



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064

Phone (619) 404-3190 * Fax (619) 749-1792

Regularly Scheduled Board Meeting

Cabrillo Point Academy

3152 Red Hill Ave. #150

Costa Mesa, CA 92626

October 18, 2022 – 1:00pm

Through Teleconference

Join Zoom Meeting

<https://cabrillopoinacademy-org.zoom.us/j/84399308637?pwd=MnZUbFNFMHNKRHlzeG11OHVNZS9vdz09>

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AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Discussion and Potential Action on Resolution for Continuing School Board Authority to Hold Virtual Meetings Pursuant to AB 361
5. Executive Director's Report
6. Consent Agenda

The following items are considered by the Executive Director to be of a routine nature.

The last item in this section is a single vote to approve them en masse with one motion. Any recommendation may be removed at the request of any Board Member and placed on the regular agenda.

- a. Special Board Meeting Minutes from September 13, 2022
- b. Regular Board Meeting Minutes from September 20, 2022
- c. 2022-2023 Employee Handbook

- d. 2022-2023 Parent Student Handbook
 - e. 2022-2023 Compensation Policy
 - f. Evaluation Policy
7. Discussion and Potential Action on September Financials with the August Check Register
 8. Discussion and Potential Action on the Civility Policy
 9. Board Recruitment Ad-hoc Committee Report
 10. Closed Session – Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2):
(Two Cases) Facts and circumstances: Several UCP complaints have been made against CPA and staff by one family relating to various communication issues, work sample issues, teacher transfers, Public Records Act requests, and investigation processes
 11. Future Agenda Items
 12. Announcement of Next Regular Scheduled Board Meeting
 13. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items either in person or through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Any person on Zoom wishing to speak please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Cabrillo Point Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (619) 782-6464 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



**Resolution of Cabrillo Point Academy Board of Directors
2022-21**

**Continuing School Board Authority to Hold Virtual Meetings
Pursuant to AB 361**

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 which indicated that Executive Order N-29-20's authorization for holding virtual meetings would expire on September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(e)(1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, AB 361 amends the Brown Act (Government Code section 54953) to add the following provision:

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of

emergency. (B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

THEREFORE, BE IT RESOLVED that the Board of Directors of Cabrillo Point Academy finds that the Governor's March 4, 2020, declaration of a state of emergency due to the COVID-19 pandemic remains active.

BE IT FURTHER RESOLVED, the Board of Directors of Cabrillo Point Academy finds that due to the state of emergency meeting in person would present imminent risks to the health or safety of attendees and/or the state of emergency continues to directly impact the ability of the members to meet safely in person due to the prevalence of variants of the COVID-19 virus, the indoor setting of meeting facilities, the potential presence of contagious individuals attending meetings, the potential for noncompliance with mask wearing requirements, and desire to protect the health of board members, staff, and the public.

PASSED AND ADOPTED by the following vote of the Board of Directors of Cabrillo Point Academy, County of Orange, State of California on October 18, 2022.

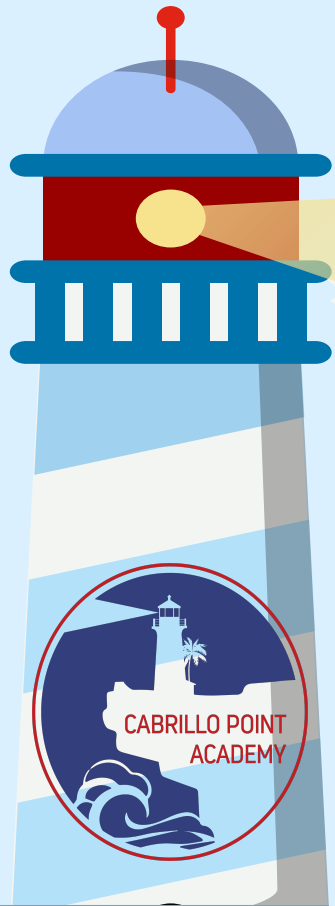
AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENCES: _____

President, Board of Directors



Cabrillo Point Academy

Board Meeting
October 18, 2022

Top Cabrillo Point Testers



STAR 360 Update



- 100% participation in the Fall
- Every teacher has student data
- Discussing data reports, intervention, support programs with families
- Teachers working with testing leads to offer support to students

Enrollment Update

Closed semester 1 high school enrollment last week

Current Enrollment: 4,298

Still enrolling in Orange County

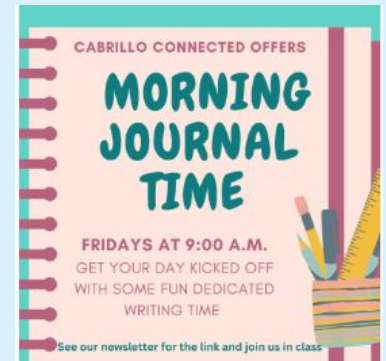
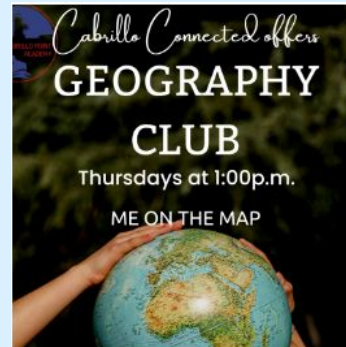
Riverside and San Diego are waitlisted



