

Yuba Environmental Science
Charter Academy
Parent/Student Handbook



9841 Texas Hill Road
PO Box 430
Oregon House, CA 95962-0430
P: (530) 692-2210
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www.yescharteracademy.org

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LETTER FROM THE PRINCIPAL

Dear Parents/Guardians:

Welcome to a new school year at YES Charter Academy. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days and all other school activities.

You will find in the Parent/Student Handbook some very important information regarding the policies and procedures YES has established for the safety of your children and the smooth operation of our school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (530) 692-2210.

Our hope is that the partnership you develop with your children's teachers and YES Charter Academy will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Louise Miller', is written over a white background.

Louise Miller, Principal

School/Parent Responsibilities

YES Charter Academy will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the States student academic achievement standards by clearly planning learning expectations for students, providing meaningful opportunities for that learning, and designing and implementing appropriate assessment measures.

YES Charter Academy will send frequent reports to parents on their child's progress, depending upon grade level, via weekly newsletter, personal notes, a teacher web page, as well as formal assessment report cards and communications.

YES Charter Academy will hold parent-teacher conferences annually during which this Compact will be discussed as it relates to the individual student's achievement. There will be two formal conferences each year that will be officially scheduled within the class and school calendar.

YES Charter Academy will grant parents reasonable access to staff during after-school or before-school appointments made at a mutually convenient time.

YES Charter Academy will provide parents with opportunities to fulfill their parent participation hours in their child's class by providing an annual sign-up list and upon request from our office.

YES Charter Academy will provide parents with the ability to observe classroom activities by requesting, in advance, a Visitor Pass from the teacher or Executive Director.

The Parent/Guardian will be responsible for supporting his/her child's learning by monitoring attendance, homework completion, and television watching, volunteering in the classroom, and/or the participating, as appropriate, in decisions relating to the education of his/her child and the child's positive use of extracurricular time.

GENERAL HOUSEKEEPING:

- Daily attendance is very important! Please have your child to school each day.
- Important learning is missed when students are not present and participating.
- Attendance hours are from 8:35a-3:00p Monday through Thursday and 8:35a-1:00p on Friday's. Your child will be marked Tardy if he/she arrives past 8:45. Please check your

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calendar for non-attendance days to schedule your student's appointments without missing school.

- You will receive a call from the school each day that your student is not present. After 3 days of absences, a doctor's note will be required. Per state law, chronic absences may result in your child being reported to the SARB agency for review. When your student is absent they will be issued an Independent Study Packet so they may make up work and clear their absence.
- **ALL** students will have free breakfast and lunch!
- Breakfast is from 8:15-8:35.
- After school care is not available at this time due to COVID restrictions.
- YES is committed to health and wellness in our students and staff. To this end, **no soda, Kool Aid, energy drinks, candy, and related** are allowed on campus. Please send a water bottle to help your student stay hydrated. **YES water bottles are on sale in the office for \$5.00.**
- Please do not forget to log your Parent Volunteer Time! You can sign up for opportunities and log your hours via your ParentSquare account.
- Please visit our website at www.yescharteracademy.org for schedules, general school information, and more.

**Within this policy, the word "parent/Guardian" is employed. This word is intended to reach any caregiver of students enrolled in YES Charter Academy, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.*

Parent Volunteer Opportunity

Each parent of an enrolled child at YES Charter Academy is invited to contribute four (4) hours per trimester (twelve (12) hours per year) of volunteer time to support the activities and students of YES Charter Academy. This commitment is for twelve (12) hours, per year, per family, not per child. Please go to our website, yescharteracademy.org, and follow the link to register with ParentSquare, this will list events and keep track of Parent volunteers hours.

Please check the list below for some of the events going on this school year. We need help for all of them! Although we will contact you when help is needed in a specific activity, please make sure to go to the website to sign up for an event to fulfill your commitment. Thank you for your support!

- Harvest Festival
- Breakfast with Santa
- Book Fair
- Earth Day

Continued on next page...

