV service fee	6200	30.99	0000002469
14455412	0000000232	U.S. Bank	6/26/2026		INSTRUCTIONAL SUPPLIES	6200	1.24	0000002486
14455412	0000000232	U.S. Bank	6/26/2026		Car Expenses-Gas & Maintenance	6200	268.75	0000002495
14455412	0000000232	U.S. Bank	6/26/2026		GOOGLE ADS	6200	19.92	0000002503
14455412	0000000232	U.S. Bank	6/26/2026		SOCIAL MEDIA ADVERTISING	6200	2,107.60	0000002504
14455412	0000000232	U.S. Bank	6/26/2026		ED PUZZLE	6200	13.50	0000002527
14455412	0000000232	U.S. Bank	6/26/2026		CHATGPT 1 ACCOUNT	6200	20.00	0000002632
14455413	0000000298	James Veltri	6/26/2026	5.00	Parking Reimbursement	6200	5.00	
14455414	0000000368	Jesse Leon	6/26/2026	79.00	Reimbursement	6200	79.00	
14455415	EM0001	EASTERN MUNICIPAL WATER DIST	6/26/2026	332.39	Water Utility - MV	6200	332.39	0000002424
14455416	PVWO01	WENDYAM OUEDRAOGO	6/26/2026	9.13	Mileage Reimbursement	6200	9.13	
				157,380.32				

Pacific View Charter Board Meeting

July 21, 2026

Fiscal & Operations

AGENDA ITEM**6.3.1 - Fiscal Policy #8**
Anti-Fraud Policy and Reporting ProcedureInformation Summary

As part of the school's commitment to the highest standards of financial accountability, transparency, and ethical conduct, management is presenting a new, comprehensive Anti-Fraud Policy and Reporting Procedure for the Board's review and adoption.

This policy establishes proactive measures to prevent, detect, and investigate fraudulent activities, ensuring that public funds and school resources are dedicated solely to our educational mission.

While Pacific View Charter maintains strong internal controls, formalizing a standalone Anti-Fraud Policy is a governance best practice. This policy is introduced to:

- **Align with Regulatory Standards:** Ensure full compliance with federal, state, and authorizer oversight requirements regarding fiscal stewardship.
- **Mitigate Risk:** Explicitly define fraudulent behavior so all stakeholders understand boundaries and expectations.
- **Protect Whistleblowers:** Create a safe environment for reporting suspected irregularities without fear of retaliation.

Responsible Party

Fiscal and Operations Coordinator Chang will discuss the new Fiscal Policy #8.

Recommended Action:

That the Board approve Fiscal Policy #8 as presented.

[Return to Agenda](#)

Anti-Fraud Policy & Reporting Procedure

PURPOSE

This Anti-Fraud Policy and Reporting Procedure ("Policy") is to establish procedures for Pacific View Charter School ("Charter School") to identify, report, investigate, address, and monitor allegations or suspected instances of fraud, financial misconduct, waste, abuse, and other unethical or illegal conduct. This Policy is intended to promote a culture of integrity, accountability, and ethical behavior while safeguarding the Charter School's assets, public funds, and educational resources.

Pacific View Charter School is committed to maintaining the highest standards of integrity, transparency, accountability, and stewardship in all aspects of its operations. The Charter School shall take appropriate measures to prevent, detect, investigate, and respond to suspected fraudulent or unethical activities and to implement corrective actions when warranted.

This Policy is designed to support compliance with all applicable federal and state laws and regulations, including the California Education Code governing charter schools and independent study programs, the terms of the Charter School's charter, and other applicable fiscal accountability and audit requirements.

This Policy applies to all Charter School employees, volunteers, independent contractors, vendors, and members of the Governing Board of the Charter School. Parents and members of the public may report suspected fraud pursuant to the procedures provided in this Policy.

DEFINITION OF FRAUD

For purposes of this Policy, "fraud" generally means an intentional act or omission involving deception, misrepresentation, concealment, or abuse of trust for the purpose of obtaining an unauthorized personal, financial, or other benefit. Fraud may include, but is not limited to, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or the concealment of material facts. This Policy applies to suspected fraud or financial misconduct involving employees, independent contractors, vendors, volunteers, members of the Governing Board, or any other individual acting on behalf of the Charter School.

Examples of fraud, misappropriation, or related financial misconduct include, but are not limited to:

- Theft or misappropriation of school funds or assets
- Falsification of attendance or independent study records
- Falsification of payroll, invoices, purchase orders, or reimbursement requests
- Conflicts of interest not properly disclosed
- Impropriety in the handling or reporting of money or financial transactions
- Unauthorized use of school property
- Bribery or kickbacks
- Misrepresentation of student participation, instructional time, or educational records
- Grant fraud or misuse of restricted funds
- Cyber fraud or unauthorized access to financial systems
- Accepting or seeking anything of material value from contractors, vendors, service providers, or other parties doing business with the Charter School in violation of

- applicable law or Charter School policy
- Engaging in self-interested and conflicted transactions that have not been disclosed and/or are prohibited by law
- Submitting false claims for payment or reimbursement, including false time statements and attendance records
- Any similar or related irregularity

Concerns involving employee performance, workplace conduct, or other personnel matters that do not involve suspected fraud, financial misconduct, or violations of law should generally be addressed through the Charter School's applicable personnel policies and administrative procedures. Individuals are not expected to determine whether suspected misconduct legally constitutes fraud before making a report. If there is uncertainty regarding the nature of the conduct, the concern should be reported in accordance with this Policy, and the Charter School will determine the appropriate review or referral.