Cabrillo Connected



- Classes are free and available to all students
- 27 Classes offered on a weekly basis
- Math classes offered twice a week for TK-8th grade
- Reading and Writing classes offered to TK-8th grade
- Elective classes are offered on a rotating schedule
- Classes are beginning to have a core group of kids that show up each week



Adventures in Math

65 Students - Topics driven by STAR 360 Results

1- 45 minute class every Thursday for grades 3-8



***Boosting our “Growth Mindset”** - Research has shown that we all hold ideas about our own potential. A limiting belief that some of us carry is that our math intelligence is more or less fixed and that we can or can’t do math. During AIM classes we work to shift our growth mindset from fixed to growth and in-turn increase our mathematical achievement.

***Developing a strong understanding of math vocabulary** - As students become more proficient in mathematical vocabulary, their confidence and test scores will improve. We must first have a clear understanding of what the problem is asking in order to successfully solve it.

***Building math proficiency through exploration and investigation** - Students collaborate with peers and go beyond just coming up with an answer, but instead focussing on the process that lead to the solution. Students learn to make convincing arguments supporting their findings as mathematical “big ideas” are explored. All processes are positively acknowledged as students learn that every person views and approaches a problem in their own unique way.

Explorers on Course



Field Trip to Long Beach Aquarium Sold Out and another time offered. Community is building and becoming stronger!

Friendship Fest Park Day @ Veteran's Park 10/21 Sold Out!

EOC Monthly Activities: Spirit days and community building activities. Upcoming: Bring Your Favorite Book to Class and Class Gratitude Tree

Enrollment will re-open in December for second semester

EOC teachers provide HSTs with talking points, themes and standards covered in class and at home to improve communication with students in Explorers on Course during Learning Period Meetings. Scope and sequence also shared.

Explorers Enrollment Updates

	Session 1	Session 2	Total
Kindergarten	ELA 18 Math 14	ELA 9 Math 11	52
1st Grade	ELA 24 Math 20	ELA 17 Math 20	81
2nd Grade	ELA 26 Math 20	ELA 17 Math 23	86
3rd Grade	ELA 26 Math 26	ELA 23 Math 20	95
4th Grade	ELA 23 Math 23	ELA 29 Math 25	100
5th Grade	ELA 25 Math 20	ELA 23 Math 25	94

Parent Engagement



We have hosted 16 Parents on Course since school has started and have 4 more planned for the remainder of October.
(STAR 360 Overview & Reports, High School Tour, Math, Azure Login, Wellness Wednesday)



Parent Pods are new this year and have been successful! We will be hosting popular Parent Pods in Spanish as well!
(Spotlight on Community Service, Scheduling Homeschool Days)





CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064

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Special Board Meeting – Cabrillo Point Academy

September 13, 2022 – 1:00 pm

3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance:

1:04-1:30 Caroline Moon, Natasha Brunstetter, Devon Roseli

1:30-1:59 Caroline Moon, Devon Roseli, Jordan Terrones and Jessica Solis

Through Teleconference

Also Present: Jenna Lorge, Dr. Erika Vanderspek

Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:04pm.

Approval of the Agenda

- Natasha Brunstetter made a motion to approve the agenda.
- Devon Roseli seconded.
- Unanimous

Public Comments

No public comments.

Discussion and Potential Action on the 2022-2023 Dashboard Local Indicators

Dr. Rupi Boyd, Director of Accountability, presented the 2022-2023 Dashboard Local Indicators and explained that each year the school self-reports on progress toward five local dashboard indicators. The state will publish local indicators on the dashboard this December.

Devon Roseli made a motion to approve. Natasha Brunstetter seconded. Unanimous

Discussion and Potential Action on the 2021-2022 Unaudited Actuals Report

Jason Sitomer presented the UAR which is a summary of what the end of year is projected to be and what the audit is expected to look like. It is a full financial picture of the fiscal year and what the auditor will confirm. It is based on ADA 4123. Revenue increased by \$2.2 million and the year-end surplus went up by \$4 million.

Caroline Moon made a motion to approve. Natasha Brunstetter seconded. Unanimous

Discussion and Potential Action on the 2021-2022 EPA Actuals

Jason Sitomer explained that Education Code requires boards to approve how EPA funds are spent. Cabrillo Point Academy spent the funds on teacher salary and benefits, which is an appropriate use. In June 2022, the board approved the 2022-2023 EPA Budget. This item is the 2021-2022 actual report.

Devon Roseli made a motion to approve. Natasha Brunstetter seconded. Unanimous.

Consent Agenda

- a. Regular Board Meeting Minutes from August 23, 2022
 - b. 2022 Spring Consolidated Applications and Reporting
 - c. 2022-2023 Compensation Policy
 - d. Promotion, Acceleration, and Promotion Policy
 - e. Employee Expense Policy
 - f. Evaluation Policy
 - g. Invoices over \$100,000
- Caroline Moon made a motion to approve the consent agenda.
 - Natasha Brunstetter seconded.
 - Unanimous

Discussion and Potential Action on Board Recruitment

Natasha Brunstetter resigned effective immediately as of item 9. Caroline Moon thanked Natasha for her years of service on the board. The ad-hoc committee held interviews on August 26, 2022, and is recommending Jordan Terrones, Jessica Solis, and Daniel Rooney to fill the vacant board positions. Caroline Moon made a motion to approve. Devon Roseli seconded. Unanimous.