- Science Fair
- Field Trip Chaperone
- Coordinate Bake Sales at Community Events
- Join the Council of Directors
- Join a Parent Committee

Attendance/Tardiness

ABSENCE:

Regular and prompt attendance is necessary to academic achievement and is required by the State of California. The state considers more than two (2) days of absence in any grading period excessive. Make-up work is the responsibility of the student. The first day of return from absence, the student should ask the teacher for work missed, then complete and return as soon as possible. In case of extended illness parents should contact the school/teacher and arrange to pick up missed work. This procedure will help prevent the student from being overwhelmed with the task of completing missed work.

The State of California recognizes two types of absences: personal and unexcused. Personal absences are: doctor and dental appointments of students; illness of the student; attendance at a funeral (one day) for a member of the immediate family of the student; quarantine (by a state health agency) of the student; jury duty served by the student; and hospitalization of the student. **All other absences are unexcused and may result in truancy.**

Excessive Absence Policy: when a student has absences in excess of 10% of days enrolled for the school year, any further absences for illness must be verified by a physician or school personnel. **Failure to provide physician or school personnel verification will result in absences being recorded as unexcused.**

An explanation regarding your child's absence is required as soon as he/she returns to school. WE encourage you to call the school on the first day of your child's absence. Phone calls are documented and used to clear student's absences. If you leave a message on the machine, be sure to state your name, your child's name, date of absence and reason for absence.

TARDY:

If a student arrives at school after 8:45 a.m., he/she is to check in at the office before going to class. Student's arriving after 9:00 a.m. are considered truant and must be accompanied by an adult to the front office. A truancy letter will be mailed to the home after accumulation of 3 days

truancy. **Habitual truancy or tardiness will be reported as required by California State Law.**

ATTENDANCE:

If a student is going to be absent, a parent/guardian MUST CALL the school before 8:30 on the morning of the absence.

Excused Absence: According to the California Education Code, illness, quarantine, medical, dental, optometric appointments or attending funeral service for immediate family members are the only excused absences from school. **A doctor's note is required if a student is absent more than 3 days due to illness.**

Unexcused Absence: Any absence not fitting the above descriptions. Absence from school without a valid excuse more than 3 days qualifies a student and parent for legal referral to a School Attendance Review Board (SARB).

Tardy: Student tardiness is considered an inconsiderate act that disturbs the learning process and contributes to and is reflective of a person's irresponsible behavior. We view tardiness as a serious problem. **Students are tardy after 8:45 and are truant after 9:00.**

Remittance after Absence: All absences must be verified by a note, telephone call or personal visit from a parent/guardian **within 5 days.**

HOMEWORK FOR ABSENTEES:

When a student is going to be gone for more than 5 days, the Independent Study Coordinator will prepare work through the independent study program. Two weeks' notice is required for the independent study program for extended absence. For absence due to illness independent study is also available to make up and clear attendance. We will only dispense 15 days of independent study for the school year. If your student is absent more than the 15 days a doctor's note will be required to excuse the absence. **IT IS THE STUDENT/PARENT RESPONSIBILITY TO TURN IN WORK WHEN REQUIRED WE WILL NOT REISSUE WORK NOR ACCEPT WORK TURNED IN LATE. FAILURE TO COMPLETE WORK AND CLEAR ATTENDANCE WILL RESULT IN A YUBA COUNTY SARB REFERRAL.**

This is a separate program from Homeschool or Distance Learning.

Dress Code

The Yuba Environmental Science Charter Academy faculty and administration are dedicated to offering a wholesome education - inclusive of the learning environment in which the children attend school. Students are to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

Students' clothing must not present a health or safety hazard or a distraction which would interfere with the education process. The major responsibility for dress and grooming is placed upon the student and the student's parents.

The administration reserves the right to decide the appropriateness of the student's attire. Inappropriately dressed students will be expected to change clothing. The following guidelines are intended to define appropriate student attire and personal grooming and shall apply to all regular school activities. We intend to provide our students with a school environment that is clean, positive, and uplifting. We ask your support in helping the Yuba Environmental Science Charter Academy form a healthy school time setting by guiding your children towards appropriate school attire.