RESPONSIBILITIES

Governing Board

The Governing Board is responsible for adopting and periodically reviewing this Policy and fostering a culture of integrity, accountability, and ethical conduct throughout the Charter School. The Board shall exercise oversight of allegations involving the Executive Director or other senior administrators, review the results of significant investigations, and ensure that appropriate corrective actions are implemented to address substantiated findings and strengthen internal controls.

Executive Director

The Executive Director is responsible for implementing this Policy, maintaining effective internal controls, promoting fraud awareness through employee training, and ensuring that reports of suspected fraud are received, evaluated, and investigated in a timely manner. The Executive Director shall inform the Governing Board of significant allegations, investigation outcomes, or material control deficiencies that warrant Governing Board oversight.

Fiscal and Operations Coordinator

The Fiscal and Operations Coordinator assists in maintaining the School's financial control environment by monitoring financial transactions, maintaining appropriate accounting controls, performing regular reconciliations, reviewing unusual or high-risk transactions, and assisting with investigations involving financial records or business operations.

Employees

All employees, Governing Board members, contractors, consultants, and volunteers are expected to safeguard Charter School assets, comply with established internal control procedures, and conduct Charter School business honestly and ethically. Individuals acting on behalf of the Charter School have a responsibility to promptly report suspected fraud, financial misconduct, or other violations of this Policy and to cooperate fully with authorized investigations.

FRAUD RISK ASSESSMENT

To reduce the risk of fraud and strengthen internal controls, the Charter School shall annually assess and continuously monitor areas of financial and operational risk. These assessments shall include, but are not limited to:

- Student enrollment and attendance reporting
- Independent study documentation and compliance

- Learning record compliance
- Payroll and employee time reporting
- Purchasing and procurement
- Credit card usage
- Vendor payments and related-party transactions
- Cash handling and asset management
- Information technology security
- Grant expenditures and restricted funding
- Contracts and consultant agreements
- Internal control processes and segregation of financial duties

The Charter School shall maintain reasonable segregation of financial duties whenever practicable by separating the authorization of transactions, custody of assets, recordkeeping, and reconciliation functions. Where staffing limitations make complete segregation of duties impracticable, the Charter School shall implement compensating internal controls, such as supervisory review, independent reconciliations, or periodic audits, to reduce the risk of fraud, error, or misuse of assets.

The Charter School shall use the results of fraud risk assessments to evaluate and strengthen internal controls, improve operational procedures, and address identified areas of risk.

REPORTING ALLEGATIONS

Any individual who suspects fraud, financial misconduct, waste, abuse, or other unethical or unlawful conduct involving the Charter School shall promptly report the concern to their immediate supervisor, the Executive Director, or the Fiscal and Operations Coordinator. Allegations involving the Executive Director or another senior administrator shall be reported directly to the Chair of the Governing Board. Allegations involving a member of the Governing Board shall be reported to the Chair of the Governing Board, unless the allegation concerns the Chair of the Governing Board, in which case it shall be reported to the Vice Chair or the Charter School's legal counsel. No individual shall receive, review, supervise, or participate in the handling or investigation of an allegation in which they are the subject of the report or otherwise have a material conflict of interest. Reports may be submitted anonymously; however, anonymous reports may limit the Charter School's ability to conduct a thorough investigation or obtain additional information.

PRELIMINARY REVIEW

Upon receiving an allegation, the Executive Director or designee shall appoint an investigation team to conduct an initial assessment to determine:

- Credibility of the allegation
- Potential financial impact
- Risk to students or public funds
- Need for immediate protective actions
- Whether external agencies should be notified

When appropriate, the Charter School may implement interim measures to protect Charter School assets and preserve evidence. Such measures may include securing records, restricting access to financial systems or facilities, preserving electronic records, temporarily suspending financial authority, or placing an employee on administrative leave, consistent with applicable law and Charter School policy.

INVESTIGATION PROCEDURES

Only individuals authorized by the Executive Director or the Governing Board, as applicable, shall conduct investigations or interviews related to suspected fraud or financial misconduct. The Charter School shall promptly investigate all credible allegations in an objective, impartial, and confidential manner, to the extent permitted by law. Investigations may be conducted by Charter School administrators, independent auditors, legal counsel, forensic accountants, information technology specialists, or other qualified professionals, as appropriate. No individual shall participate in or supervise an investigation in which they are the subject of the allegation or otherwise have a material conflict of interest. Employees, members of the Governing Board, contractors, consultants, and volunteers are expected to cooperate fully with authorized investigations. Failure to cooperate with, or intentional interference in, an authorized investigation may result in disciplinary or contractual action, consistent with applicable law.

The Charter School shall maintain documentation of each investigation, including the allegation received, evidence reviewed, interviews conducted, investigative findings, conclusions, corrective actions taken, and the final disposition of the matter.

EVIDENCE PRESERVATION

Upon receipt of a credible allegation, the Charter School may take reasonable steps to preserve relevant paper and electronic records, including email, financial records, surveillance footage, accounting records, and electronic devices, consistent with applicable law.

INVESTIGATION FINDINGS

Investigative findings shall generally be based upon the preponderance of the evidence unless a different standard is required by applicable law, regulation, contract, or legal guidance.

MONITORING AND CORRECTIVE ACTION

Following substantiated findings of fraud or financial misconduct, the Charter School shall implement appropriate corrective actions to address identified deficiencies, strengthen internal controls, recover losses where appropriate, and reduce the risk of recurrence. Corrective actions may include disciplinary action, revisions to policies or procedures, enhanced internal controls, additional employee training, restitution, insurance claims, or referral to law enforcement or other governmental agencies, as appropriate and consistent with applicable law.