Finance Training: School Funding and Report Timeline

Jason Sitomer presented the training. Caroline Moon, Devon Roseli, Jordan Terrones, and Jessica Solis were in attendance.

Announcement of Next Regularly Scheduled Board Meeting

The next regularly scheduled board meeting will be held September 20, 2022 at 1:00pm.

Adjournment

- Caroline Moon made a motion to adjourn at 1:59pm.
- Devon Roseli seconded.
- Unanimous

Prepared by:

Dr. Erika Vanderspek

Noted by:

Board Secretary



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Special Board Meeting – Cabrillo Point Academy

September 20, 2022 – 1:00 pm

3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Devon Roseli, Jessica Solis, Daniel Rooney
Through Teleconference

Absent: Jordan Terrones

Also Present: Jenna Lorge, Dr. Erika Vanderspek
Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:03 pm

Approval of the Agenda

- Devon Roseli made a motion to approve the agenda.
- Caroline Moon seconded.
- Unanimous

Public Comments

A comment submitted in writing by Na'Comi Berman was read by Caroline Moon. Mrs. Berman thanked Liz Palmiter for working to get additional course outlines added.

Board Training – Charter School Legal Updates

Merrick Wadsworth, attorney with Procopio, presented the training.

Board Training – Brown Act and Conflict of Interest

Jennifer McQuarrie, attorney with the Law Office of Jennifer McQuarrie, presented the training. If a public comment is shared to the board, and the board would like to address the comment, there should be a standing agenda item called “Future Agenda Items” on each board agenda. The board could recommend items for future board meeting agendas, such as a topic shared during public comments.

Announcement of Next Regularly Scheduled Board Meeting

October 18, 2022

Adjournment

- Caroline Moon made a motion to adjourn at 3:18 pm.
- Devon Roseli seconded.
- Unanimous

Prepared by:

Dr. Erika Vanderspek

Noted by:

Board Secretary



Cabrillo Point Academy

Employee Handbook

2022-2023

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SECTION 1 – WELCOME

Welcome to Cabrillo Point Academy!

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

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

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

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

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

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at CPA.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other CPA document confers any contractual right, either express or implied, to remain in CPA's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by CPA or you may resign for any reason at any time.

No supervisor or other representative of CPA except the Executive Director, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

SECTION 3 – PHILOSOPHY

CORE PURPOSE

CPA exists to inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three core values are what distinguish CPA from other schools:

- Mentoring – to inspire students to forge their paths in the world
- Passionate – to strive for excellence
- Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

- Innovative
- Dynamic
- Results-oriented
- Data-driven
- Extraordinary
- Confident
- Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, CPA will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

- Academic achievement through relevant curricula, clear expectations, and shared accountability
- Relationship building through mentorship and consistent communication

SCHOOLWIDE LEARNER OUTCOMES

At Cabrillo Point Academy, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Cabrillo Point Academy's Students are:

- **Navigators of the Digital World** - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- **Self-Directed** - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- **Personalized Learners** - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- **Independent Critical Thinkers** - Independent critical thinkers who have the ability to problem solve, take ownership, and apply their knowledge to a variety of problems.
- **Responsible Citizens** - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- **Effective Communicators** - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and CPA will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, CPA may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director of CPA with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict CPA’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

CPA is an equal opportunity employer. In accordance with applicable law, CPA prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, CPA prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. CPA will ensure that applicants and employees are treated in all aspects of employment without unlawful

discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, CPA prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of CPA.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, CPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to CPA. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. CPA will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of CPA to ensure equal employment opportunity without harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, age, sexual orientation, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

CPA prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to CPA (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the

workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means
- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another’s work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee’s refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
 - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual
 - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment

What is Abusive Conduct/Workplace Bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - Use of derogatory remarks, insults and/or epithets
 - Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others

What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, or for participating in an

investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All CPA employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

CPA encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Executive Director or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, CPA encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. CPA recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. CPA is serious about enforcing its policy against harassment; however, CPA cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to CPA’s attention so it can take whatever steps are necessary to correct the problems.

All employees who witness potential violations of this policy, and particularly supervisors, are required to

immediately report such incidents to their immediate supervisor, the Executive Director, or Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

CPA encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

CPA's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with CPA's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, CPA will provide regular progress updates, as appropriate, to those directly involved. CPA will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

CPA may investigate conduct in the absence of a formal complaint if CPA has reason to believe that an individual has engaged in conduct that violates CPA policies or applicable law. Further, CPA may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which CPA believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as CPA believes appropriate under the circumstances. Due to privacy protections, CPA may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if

erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. CPA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Executive Director. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of CPA prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers online at www.eeoc.gov and www.dfeh.ca.gov, respectively.