Your support is most needed and appreciated in the following areas:

- Students should dress for the weather and/or come dressed anticipating the weather
- Shoes must be suitable for P.E., Sandals must have a back strap. All shoes need to be firmly attached to the feet and without flashing lights or wheels.
- Clothes should be sufficient to conceal undergarments and insure privacy at all times.
- Saggy clothing is discouraged. Students may be asked to change if clothing prohibits them from moving freely.
- Clothing and jewelry must be free of writing, pictures or any other insignia which are crude, vulgar, profane, advocate the use of drugs, alcohol, tobacco, or violence.
- Hats and hoods must be removed inside all buildings.

Students who come to school dressed inappropriately will be asked to change into clothing provided by office or will need a change of clothes brought to school by parent/guardian.

Prohibited Items

Electronic Devices: iPods, cell phones, CD players and other electronic entertainment devices may not be brought to class or the playground. Cell phones must be put away during school hours. Students who are seen with their cell phone out and/or in use will have phone confiscated by the school and made available in the office for the parent to pick up.

Personal Property: Students shall not bring items of value to school without the expressed consent of the parent/guardian. The school is not responsible for damaged, lost or stolen items. Students bear the sole responsibility for personal items brought to school. We strongly encourage students not to bring large sums of money to school. Personal property having no bearing on studies will not be allowed at school. This includes toys, games, radios, skateboards, video games, CD players, recorders, baseball cards, athletic equipment, cameras, iPods, and mp3 players. **These items may be confiscated and returned only to parents.**

YES Charter Academy is not responsible for lost or stolen cell phones, personal electronic devices and personal property.

Student Drop Off & Parking

General Guidelines:

All visitors to the Yuba Environmental Science Charter Academy are expected to adhere to the rules of The road when driving on or around the School premises. **All visitors are expected to drive slowly when students are present.**

Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the School premises in any area except the parking lot or designated drop-off and pick-up areas.

- When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area. There shall be no passing around other vehicles.
- Unless the parking lot has been designated a student drop-off and pick-up area, please enter the parking lot only if you plan to get out and walk your child to school. Otherwise, the parking lot is not a safe drop-off and pick-up area.

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- When you pull to the curb of the designated pick-up and drop-off area, the first car should pull at least one or two car lengths past the main entrance before stopping.
- When leaving, pull out slowly and look carefully for students and other cars.
- Enter the property using the ENTE R ONLY designated drive and exit using the EXIT ONLY drive.
- Drivers of Kindergarten aged children may park on the gravel round-about to attach/remove Children from car seats and accompany them to/from the car, while school is in session.

At times other than school hours, that area may be used freely.

Registration of Visitors & Guest Passes

For the safety and protection of all students, visitors must first check in at the office before visiting campus or classrooms. Visitors shall be provided identification to be used by at all times while on the School premises. Parents are encouraged and welcome to visit our school at any time. Conferences with either the teacher or other school staff should be by appointment because this will ensure that the person you want to see is available.

Student Health, Safety, & Medical Treatment:

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPIL - (Ed. Code Sections 49423, 49480)

The school nurse or other designated school employee will administer prescribed medication during the school hours only upon written request of both the physician and the parent(s) or the guardian. All student medications must be kept in the office. State law requires that the parent(s) or guardian notify the school nurse or the principal when their child is on continuing medication for a no episodic condition, example: asthma, hay fever, hyperactivity, diabetes, epilepsy, etc.

CONFIDENTIAL MEDICAL SERVICES -(Ed. Code 460 10. 1)

All parents/guardians are hereby notified that all students in grades 7- 12 may be excused from school, without the consent of the student's parent/guardian, to obtain confidential medical services.

EXEMPTION FROM PHYSICAL EXAMINATION -(Ed. Code Sections 49450-4945 1)

A physical examination will not be given to a child whose parent requests his/her exemption in writing. However, the child may be sent home if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.

EVALUATION OF VISION AND HEARING -(Ed. Code Sections 49452-49457)

Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon first enrollment and at least every third year thereafter until the child has completed the eighth grade. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. This provision does not apply if the parent files with the principal a written statement to a well-recognized faith or teachings, which depend on prayer for healing. (See attached letter from the school nurses).