The Charter School shall monitor the implementation and effectiveness of corrective actions through periodic financial reviews, internal audits, documentation reviews, compliance testing, increased supervisory oversight, and follow-up reporting to the Governing Board, as appropriate. Monitoring shall continue until corrective actions have been fully implemented and their effectiveness has been reasonably verified.

The Charter School may report substantiated fraud or other unlawful conduct to appropriate law enforcement agencies, regulatory agencies, grantors, insurers, auditors, or other governmental entities when required by law, contract, or the circumstances of the matter.

INDEPENDENT STUDY MONITORING

Because independent study programs involve additional statutory and regulatory compliance requirements, the Charter School shall periodically monitor independent study operations to identify potential fraud, financial irregularities, and compliance deficiencies. Monitoring may include review of, but is not limited to:

- Master Agreements
- Assignment records
- Learning logs
- Student work samples and work-product authenticity
- Attendance accounting and contemporaneous documentation supporting Average Daily Attendance (ADA) claims
- Teacher credentials, certifications, and instructional assignments
- Teacher-student interaction documentation
- Student participation records

Reviews shall be conducted periodically throughout the school year using risk-based or random sampling methods, as appropriate, to identify irregularities and ensure compliance with applicable California laws, regulations, Charter School policies, and independent study requirements.

TRAINING

The Charter School shall provide periodic fraud awareness and ethics training appropriate to employees' job responsibilities. Training may include:

- Ethical conduct and professional responsibilities
- Fraud awareness and prevention
- Internal controls
- Financial accountability
- Conflict of interest requirements
- Reporting procedures
- Whistleblower protections
- Record retention responsibilities
- Cybersecurity awareness and protection of financial systems
- Independent study compliance responsibilities

New employees shall receive fraud awareness training as part of the onboarding process.

RECORDS RETENTION

Records relating to reports, investigations, investigative findings, corrective actions, and related documentation maintained under this Policy shall be retained in accordance with the Charter School's records retention policy and applicable law. Access to such records shall be limited to individuals with a legitimate business or legal need to know.

POLICY REVIEW

This Policy shall be reviewed by the Governing Board at least every three years and may be reviewed more frequently if changes in applicable law, regulations, audit findings, or Charter School operations warrant revision.

LEGAL REFERENCES

This policy is intended to support compliance with applicable provisions of:

- Education Code §§ 47600–47664 (Charter Schools)
- Education Code §§ 51744–51749.6 (Independent Study)
- Government Code §1090 and the Political Reform Act (Conflicts of Interest Requirements)
- Labor Code §1102.5 (Whistleblower Protection)

- 2 CFR Part 200 (Uniform Guidance), when applicable to federal grant funds

CONFIDENTIALITY

Information received and maintained under this Policy shall be treated as confidential to the extent permitted by law and consistent with the Charter School's need to conduct a thorough, fair, and impartial review or investigation. Individuals who report suspected fraud or misconduct shall not attempt to personally investigate allegations, interview individuals involved, or otherwise interfere with an authorized investigation.

Investigation-related information, including reports, evidence, interviews, findings, and corrective actions, shall not be disclosed or discussed with individuals other than those who have a legitimate business, operational, or legal need to know, or as otherwise required by law. Maintaining confidentiality helps protect the integrity of the investigation, safeguard the privacy and reputation of individuals involved, and support compliance with applicable legal requirements.

WHISTLEBLOWER PROTECTION AGAINST RETALIATION

The Charter School prohibits retaliation against any individual who, in good faith, reports suspected fraud, financial misconduct, or other violations of this Policy, or who participates in or cooperates with an authorized investigation. No employee or person acting on behalf of the Charter School shall be discharged, disciplined, suspended, threatened, intimidated, coerced, or otherwise subjected to adverse employment or other retaliatory action for making a good-faith report or participating in an investigation.

A good-faith report that is not substantiated, by itself, shall not result in adverse employment action against the reporting individual. However, any person who knowingly makes a false, fraudulent, or malicious report, or who engages in retaliation against an individual for making a good-faith report or participating in an investigation, may be subject to disciplinary action, up to and including termination of employment or other appropriate corrective action, consistent with applicable law.

Nothing in this Policy limits or diminishes any rights or protections afforded under California Labor Code section 1102.5 or any other applicable federal or state whistleblower protection laws. Nothing in this Policy alters the at-will employment relationship between the Charter School and its employees.

Adopted:

Amended:

Pacific View Charter Board Meeting

July 21, 2026

Fiscal & Operations

AGENDA ITEM**6.3.2 - Fiscal Policy #9****Cash Receipts and Deposits****Information Summary**

As part of the school's ongoing commitment to the highest standards of financial accountability, transparency, and ethical conduct, management is presenting a new, comprehensive Cash Receipts and Deposits Policy for the Board's review and adoption.

The Cash Receipts and Deposits Policy documents PVC's rigorous internal control framework to safeguard Pacific View Charter School's incoming funds from loss, theft, or error. It mandates clear procedures for documenting, securing, and depositing all cash and checks, including requirements for dual-verified cash counts and restrictive check endorsements. The policy strictly prohibits using cash receipts directly for purchases or personal check cashing, ensuring all public funds are fully accounted for and deposited intact into authorized school bank accounts.

Responsible Party

Fiscal and Operations Coordinator Chang will discuss the new Fiscal Policy #9.

Recommended Action:

That the Board approve Fiscal Policy #9 as presented.

[Return to Agenda](#)

Cash Receipts and Deposits

Purpose

The Governing Board is committed to safeguarding all of Pacific View Charter School's assets through effective internal controls over the receipt, recording, custody, and deposit of cash and checks. The Board recognizes that strong fiscal controls reduce the risk of loss, theft, fraud, or error while ensuring compliance with applicable laws, generally accepted accounting principles, and the California Charter School Accounting and Best Practices Manual.