TITLE IX

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School’s Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School’s Title IX Coordinator is Jennifer Carrete, phone: (619) 782-6464 ext. 2011, Email: TitleIX@cabrillopointacademy.org.

TRAINING REQUIREMENTS

CPA requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

CPA is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying

potential violations of CPA policy, specifically the policies contained in CPA's Employee Handbook.

An employee who wishes to report a suspected violation of law or CPA Policy may do so by contacting the Executive Director, Deputy Executive Director or Human Resources.

CPA expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of CPA policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, Deputy Executive Director or Human Resources. Any supervisor, manager, or human resources staff member that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. Human Resources and a member of CPA's administration will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. CPA strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. CPA is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. CPA will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

CPA provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area.

The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the School shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the School may provide another cooling device suitable for storing milk, such as a School-provided cooler.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

- The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
- The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Executive Director. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at CPA and will be handled in accordance with CPA's policy on discrimination and harassment.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of CPA and its interest in our school will be formed in part, by CPA employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, CPA, and our school's services.

Below are several things employees can do to help leave people with a good impression of CPA. These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like and personable replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each CPA employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work 35 or more hours or more each week. Part-time employees are those regularly scheduled to work less than 35 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all employees who are determined by the School to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Non-Exempt

This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

Certificated Employee

Certificated Employees are teachers and administrators and work according to specified days on their board approved staff calendar.

Classified Employee

Classified Employees include those employees hired by CPA that do not primarily instruct students, nor require state certification, such as maintenance, assistants and other operational employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of

their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

CPA reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at School-sponsored functions is not compensated unless the supervisor has required you to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

Position Responsibilities

- Teachers may be assigned a “Virtual Class” or “Virtual Classes.”
- Teachers are provided, at CPA’s expense, a computer capable of maintaining a high-speed internet connection for their entire virtual class.
- Teachers must be available each school day from 8:30 a.m. – 5:00 p.m. by internet and/or phone.
- Teachers **may** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
- Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.
- Teachers will use the tracking and monitoring system integrated into the student’s assigned course. Teachers will provide continual monitoring of the student’s progress and their scheduled benchmarked progress status.
- Teachers will be responsible for all virtual school required record keeping and reporting.

Training

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard CPA protocols and procedures.

Worksites

Most classes will be held virtually. Teachers may work from home.

REMOTE WORK POLICY

The conditions of remote work include, but are not limited to the following:

EMPLOYEE EXPECTATIONS

Availability

As a condition to working on a remote basis, the employee must be available for contact via telephone

and email and perform work during their normal scheduled hours. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.

Timekeeping Requirements

Non-exempt employees working remotely must comply with the School's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in the School's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with school policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to their supervisor and Human Resources.

Compliance With School Policies

Employees must comply with all School policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of the School's electronic communications and computer systems and Confidential Information, including but not limited to student information.

Leave of Absence

Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.

Security Measures

Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the School. All work product done at the home work area will be treated in the same manner as work product from the School's primary location and is the property of the School. All records, computer files, and correspondence must be safeguarded for return to the School's primary location. Computer files must be regularly backed up and saved. All School property, unless otherwise specifically authorized by a supervisor, must be returned to the School's primary location upon the employee's conclusion of the remote work period. Employee is expected to ensure the protection of student and personnel privacy concerns, including, but not limited to ensuring that no private student information requiring protection by FERPA is disclosed to third parties without the parent's/guardian's consent, protecting School computers from access by third persons, keeping confidential information in locked cabinets and any other protective measures in light of your particular position.

Travel

Employees must remain available to be physically present at the work site as needed by School operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Remote work is not a substitute for dependent care. Employees shall remain available during agreed upon work hours to work for the School.

Work Space Safety

- While working from home, Employee shall maintain a clearly defined workspace that is kept clean, orderly and free from hazardous conditions.
- The work area shall have adequate light so the Employee may successfully perform the requirements of the Employee's job.
- All exits from the worksite shall be free from obstructions.
- All equipment used by Employee (both School provided and Employee owned) shall be in good working condition.
- Employee's desk, chair and other equipment are appropriately designed and arranged to eliminate strain on all parts of the body. Employee shall indemnify Employer for any injury to third parties at the teleworking location.
- If the Employee is injured while performing work in the course of scope of Employee's employment with the School while working at home, Employee shall notify the Employee's supervisor immediately. During work hours and while performing work functions in the designated work area of the home, Employee is covered by worker's compensation, only during agreed upon work hours.

Equipment, Tools, and Materials

- School will supply Employee with necessary office supplies to perform the Employee's job. School will not reimburse Employee for any additionally purchased supplies without the prior written consent of the Employee's supervisor.
- Employee acknowledges that all School provided equipment and tools required for Employee to perform that Employee's job remain the property of the School. The School will provide for repairs to School equipment and tools only. The Employee is responsible for repairs to any Employee-owned equipment or tools used by Employee. The Employee is financially responsible for School owned equipment and tools if any are lost, stolen or damaged because of that employee's intentional conduct, gross negligence, misuse or abuse.
- No one other than Employee shall use any School provided equipment or tools for any purpose and Employee shall only use School provided equipment and tools for business purposes.
- Within three (3) days of written notice, Employee must return School owned equipment for inspection, repair, replacement, or repossession.
- If the Employee's employment is terminated, Employee agrees to return all School owned equipment, tools and materials to School within 48 hours of receiving a shipping label or ability to drop off at a school site.