IMMUNIZATION REQUIREMENTS -(CCR Title 17 Sections 6020, 603 5)

Before initial enrollment in California public schools, certain immunization requirements must be met: polio, measles, rubella, mumps, and DTP Booster requirements must be taken as required by law. Upon enrollment after August 1, 1998, children entering school or a child care and development program at the kindergarten level or below shall also present evidence of immunization against hepatitis B. Children, who have not reached the age of four years, six months shall also present evidence of immunization against haemophilus influenza type b. (Health and Safety Code 1203 3 5) Effective July 1, 1999, all students entering, advancing to, or repeating 7th grade shall present evidence of immunization against hepatitis B and a second dose of measles-containing vaccine (MMR). Yuba County Health Office, Dr. Joseph Cassady, has mandated a TB test within 12 months of starting the first day of kindergarten and/or before 7th grade. Effective July 1, 2011 all students entering 7th through 12th grades are required to show proof of Tdap immunization (Pertussis). Beginning July 1, 2012 and beyond, all students entering the 7th grade will need proof of a Tdap (Pertussis) booster shot before starting school.

IMMUNIZATION FOR COMMUNICABLE DISEASE -(Ed. Code Section 49403)

A parent must give consent in writing for a licensed physician or registered nurse under the supervision of a physician to administer an immunizing agent. No immunization will be given at school without parent permission in writing.

ORAL HEALTH EXAM -(Ed. Code Section 49452.8)

The Education Code now requires that your child have an oral health assessment (dental check-up) by May 31 either in Kindergarten or 1st grade, whichever is their first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed/registered dental health professional.

PROHIBITION OF USE OF TOBACCO ON CAMPUS - (Ed. Code Section 4890 1)

All individuals, including students, staff, and community members are prohibited from using tobacco products on district property, including vehicles, buildings, parking areas, grounds, and at district events.

SUSPECTED CHILD ABUSE OR NEGLECT - (Penal Code Sections 11 166, 11 172)

The Penal Code mandates school personnel to report any incident of suspected child abuse or neglect. Failure to do so is a misdemeanor.

Discipline Policy:

Our core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

1. All parties involved in conflicts will be heard and treated with dignity and respect.
2. Students will learn, with guidance, how to solve their problems in a respectful way and experience consequences.
3. Students will think of various solutions and evaluate which solution is best for all involved.

Emergency Plans:

SPECIAL INFORMATION FOR PARENTS

Telephones/Communications:

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

Dismissal:

Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

Student Release Procedure:

- Go directly to the entrance of the school or evacuation area. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
- Proceed with child back to Student Release Tables just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
- Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.

IF YOU CAN'T GET TO THE SCHOOL

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires an evacuation of the school, the students will be transferred to the nearest available safe shelter. If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

FOOD AND WATER

In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food, in the school earthquake kit.

FIRE DRILLS AND EVACUATION

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department.

BOMB THREATS

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan; appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

Bus/Transportation:

YES Charter Academy provides bus service to and from our school. Riding the school bus is a privilege and the privileged may be revoked if the school rules and regulations are not followed. Students must submit to the driver's authority, for the safety, at all times.

Bus drivers, students, parents, and the school all share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner while riding the bus. **Riding the school bus is a privilege.** If you behave appropriately, you will be allowed to ride the bus. This agreement is designed to ensure that all students riding the bus are picked-up and dropped-off in a safe and orderly manner.

Below, you will find the terms and conditions that must be agreed upon in order for your child to ride the Yes Charter Academy school bus. Please initial each bulleted category to note that you have read and agree with the information.

Students agree to ride the bus safely and follow all bus rules:

- Arrive at my designated bus stop at least (5) minutes prior to the buses scheduled arrival time
- Stay away from the bus until it comes to a complete stop. Load and unload in an orderly fashion
- Stay seated (with your back to the back of the seat, facing forward). Seatbelt fastened.
- Observe the same conduct as in the classroom
- Keep hands and feet to myself, inside of the bus not outside or in the aisle
- Talk softly at all times. Excessive noise is an unsafe distraction to the bus driver.

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- Be Courteous. Use no inappropriate language. Talk kindly to others.