Policy

Pacific View Charter School shall establish and maintain internal controls governing all cash receipts and deposits regardless of where funds are received, including the business office, school sites, fundraising events, donations, grants, or other school activities.

All employees responsible for handling cash or checks shall comply with procedures designed to ensure the accurate recording, secure handling, timely deposit, and proper segregation of duties for all receipts.

Cash Receipts

Pacific View Charter School shall issue documentation for all cash and check payments received whenever practical. Payments received in response to an invoice issued by Pacific View Charter School may be documented through the accounts receivable system rather than a separate cash receipt.

Cash receipts shall be supported by appropriate documentation identifying the source, amount, purpose, and date of the payment.

Internal Controls

The Executive Director or designee shall establish and maintain written procedures governing the receipt, recording, safeguarding, and deposit of funds. Such procedures shall be consistent with this policy, applicable law, and generally accepted accounting principles. The procedures shall include, at a minimum:

- Segregation of duties whenever staffing permits.
- Procedures for receiving, recording, safeguarding, transporting, and depositing funds.
- Dual verification of cash counts.
- Secure storage of undeposited funds.
- Appropriate supervisory review.
- Periodic reconciliation of receipts, deposits, and accounting records.

Written procedures shall be reviewed periodically and updated as necessary to ensure continued effectiveness and compliance with applicable requirements.

Receipt of Funds

Cash receipts may include, but are not limited to:

- Student fees.
- Donations and contributions.
- Fundraising proceeds.
- Grants, contracts, and other governmental funding.
- Any other funds received on behalf of the Pacific View Charter School.

Incoming checks shall be promptly restrictively endorsed “For Deposit Only” to Pacific View Charter School’s designated bank account and secured in accordance with the School’s cash handling procedures until deposited.

Cash Handling

Cash collections shall be documented using forms or systems approved by Pacific View Charter School. Whenever practical, cash counts shall be independently verified by two individuals, and documentation shall be signed by both individuals verifying the count.

Undeposited funds shall be maintained in a secure, locked location with access limited to authorized personnel.

Deposits

All funds received shall be deposited intact into an approved Pacific View Charter School bank account. Deposits shall be made promptly in accordance with Pacific View Charter School procedures and applicable law. Cash receipts shall not be used directly to make purchases, reimburse expenses, cash personal checks, or for any purpose other than deposit into an authorized Charter School account.

Record Retention

Pacific View Charter School shall maintain records supporting all cash receipts and deposits, including receipts, logs, deposit documentation, and related accounting records, in accordance with Pacific View Charter School's records retention policy and applicable legal requirements.

Legal References

- California Charter School Accounting and Best Practices Manual
- Education Code Sections 47600 et seq.
- Government Code and applicable California laws governing public funds
- Generally Accepted Accounting Principles (GAAP)
- Applicable federal grant requirements, when federal funds are involved

Pacific View Charter Board Meeting

July 21, 2026

Fiscal & Operations

AGENDA ITEM**6.3.3 - Fiscal Policy #10**
Disbursement Controls and Procedures**Information Summary**

As part of the school's commitment to the highest standards of financial accountability, transparency, and ethical conduct, management is presenting a new, comprehensive Disbursement Controls and Procedures Policy for the Board's review and adoption.

The policy documents strict internal controls to ensure all Pacific View Charter School funds are spent solely for legitimate, authorized educational purposes. It outlines required protocols for different payment methods—including checks and electronic payments—while mandating documentation, segregation of duties, and independent reviews to protect public funds from fraud or misuse. Additionally, the policy clearly defines prohibited practices, outlines record retention requirements, and establishes the Governing Board's role in ongoing financial oversight.

Responsible Party

Fiscal and Operations Coordinator Chang will discuss the new Fiscal Policy #10.

Recommended Action:

That the Board approve Fiscal Policy #10 as presented.

[Return to Agenda](#)

Disbursement Controls and Procedures

Purpose

The Governing Board of Pacific View Charter School is committed to ensuring that all disbursements of Charter School funds are properly authorized, accurately recorded, adequately documented, and made only for legitimate Charter School purposes. The Board recognizes that effective internal controls over disbursements protect public funds, reduce the risk of fraud or misuse, and promote accountability, transparency, and compliance with applicable laws and generally accepted accounting principles.

Policy

Pacific View Charter School shall establish and maintain internal controls governing all disbursements, including payments made by check, electronic funds transfer (EFT), automated clearing house (ACH), wire transfer, purchasing card, credit card, or other authorized payment methods.

All disbursements shall be made only for authorized Charter School purposes, supported by appropriate documentation, and approved in accordance with Board policy and established purchasing and approval procedures.

All Charter School funds are public funds and shall be expended only for authorized educational purposes in accordance with applicable laws, regulations, grant requirements, and Board policy.

Internal Controls

The Executive Director or designee shall establish and maintain written procedures governing the authorization, processing, approval, payment, recording, and reconciliation of all disbursements. Such procedures shall be consistent with this policy, applicable law, grant requirements, and generally accepted accounting principles.

The procedures shall include, at a minimum:

- Segregation of duties whenever staffing permits.
- Appropriate authorization and approval before payment.
- Verification that goods or services were received before payment is issued.
- Review of invoices for accuracy, completeness, and mathematical correctness.
- Prevention of duplicate or unauthorized payments.
- Secure custody of blank checks, purchasing cards, banking credentials, and electronic payment access.
- Timely reconciliation of bank accounts and accounting records.
- Independent review of disbursement activity.

Written procedures shall be reviewed periodically and updated as necessary to ensure continued effectiveness and compliance with applicable requirements.