Miscellaneous

- An employee's ability to work remotely remains at the sole and absolute discretion of the School. As with all of its policies and procedures, the School reserves the right to modify, alter, or

otherwise amend this policy at its sole and absolute discretion.

- Unless otherwise required by law, remote working is voluntary.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The School understands that in some cases, advance notice is not possible. In these cases, notify your supervisor personally at the earliest possible moment. In some circumstances, you may be required to provide verification of the reason or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school sponsored training that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

CPA will pay hourly employees for attendance at mandatory training, lectures and meetings outside of regular working hours at the employee's hourly rate. As exempt employees, salaried staff may be required to attend training seminars that may be outside of CPA's normal business hours with no additional pay.

In the event that an employee must leave early or is unable to attend a scheduled training (i.e., Professional Development sessions), during their normal work hours, an employee **MUST** put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time each work period began and ended, and the meal periods taken. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Employees must record all time actually worked. Submission of your electronic timecard indicates you have certified the hours entered are accurate and you have adhered to all policies and procedures.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

WORKWEEK AND WORKDAY

CPA's workweek is from Sunday at 12:00 AM through the following Saturday at 11:59 PM. CPA's standard workday is 12:00 AM to 11:59 PM (midnight) each day.

OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or double time. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

OFF THE CLOCK WORK

CPA prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell phones to check work email, voicemail or to send text messages after hours.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 11:59 a.m. The employee may waive this meal period if his/her workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from their supervisor and complete a "Meal Period Waiver" form. This needs to be completed in advance or immediately as the situation occurs, but in no event after the meal period has been missed. If you are a part-time employee who consistently works 5-6 hours a day and would like to waive your meal break on a regular basis, please note that you will have to fill out a new form every 90 days to continue to waive your meal break. Reach out to HR to receive a copy of the "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee may only waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from their supervisor and complete a "Second Meal Period Waiver" form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that day's time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's timesheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1, 10-minute rest period
Over 6 hours to 10 hours	2, 10-minute rest periods
Over 10 hours to 14 hours	3, 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

In addition to reporting it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue

to his or her supervisor and complete a Non-Exempt Employee Meal Waiver Agreement. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to their supervisor on the same workday that he or she experienced the non-compliant meal or rest period. If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the noncompliant meal or rest period on the Non-Exempt Employee Meal Period Waiver Agreement, or to Human Resources. Non-Exempt Employee Meal Period Waiver Agreement.

PAYDAYS

Employees are paid semi-monthly on the 10th and 25th of the month in accordance with the School’s payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have an automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual “payday,” the School is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

If a wage garnishment order is received by CPA for one of our employees, we are obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

PAYROLL WITHHOLDINGS

CPA is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee’s paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, CPA must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions, CPA will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee’s paycheck is explained on the check voucher/paystub. If the

employee does not understand the deduction, then he or she should ask Human Resources to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to Human Resources.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

CPA employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after he or she begins work. Former employees who are rehired must also complete the form if they have not completed an I-9 with CPA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide evidence of your credential including EL Authorization, official transcripts, and/or test scores prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails recertification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file. As a condition of continued employment, all employees will be required to present evidence once every four (4) calendar years that they are free from active tuberculosis. Employees shall be required to provide TB clearance to Human Resources no later than the last Friday business day prior to the expiration date of their current TB clearance. Employees whose TB clearance has expired will not be permitted to report to work, and will be placed on unpaid leave in increments of five (5) work days. For example, if an employee's TB clearance expires on Tuesday, March 7, the TB clearance would be due to HR by Friday, March 3. If the employee does not submit the TB clearance to HR by Friday, March 3, the employee will be placed on unpaid leave for March 6-10. Turning in the TB clearance during the 5-day unpaid leave period does not cancel the 5-day unpaid leave period.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

Applicants and employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with the School.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that CPA's employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without CPA's assistance, he or she is required to notify CPA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with CPA.

All employees that are mandated reporters are required to participate in approved mandated reporter training provided by the School within six weeks of the employee's hire date and annually thereafter within the first six weeks of each school year. If the employee attends an approved mandated reporter training that is not offered by the School using a sign-in sheet confirming participation, the employee is required to provide a copy of any certificate of completion to the human resources department of the School after completion.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to Human Resources. All requests should be put in writing preferably on the form maintained by CPA. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports, or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee's personal information and changes affecting the employee's status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

PERFORMANCE EVALUATIONS

Staff will be evaluated annually or every other year per the Evaluation Policy. Staff will meet with their direct supervisor annually to establish and review SMART goals for the school year.

SECTION 8 – LEAVES

FAMILY MEDICAL LEAVE ACT

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child.
- The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition."
- The "serious health condition" of the employee.
- The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been

taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, "key" employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any "key" employee who is not eligible for reinstatement.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources. In some instances, FMLA leave and CFRA leave run concurrently and in some instances they do not. FMLA runs concurrently with Pregnancy Disability Leave, while CFRA does not.