Students agree to treat the bus, the driver, and all the passengers with respect:

- Obey directions from my bus driver. Driver is authorized to assign seats.
- Cooperate with the bus driver my name when asked
- Respect bus property. Do not be Destructive. Vandalism will not be tolerated.
- Respect personal property at bus stops and on bus
- Keep bus clean, pick up after yourself. Deposit trash in garbage can at front of bus.
- No inappropriate conversations or touching allowed

If I choose not to follow this contract, I understand the following consequences may occur, or in the event of a serious offense I may be suspended from the bus immediately:

BUS DISCIPLINE:

1st Offense: My parent(s)/guardian will be notified by the school bus driver or designate either verbally or via bus conduct report. I will be warned about the consequences of not following the school bus rules. I may be assigned a seat by the bus driver until my behavior improves. I understand that other disciplinary measures may be taken if I violate the school bus rules or the school code of conduct.

2nd Offense: A bus conduct report will be issued. An administrator will notify my parent(s)/guardian about my behavior. I will definitely be assigned a seat by the bus driver and I may lose all bus privileges for 3 to 5 days.

3rd Offense: Same as above, but I may be subject to an indefinite suspension and subject to a **last chance agreement** before I am allowed to return.

For severe cases: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by a school administrator. A serious infraction, such as a weapon, drug or physical violence, may result in bus privileges being suspended immediately.

Note: If bus privileges are suspended, the Parent/Guardian must arrange transportation to and from school for their student(s). Students must continue to attend school. Additional referrals (regarding behavior on the bus) may result in removal from the bus for the remainder of the school year.

ParentSquare:

YES Charter Academy is using a Parent/Guardian communication program called **ParentSquare**. This program will allow us to reach parents via text, phone, and email. This is where Parents/Guardians can sign up for events and to input volunteer hours. You can download the **ParentSquare** app your mobile app store. We also use **ParentSquare** for events, notifications, signups, and presales. Apparel and water bottles can also be purchased via this app. **ParentSquare** is also an Alert System for emergencies and urgent messages and allows you direct access to communication with your student's teacher. Please contact the office if you need any assistance utilizing this program.

YES Wellness Policy

Preamble:

Yuba Environmental Science Charter Academy (hereto referred to as the Academy) is committed to the optimal development of every student. The Academy believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.^{i,ii,iii,iv,v,vi,vii} Conversely, less-than-adequate consumption of specific foods including fruits and vegetables is associated with lower grades among students.^{viii,ix,x} In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.^{xi,xii,xiii,xiv}

This policy outlines the Academy's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

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- Students in the Academy have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the Academy in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The Academy establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the Academy.

The Academy will coordinate the wellness policy with other aspects of school management, including the Academy's School Improvement Plan, when appropriate.

YES Charter Academy's Wellness Policy can be viewed in its entirety at

https://yescharteracademy.org/ycoe-compliance/yes_charter_academy_wellness_policy/

School Calendar

YES Charter Academy

2021-2022 School Calendar

August 2021						
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September 2021						
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October 2021						
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November 2021						
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December 2021						
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January 2022						
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February 2022						
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March 2022						
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April 2022						
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May 2022						
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June 2022						
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July 2022						
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31						

	Minimum Day out 1:00 PM	Every Friday
	First and Last Day of School	August 18-June 3
Class Time	8:35-3:00	
TK_K Dismissal	1:00	
Minimum Day Ends	1:00	

	No School
Parent Teacher Conferences	
Nov 16-19	March 15-18
Instructional Minutes TK-K	37800
Instructional Minutes 1st-8th	54030
Council Approved	

YES Contacts

School Address: 9841 Texas Hill Rd. Oregon House
Mailing Address: PO Box 430 Oregon House, CA 95962
Phone Number: (530) 692-2210
Fax Number: (530) 692-3241

Website: www.yescharteracademy.org
ParentSquare: www.parentsquare.com
Facebook: www.facebook.com/YESCharterAcademy/

YES Administration

Principal:

Louise Miller,
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Administrative Assistant:

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President: Pam Cook

Vice President: Linda Cohee

Chief Financial Officer: Paul McGovern

Staff Representative: Eve Domingo

Secretary: Jamie Hyatt

Principal: Louise Miller

Endnotes

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