Authorization of Disbursements

All disbursements shall be supported by adequate documentation, which may include purchase orders, contracts, invoices, receiving documentation, reimbursement requests, or other records demonstrating the business purpose of the expenditure.

No payment shall be made unless sufficient documentation demonstrates that:

- The expenditure serves a legitimate Charter School purpose.
- The expenditure complies with applicable laws, regulations, grant requirements, and Board policies.
- Goods or services have been received or otherwise appropriately authorized for payment.
- Required approvals have been obtained.

The Governing Board shall receive and review periodic financial reports, including information regarding disbursement activity, as part of its ongoing fiscal oversight responsibilities.

Payment Methods

Pacific View Charter School may issue payments by:

- Check
- Automated Clearing House (ACH)
- Purchasing card or credit card, when authorized under Board policy
- Other payment methods approved by the Executive Director that provide appropriate security and documentation

Electronic payments shall be subject to internal controls equivalent to those required for paper disbursements.

Check Controls

Blank check stock shall be maintained in a secure location with access limited to authorized personnel.

Checks shall not be prepared or signed until all supporting documentation has been reviewed, approved, and matched to the payment request.

Voided checks shall be retained and accounted for in accordance with the Charter School's records retention requirements.

Electronic Payments

Access to online banking systems, electronic payment platforms, and financial institutions shall be restricted to authorized personnel.

Electronic payment credentials shall be protected through appropriate security measures, including password controls and, when available, multi-factor authentication.

Electronic payment activity shall be reviewed and reconciled regularly by personnel independent of the payment authorization process whenever practicable.

Prohibited Practices

Charter School funds shall not be used for:

- Personal expenses.
- Personal loans or advances.
- Cashing personal checks.
- Purchases that violate Board policy or applicable law.
- Any expenditure that is not supported by adequate documentation or a legitimate Charter School purpose.

Record Retention

Pacific View Charter School shall maintain documentation supporting all disbursements, including approvals, invoices, contracts, payment records, bank documentation, and reconciliations, in accordance with Pacific View Charter School's Records Retention Policy and applicable law.

Legal References

- California Charter School Accounting and Best Practices Manual
- California Education Code Sections 47600 et seq.
- Government Code, as applicable
- Generally Accepted Accounting Principles (GAAP)

Pacific View Charter Board Meeting

July 21, 2026

Administrative

AGENDA ITEM**6.3.4 - Student Policy #6 Revision**
Student Discipline PolicyInformation Summary

The proposed update to the PVC Student Discipline Policy #6 incorporates the requirements of Senate Bill (SB) 906. The revisions ensure compliance with state law by requiring that, for students in grades 6–12, school officials immediately report homicidal threats to law enforcement and conduct comprehensive threat assessments in accordance with applicable legal requirements.

Responsible Party

Executive Director Gorence will discuss the policy updates required by the new legislation.

Recommended Action:

That the Board approve Student Policy #6 as presented.

[Return to Agenda](#)

Student Discipline Policy and Procedure

This Student Discipline Policy and Procedure have been established to promote learning and protect the safety and well being of all students at Pacific View Charter School. In creating this Policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the offenses for which students at non charter schools' may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions, and involuntary removal. The language of this Policy is largely consistent with the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions, expulsions and involuntary removals and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion or involuntary removal.

Consistent with this Policy, it may be necessary to suspend or expel a student from regular instruction. However, this Policy implements an alternative approach to student discipline to include a restorative, rather than punitive approach. In some cases, over-reliance on punitive measures involving removal, such as out-of-school suspension and expulsion, deprives students of the chance to receive the education and help that they need, making it more likely that they will drop out of school, enter the criminal justice system, and place their future options in jeopardy. The Charter School believes that in some cases, there is a better way to hold students accountable to their actions while providing support systems to keep students in school.

Every student has a right to be educated in a safe and welcoming environment and to be treated in a manner that respects their human dignity and to be free from disparate or discriminatory discipline. Every educator has a right to be provided with the support and tools to meet the needs of students struggling with social and emotional challenges and to teach in a school environment that provides a structure for teaching and supporting positive behaviors.

The Charter School proposes to adopt the Alternative Student Discipline Implementation Plan, and to develop a Discipline Matrix to guide the actions of all school site leaders with regards to out-of-school suspension or expulsion. This matrix addresses problem school areas (such as the playground) or times of day (such as after lunch), but the elements in this matrix shall be applied equally to all students and data shall be entered and analyzed monthly to ensure equal and objective application. The Executive Director or designee shall review the data entered to ensure that the Matrix is being followed and take appropriate action if discrepancies are found.

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

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, the use of alternative educational environments, recommendation for transfer to home study, suspension and expulsion. Where a student's behavior repeatedly fails to meet the standards established by this Policy, the student may be asked to sign a Behavior Contract. A condition of

this contract may require the student to satisfy a minimum number of community service hours at the Charter School as well as complete educational coursework related to specific behaviors.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of this Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians¹ are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and its Procedure are available online as well as printed upon request from the Main Office.

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

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") 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 requires additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian and shall inform the student and the student's parent/guardian of the basis for which the student is being involuntarily removed, and the student's parent/guardian right to request a hearing to challenge the involuntary removal. If a student's parent/guardian requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent/guardian, requests a hearing the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below. Students may be involuntarily removed for reasons including, but not limited to, failure to comply with the terms of the student's independent study written agreement pursuant to Education Code Section 51747(g).

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

Alternative Means of Correction[KU1]

For a student facing discipline for a discretionary offense listed below, the Executive Director may, whenever possible and practicable, provide alternatives to suspension or expulsion. These alternatives shall use a research-based framework with age-appropriate strategies that improve behavioral and academic outcomes while addressing and correcting the student's specific misbehavior.