CALIFORNIA FAMILY RIGHTS ACT ("CFRA")

Employees may be eligible for CFRA leave only if the School has 5 or more employees for each working day during each of the 20 or more calendar workweeks in the current or preceding calendar year. Eligible employees may request a CFRA leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the CFRA leave of absence.

Ordinarily, you must request a planned CFRA leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A CFRA leave may be taken for the following reasons:

- The birth of an employee's or a domestic partner's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth, adoption or placement of the child.
- The care of the employee's spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild or sibling with a "serious health condition."
- The "serious health condition" of the employee; or
- The qualifying exigency related to covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

The definition of child includes any adult child, regardless of the child's age or dependency status.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, registered or domestic partner, domestic partner's child, parent, parent-in-law, grandparent, grandchild, or sibling requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period. The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much CFRA leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as CFRA will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid CFRA leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid CFRA leave that is due to your own serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PTO, PSL, and holiday benefits, will be suspended during the approved leave

period and will resume upon return to active employment. During a CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If the employee out on leave chooses not to return to work from a leave allowed by this policy after the expiry of the leave, the employee will be required to repay the School the premium amounts it paid during leave, unless the employee does not return to work because of circumstances beyond his/her control or because of recurrence, continuation, or onset of a serious health condition.

If you do not return to work on the first workday following the expiration of an approved CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

Before an employee will be permitted to return from leave taken because of their own serious health condition, the employee must obtain a certification from their health care provider that they are able to resume work.

If you have any questions concerning a CFRA leave, or would like to submit a request for a CFRA leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor and Human Resources at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The School will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the School may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave (e.g., for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit

payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

Additionally, if an employee does not return to work after the expiration of the pregnancy disability leave, and the reasons for failure to return to work do not include one of the following: 1) the employee is on CFRA leave; or 2) the continuation, recurrence or onset of a health condition entitling the employee to pregnancy disability leave in the first instance, non-pregnancy-related medical conditions requiring other leave or other circumstances beyond the control of the employee, the School reserves the right to recover from the employee the premium the School paid for the employee's group health plan coverage while out on leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or domestic partner is on leave from deployment during a period of military conflict.

An eligible employee must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use unused and available PSL or PTO for this leave.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers'

compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

CPA provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The School will allow any non-exempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the employee's regular shift, whichever provides the least disruption to the normal work schedule unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or

daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year.
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor.
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use existing PTO in order to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against an employee for taking time off for this purpose. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's communication, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use available PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work for various reasons related to crime or abuse if:

- The employee is a victim of such a crime.
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, adoptive child, foster child, legal ward of the court, adopted child, a child of a domestic partner, a child to whom the employee stands in loco parentis, a person to whom the employee stood in loco parentis when the person was a minor, sibling, step-sibling, foster sibling, adoptive sibling, half-sibling, parent, legal guardian of an employee or an employee's spouse or domestic partner, person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child, step-parent, or the child or a registered domestic partner, or any other individual whose close association with the employee is the equivalent of any of these family relationships) of an employee is a victim of such a crime.

"Victim" means a victim of stalking, domestic violence, or sexual assault; a victim of crime that caused physical injury or that caused mental injury and a direct threat of physical injury; a person whose

immediate family member is deceased as the direct result of crime.

Leave may be taken for the following reasons:

- Any employee may take leave to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- An employee victim may take time off to obtain or attempting to obtain any relief, which includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.
- An employee victim to seek medical attention for injuries caused by crime or abuse.
- An employee victim to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- An employee victim to obtain psychological counseling or mental health services related to an experience of crime or abuse.
- An employee victim to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

When an employee is a victim as defined as follows: A person against whom one of the following crimes has been committed: A violent felony as defined in Penal Code section 667.5(c); A serious felony as defined in Penal Code section 1192.7(c); A felony provision of law proscribing theft or embezzlement, the employee shall be allowed to attend judicial proceedings related to that crime or those crimes against an immediate family member victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

When an unscheduled absence occurs, the School shall not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to the employer. Documentation may be from any of the following:

- A police report indicating that the employee was a victim.
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this Crime Victim Leave.

An employee must give reasonable advance notice to the School by providing documentation of the proceeding, unless advanced notice is not feasible.

This leave is unpaid but the employee may choose to use available sick, or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

The School will also, to the extent possible and allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are the victim of domestic violence, sexual assault, or stalking, you may be entitled to a reasonable accommodation for your safety while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The School is not required to undertake an action that constitutes an undue hardship on its business operations. If you require a reasonable accommodation in line with this policy, please contact the School's human resources manager.

You will not be discharged, discriminated against, or retaliated against because of a request for an accommodation under this policy.

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone at (213) 897-6595 or visit a local office by finding the nearest one on the website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws, and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

ORGAN DONOR / BONE MARROW DONOR LEAVE

The School will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the School will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

The employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if he or she had been actively working during this time, but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

CPA will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

This policy in no way restricts CPA's right to discipline an employee, up to and including termination of employment, for violation of CPA's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your available sick, and/or PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

CIVIL AIR PATROL LEAVE

CPA provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with CPA for 90 days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees are required to give the School as much notice as possible of the intended dates upon which the leave would begin and end. The School will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued PTO.