The Charter School shall not suspend or expel any student based solely on the fact that they are truant, tardy, or otherwise absent from school activities. Violations of the Charter School's attendance expectations shall be addressed in accordance with Independent Study Policy, as applicable.

No student may be suspended or expelled for willful defiance or disruption. Alternatively, Charter School staff may refer a student who engages in willful defiance and/or disruption to the Executive Director or designee for appropriate and timely in-school interventions or supports. Within five (5) business days, the Executive Director or designee shall:

- 1) Document the actions taken and save the document to the student's record
- 2) Inform the referring staff member what actions were taken and if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

For a student who has been suspended, or for whom other means of correction have been implemented, for an incident of racist bullying, harassment, or intimidation, the Charter School may require both the victim and perpetrator to engage in a restorative justice practice. The Charter School may also require perpetrators to engage in culturally sensitive programs that promote racial justice and equity and combat racism and ignorance.

The Charter School may utilize its Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help students gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Administrative Procedures for Pupil Suspension and Expulsion

A. Definitions (as used in this policy)

1. "Board" means governing body of the Charter School.
2. "Expulsion" means disenrollment from the Charter School.
3. "School day" means a day upon which the Charter School is in session or weekdays during the summer recess.
4. "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes. However, "suspension" does not mean the following:

- a. Reassignment to another education program or class at the charter school where the pupil will receive continuing instruction for the length of day prescribed by the Charter School Board for pupils of the same grade level.
 - b. Referral to a certificated employee designated by the Executive Director to advise pupils.
 - c. Removal from the class but without reassignment to another class for the remainder of the class period without sending the pupil to the Executive Director or designee.
5. "Pupil" includes a pupil's parent or guardian or legal counsel or other representative.
6. "School" means the Charter School.

B. Grounds for Suspension and Expulsion of Students; Alternatives

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: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the school campus; or 4) during, going to, or coming from a school-sponsored activity.

Alternatives to suspension or expulsion will be first attempted with students who are truant, tardy, or otherwise absent from assigned school activities, and whose conduct does not warrant the use of traditional disciplinary methods. In such cases the student will typically be allowed to avoid out-of-school suspension by agreeing to perform community service and following the other conditions of a behavior contract. Alternative consequences for minor misconduct will be developed further in accordance with the Alternative Student Discipline Implementation Plan.

C. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended when it is determined the student:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person. **Any student who makes, or is perceived to make, a homicidal threat will be reported to law enforcement in accordance with SB 906. Threats or perceived threats are defined as writings or actions of the pupil that creates a reasonable suspicion that a pupil is preparing to commit a homicidal act related to school or school activity.**
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind. Students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended for that disclosure.
 - d) 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.

- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student. Students who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold any prescription drugs.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this policy, “hazing” means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this policy, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the

statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233 (e). This section shall apply to students in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This policy shall apply to students in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

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

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

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
 - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et. seq*
 - d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 216, 266c, 286, 287, 288 or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4.
3. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person. **Any student who makes, or is perceived to make, a homicidal threat will be reported to law enforcement in accordance with SB 906. Threats or perceived threats are defined as writings or actions of the pupil that creates a reasonable suspicion that a pupil is preparing to commit a homicidal act related to school or school activity.**
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind. Students who voluntarily disclose their use of a controlled substance, alcohol, or an intoxicant of any kind in order to seek help through services or supports shall not be suspended solely for that disclosure.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.

- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of their own prescription products by a student. Students who voluntarily disclose their use of a tobacco product in order to seek help through services or supports shall not be suspended solely for that disclosure.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this policy, “hazing” means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a

reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.

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

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

- c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, *et. seq*
- d) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 216, 266c, 286, 287, 288 or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4.

The above list is not exhaustive and depending upon the offense, a student may be suspended or expelled for misconduct not specified above.

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

The Charter School shall use the following definitions:

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

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

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

D. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1) Informal Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or designee with the student and the student’s parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Executive Director or designee.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and the student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence

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

2) Notice to Parents/Guardians

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

3) Suspension Time Limits/Recommendation for Expulsion

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

This determination will be made by the Executive Director or designee upon either of the following determinations: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

4) Homework Assignments During Suspension

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

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

E. Authority to Expel

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

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

F. 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 Executive 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 pupil confidentiality rules under FERPA) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

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

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

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

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

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days notice of their scheduled testimony, (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the hearing room during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing

that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary 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.

H. 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.

I. 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 their testimony heard in a session closed to the public.

J. Expulsion Decision

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

If the Administrative Panel decides not to recommend expulsion or the Board of Trustees ultimately decides not to expel, the student shall immediately be returned to their previous educational program.

K. Written Notice to Expel

The Executive Director or designee, following a decision of the Board of Trustees to expel, shall send written notice of the decision to expel, including the Board of Trustees' adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following:

- 1) Notice of the specific offense committed by the student, and
- 2) 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 Executive Director or designee shall send a copy of the written notice of the decision to expel to the Student's District of residence and chartering authority. This notice shall include the following: a) The student's name; and b) The specific expellable offense committed by the student.

L. Disciplinary Records

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

M. No Right to Appeal

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

N. Expelled Students/Alternative Education

Parents/guardians of 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.

O. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board of Trustees 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 (1) year from the date of expulsion when the student may reapply to the Charter School for readmission.

P. Readmission or Admission of Previously Expelled Student

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

Q. Notice to Teachers

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

offenses set forth above.

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

1. Notification of SELPA

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

2. Services During Suspension

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

3. Procedural Safeguards/Manifestation Determination

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

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

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

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

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

- c. Return the child to the placement from which the child was removed, unless the parent/guardian and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

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

4. Special Circumstances

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

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

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

5. Interim Alternative Educational Setting

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

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

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

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

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.

- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

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

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

Adopted: 12-07-04

Amended: 7-20-2010
9-18-2018
5-12-2026

Pacific View Charter Board Meeting

July 21, 2026

Administrative

AGENDA ITEM**6.3.5 - Student Policy #35****Reported Acts of Cyberbullying Occurring Outside of School Hours****Information/Summary**

Student Policy #35 clarifies the school's authority, responsibility, and protocols for addressing cyberbullying that occurs off-campus and outside of school hours, specifically when those actions create a substantial disruption to the school's learning environment or infringe upon the rights of students while at school

Responsible Party

Executive Director Gorence will discuss the need and development of Student Policy #35.

Recommended Action:

That the board approve Student Policy #35 as presented.

[Return to Agenda](#)

Reported Acts of Cyberbullying Occurring Outside of School Hours

Pacific View Charter School (PVC) believes that all students have the right to a safe, respectful, and supportive educational environment. Families, the school and the community share a responsibility to promote mutual respect, responsible digital behavior, and positive interactions among students both on campus and online.

Pacific View Charter School prohibits acts of cyberbullying that interfere with a student's ability to participate in or benefit from the services, activities, or privileges provided by the school as outlined in Student Policy #6: Student Discipline Policy and Procedure.

For purposes of this policy, cyberbullying includes bullying conducted through electronic communication or digital platforms. Cyberbullying may include, but is not limited to, sending or posting harmful messages, images, or videos; impersonating another student online; creating false profiles; spreading rumors or threats through electronic means; or encouraging others to participate in online harassment.

Cyberbullying may occur on campus or off campus, inside or outside of school hours. PVC is authorized but not required to address reported acts of cyberbullying occurring outside of school hours when the conduct is sufficiently severe or pervasive to have the actual and reasonably expected effect of creating an intimidating or hostile educational environment.

Students and staff are expected to promptly report incidents of cyberbullying to the Executive Director or designee. School personnel who witness or become aware of cyberbullying shall take appropriate steps to ensure the incident is reported and addressed consistent with school procedures. Reports of cyberbullying will be reviewed and investigated in a timely manner pursuant to applicable policies and procedures.

Pacific View may respond to cyberbullying using a Multi-Tiered System of Supports (MTSS) framework that promotes prevention, early intervention, and appropriate responses to harmful behavior. These supports may include social-emotional learning, restorative practices, trauma-informed approaches, counseling, and schoolwide positive behavior interventions and supports.

Students who engage in cyberbullying may be subject to disciplinary action consistent with Student Policy #6 and applicable law. Alternatives to discipline may include restorative interventions, counseling, behavioral supports, or other corrective measures designed to address the behavior and support a safe school environment.

Pacific View may promote digital citizenship education and responsible use of technology to help prevent cyberbullying and foster respectful online communication.

Students and parents will receive information about the school's cyberbullying policies and reporting procedures through the student handbook, school website, and other communications. Pacific View Charter School prohibits retaliation against any individual who reports cyberbullying or participates in an investigation.

Adopted:

Amended:

DRAFT

Pacific View Charter Board Meeting

July 21, 2026

Administrative

AGENDA ITEM**6.3.6 - Curriculum Policy #14
High School Grade Level Criteria****Information/Summary**

Curriculum Policy #14 clarifies the school's authority, responsibility, and protocols for addressing cyberbullying that occurs off-campus and outside of school hours, specifically when those actions create a substantial disruption to the school's learning environment or infringe upon the rights of students while at school

Responsible Party

Executive Director Gorence will discuss the need and development of Curriculum Policy #14.

Recommended Action:

That the board approve Curriculum Policy #14 as presented.

[Return to Agenda](#)

Pacific View Charter School**Curriculum and Instruction****Policy #14****High School Grade Level Criteria**

High school students at PVCS will be assigned a grade level according to credits earned and not age. This is to ensure that students who are credit deficient have ample time to remediate credits and students are not moved from one grade level to the next without the opportunity to complete the appropriate courses and credits for each year of high school. In each school year, a student must complete the appropriate number of credits by the beginning of Track 2 in order for a grade level change to occur in that year. Students may also petition the school at the end of the first semester if they have met the requirement to progress to the next grade level. Students will progress to the next grade level when they have completed the following number of credits:

220 Graduation Requirements

Grade 9	0-55 credits
Grade 10	55-110 credits
Grade 11	110-165 credits
Grade 12	165-220 credits

Students who are graduating in their third year will remain in grade 11 until they have completed the mandated state assessments. Students who may qualify for the 130 Graduation Requirements will be evaluated in their third year of high school.

Board Approved: 6.16.2020

Amended: 2.16.2021

Pacific View Charter Board Meeting

July 21, 2026

Curriculum & Instruction

AGENDA ITEM**6.4.1 - Yearbook A/B Course Outlines****Information/Summary**

To expand our elective offerings and provide career-technical pathways, we are proposing transitioning the yearbook from an extracurricular club to an academically rigorous, credit-bearing elective. This is a new high school elective course for the 26-27 school year.

Responsible Party

Executive Director Gorence will discuss the new course.

Recommended Action:

That the board approves the new elective course as presented.

[Return to Agenda](#)



PACIFIC VIEW CHARTER SCHOOL

Pacific View Charter School Course Outline

Course Title: Yearbook A

Department: Electives

Credits: 2.5

Course #: 1385

Prerequisite: n/a

Course Description:

This project-based course provides elective credit for students who participate in planning, documenting, designing, editing, and producing Pacific View Charter School's high school yearbook for the current school year. Students must complete and document at least 12 hours of approved work to earn 2.5 credits, and may earn up to 5 credits for 24 documented hours with completion of both Yearbook A and Yearbook B. All work must contribute to the completion of the current high school yearbook and follow school expectations for privacy, copyright, digital citizenship, accuracy, and appropriate content. This course is graded on a Pass/Fail scale.