STAFF OUT OF STATE/COUNTRY

Employees are not allowed to perform any work for Cabrillo Point Academy while the employee is located outside of the United States of America. Any time taken outside of the United States of America will be taken as vacation leave or unpaid time off. Additionally, employees may not work remotely from other states without advanced written permission from the Executive Director based on board approval. Any dispute arising out of the employment context between Cabrillo Point Academy and the employee will be filed in a court of competent jurisdiction located in San Diego County or with an arbitrator in accordance with an arbitration agreement located in San Diego County and in accordance with the laws of the state of California without regard to conflict of laws principles.

SECTION 9 – BENEFITS

SCHOOL HOLIDAYS

The School observes the following holidays during the year:

- Independence Break
- Labor Day
- Veteran's Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Presidents' Break
- Spring Break
- Memorial Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave
- Due to a previously scheduled and approved time off

PAID TIME OFF (PTO)

Full-time 12 month classified employees and certificated directors, and administrators are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part-time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

Full-time, regular Administrative/Classified employees (12-month employees) accrue ten (10) paid vacation days per year. Vacation days are accrued at a rate of 6.667 hours per month. Once an employee's PTO balance reaches twenty (20) days (i.e., 160 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 20-day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Any employee who converts from full-time to part-time status (less than 35 hours/week) will no longer be eligible for PTO. All accrued PTO will be paid out on the paycheck following the conversion.
- Upon separation of employment, eligible employees will be paid their accrued, but unused PTO based on their date of separation and their regular rate of pay. Employees are not entitled to pay in lieu of taking vacation except upon termination of employment.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap as set forth in this policy.

Limits on Use

PSL may be taken in minimum increments of 2 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Permitted Use

Eligible employees may use their allotted PSL as follows:

- To take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member.
- To aid or care for a guide dog, signal dog, or service dog, as those terms are defined by Civil Code section 54.1, of the employee, employee’s family member, or the person designated by the employee as identified below.
- If the employee’s place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or child care provider is closed by order of a public official due to a public health emergency.
- For purposes related to donating the employee’s bone marrow or an organ of the employee to another person or to care for or assist a person for purposes related to that person’s donating bone marrow or an organ to another person.
- For family emergencies, employees may use up to 2 sick leave days per school year.

For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, a designated person (if the employee does not have a spouse or registered domestic partner), the child or parent of a spouse of the employee or those related to the employee by blood or affinity equivalent to a family relationship. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child. “Spouse” means a legal spouse as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

Accrual

PSL days are accrued as set forth below to eligible employees:

All employees that have worked within California for 30 days are eligible employees that will be awarded PSL beginning on their first day of employment in accordance with the details below:

Workdays per Position	Start Date			
	7/1/22-9/6/22	9/7/22-12/31/22	1/1/23-3/3/23	3/4/23-6/30/23
191, 196, & PT Staff	24 hours	prorated	24 hours	prorated
201 & 206	32 hours	prorated	32 hours	prorated
228	40 hours	prorated	40 hours	prorated

NOTE: Prorated amounts are determined by the percentage available to work during the remainder of the semester.

Carry Over and Caps on Accrual

The maximum amount of PSL that an employee may accrue is 80 hours for the school year. Carry over into the next year is subject to a cap of 18 days or 144 hours for full time employees. An employee will be awarded the number of hours from the above chart at the start of each semester based on their time of service unless they have already met the cap of 144 hours. Once the maximum accrual is reached, employees stop accruing until the next semester frontload and the amount of accrued sick leave is below 144 hours. Accrued and unused sick leave carries over from year to year, subject to the 144-hour accrual cap. At no time may an employee accrue more than 144 hours. Part time employees will be capped at 80 hours.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. In the event that three (3) or more consecutive work days of sick leave are used, an employee must provide medical clearance to return to work.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CPA's health plan when a

“qualifying event” would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee’s hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at CPA group rates plus an administration fee. CPA or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CPA’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

SOCIAL SECURITY/MEDICARE

If you are a full-time regular employee contributing to a teacher’s retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

CPA withholds income tax from all employees’ earnings and, if elected, participates in FICA (Social Security), for temporary employees and Medicare withholding and matching programs as required by law.

PENSION 2 403(B) AND 457 (B)

Pension2 is available to all staff members, certificated and classified. Pension2 offers voluntary supplemental savings plans including 403(b) and 457(b) plans with low costs and flexible investment options. The 403(b) plan includes an employer match - 100% of your contributions are matched, up to 5% of your annual BASE contract salary.

If you would like to learn more and enroll in Pension2, South Support Site Pension2 403(b) and 457(b) informational videos provide an overview of what is available and how to enroll. For more information contact Pension2 customer service: (888) 394-2060.

Employer matches are subject to changes, as approved by the Board.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers’ compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave (“PFL”) program, which

is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) or participate in a qualifying event because of a family member's military deployment to a foreign country. The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided by the state concurrently while an employee takes an eligible leave of absence under CPA policy and applicable law.