Student Outcomes:

By the end of this course, students will be able to:

1. Plan a yearbook theme, visual identity, page ladder, deadlines, and individual production responsibilities.
2. Use TreeRing tools to create page layouts, place and crop photographs, apply templates, format text, and prepare pages for publication.
3. Apply basic principles of graphic design, including hierarchy, balance, alignment, spacing, contrast, typography, and visual consistency.
4. Gather, organize, caption, and edit photographs that accurately represent the school community and current school year.
5. Conduct interviews and write concise, accurate copy, headlines, captions, and feature content for an authentic student audience.
6. Use ethical journalism and digital citizenship practices, including fact-checking, source attribution, copyright compliance, privacy, and respectful representation.
7. Collaborate with peers and school staff; accept feedback; revise assigned pages; and meet production deadlines.
8. Proofread names, dates, captions, page references, and other content for accuracy and consistency.
9. Complete assigned sections and contribute to final quality-control checks before the yearbook is submitted for printing.

Assessment:

- Credit is based on verified hours and satisfactory completion of assigned yearbook work.

Instructional Materials:

- <https://www.treering.com/>



Pacific View Charter School Course Outline

Course Title: Yearbook B**Department:** Electives**Credits:** 2.5**Course #:** 1386**Prerequisite:** n/a**Course Description:**

This project-based course provides elective credit for students who participate in planning, documenting, designing, editing, and producing Pacific View Charter School's high school yearbook for the current school year. Students must complete and document at least 12 hours of approved work to earn 2.5 credits, and may earn up to 5 credits for 24 documented hours with completion of both Yearbook A and Yearbook B. All work must contribute to the completion of the current high school yearbook and follow school expectations for privacy, copyright, digital citizenship, accuracy, and appropriate content. This course is graded on a Pass/Fail scale.

Student Outcomes:

By the end of this course, students will be able to:

1. Plan a yearbook theme, visual identity, page ladder, deadlines, and individual production responsibilities.
2. Use TreeRing tools to create page layouts, place and crop photographs, apply templates, format text, and prepare pages for publication.
3. Apply basic principles of graphic design, including hierarchy, balance, alignment, spacing, contrast, typography, and visual consistency.
4. Gather, organize, caption, and edit photographs that accurately represent the school community and current school year.
5. Conduct interviews and write concise, accurate copy, headlines, captions, and feature content for an authentic student audience.
6. Use ethical journalism and digital citizenship practices, including fact-checking, source attribution, copyright compliance, privacy, and respectful representation.
7. Collaborate with peers and school staff; accept feedback; revise assigned pages; and meet production deadlines.
8. Proofread names, dates, captions, page references, and other content for accuracy and consistency.
9. Complete assigned sections and contribute to final quality-control checks before the yearbook is submitted for printing.

Assessment:

- Credit is based on verified hours and satisfactory completion of assigned yearbook work.

Instructional Materials:

- <https://www.treering.com/>

Pacific View Charter School

Yearbook A/B Course Timesheet

Student Name: _____

Supervising Teacher/Advisor: _____

Directions: Record only approved, productive yearbook work. Each entry must identify the task or page completed and be verified by the supervising teacher/advisor. Twelve verified hours earn 2.5 credits; 24 verified hours earn the maximum 5 credits.

Entry	Date	Task / Page / Deliverable	Hours	Advisor Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Total Verified Hours: _____ **Credit Earned:** ☐ 2.5 credits

Student Signature: _____

Yearbook Teacher/Advisor Signature: _____

Pacific View Charter Board Meeting

July, 2026

Personnel**AGENDA ITEM****6.5.1 - Track 2 Supervisory Teacher
K-12 Art Teacher****Information Summary**

This Track 2 Supervisory Teacher – K-12 Art Teacher position will allow PVC to expand its instructional program. This role will provide art education opportunities for students across all grade levels while supporting the responsibilities of a Supervisory Teacher within the school’s independent study model. This position requires a valid California Art Teaching Credential and reflects PVC’s continued commitment to offering diverse, high-quality learning opportunities that support student engagement and success.

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the Track 2 Supervisory Teacher – K-12 Art Teacher Description.

Recommended Action:

That the Board approves the K-12 Art Teacher Job Description as presented.

[Return to Agenda](#)

Certificated– EXEMPT**Job Description- Track 2 Supervisory Teacher - K-12 Art Teacher****Description of Position:**

All Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the Supervisory Teacher, student and learning coach (parent/guardian) our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. The K-12 Art Teacher supports students in all grade levels by providing direct instruction to students in the area of Art Education through in-person workshops, synchronous learning and virtual sessions.

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher- K-12 Art Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset through a variety of art lessons and hands on projects that align to California VAPA standards.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students.

Essential Duties and Responsibilities include but are not limited to the following:

- Develop a Personalized Graduation Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.
- Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings.
- Meet with assigned caseload of students every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
- Maintain open communication with both students and parents, and be available to students in need of assistance.
-

- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parents.
- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.
- Ensure appropriate classroom behavior expectations are followed.
- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students. • Administer group standardized tests in accordance with the State testing program. • Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and "best practices".
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A valid California Teaching Credential authorized to teach Art.
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.
- Onsite work required

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and making presentations.
- Seeing to read a variety of materials.

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment.
- Constant interruptions.
- Evening or variable hours.

Supervisor: Lead Teacher

Work Year: 186 Days

Board Approved: July xx, 2026