CPA will require you to exhaust any available sick leave and PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

RETURN-TO-WORK POLICY

CPA strives to assist employees to return to work at the earliest possible date following an injury or illness. A return-to-work program has several benefits for both the School and employees by minimizing time lost from work.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA). Inquiries about the ADA, FMLA or CFRA should be directed to the human resource department (HR).

CPA defines "transitional work" as temporary, modified work assignments within the worker's physical abilities, knowledge and skills.

When possible, transitional positions may be made available to qualified employees to minimize or eliminate time lost from work. The School cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

Procedures

If a health care provider releases the employee to return to work on modified duty and has completed the return-to-work and job description forms, the employee should return the forms to HR within 24 hours or as soon as practicable. The employee cannot return to work without the release from the health care provider.

HR will review the return-to-work form and determine a transitional position for the employee if appropriate and transitional work falls within the School's operational needs. A transitional position job description, including physical requirements, will be prepared for review and approval by the employee's health care provider.

Transitional positions are developed based on the physical capability of the worker, the needs of the School, and the availability of transitional work. CPA will determine appropriate work hours, shifts, duration and locations of all work assignments. The School reserves the right to determine the availability, appropriateness and continuation of all transitional work assignments.

It is the responsibility of the employee to provide HR with a current telephone number and address, so the employee may be contacted. The employee must notify HR immediately of any and all changes in medical conditions.

It is the responsibility of the employee and the employee's supervisor to notify HR immediately of any work-related injuries, if the employee misses time from transitional work or of any changes to transitional work assignments.

The employee will be asked to sign the notice indicating his or her acceptance or refusal of the transitional work job offer and to return the notice to HR.

Any employee returning to a transitional position must not exceed the duties of the position or go beyond the restrictions indicated by the health care provider. If any medical restrictions change, the employee must immediately notify their supervisor and provide the supervisor a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the health care provider.

UNPAID LEAVE

When an exempt salaried employee does not have any available PTO or PSL and there is a need for time off, they must take the whole day unpaid. Exempt salaried staff members cannot take partial days off as unpaid leave.

SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using CPA's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of CPA and have been provided for use in conducting CPA business. All communications and information transmitted by, received from, created, or stored in CPA's Communication Systems are records and property of CPA. The Communication Systems are to be used for School purposes only. Employees may, however, use CPA technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with CPA business, and does not violate any CPA policies:

- To send and receive necessary and occasional personal communications.
- To use the telephone system for brief and necessary personal calls; and
- To access the internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

CPA has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing Email, voicemails, and instant messages sent and received by users. Further, CPA may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of CPA's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from CPA's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish CPA's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed CPA upon request for any reason that CPA, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though CPA has the right to retrieve, read, and delete any

information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on CPA letterhead.

Offensive and Inappropriate Material

CPA's policy against discrimination and harassment, sexual or otherwise, applies fully to CPA's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the internet or displayed or stored in CPA's computers. Likewise, material or graphics political in nature are not allowed to be used or displayed during work hours. Employees encountering or receiving this kind of material should immediately report the incident to their Executive Director.

CPA may (but is not required) to use software to identify inappropriate or sexually explicit internet sites. Such sites may be blocked from access by CPA networks. Employees who encounter inappropriate or sexually explicit material while browsing on the internet should immediately disconnect from the site, regardless of whether the site was subject to CPA's blocking software.

Licenses and Fees

Employees may not agree to a license or download any material over the internet for which a registration fee is charged without first obtaining the express written permission of his/her Executive Director.

Games and Entertainment Software

Employees may not use a CPA internet connection to download games or other entertainment software, or to play games over the internet.

Confidential Information

Employees may not transmit information over the internet or through email that is confidential or proprietary. Employees are referred to CPA's "Confidential Information" policy, contained herein, for a general description of what CPA deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

CPA's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any CPA approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of CPA, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of CPA."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to CPA's network must do so through an approved internet firewall. Accessing the internet directly by modem is strictly prohibited unless the computer you are using is not connected to CPA's network.

Files obtained from sources outside CPA including disks brought from home; including files downloaded from the internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents, or vendors, may contain dangerous computer viruses that may damage CPA's computer network. Employees should never download files from the internet, accept email attachments from outsiders, or use disks from non-CPA sources, without first scanning the material with CPA approved virus checking software. If you suspect that a virus has been introduced into CPA network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

CPA reserves the right to modify this policy at any time, with or without notice. CPA may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA AND VIDEO CONFERENCING POLICIES

CPA has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. CPA has also adopted a policy regarding employees' behavior during video conferencing. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the School's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the School.
- Do not post confidential information (as defined in this Handbook) about the School, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the School's background check procedures.
- Be knowledgeable about and comply with the School's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the School.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as

malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the School, or that might constitute harassment or bullying.

- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the School. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the School.”
- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the School’s premises or at School functions without permission of the School. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting or explicit/implicit message puts his/her effectiveness as a School employee at risk. CPA encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Personal or Professional Blogs

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Employees may not comment on a student’s blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission

of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the School, or may violate this policy, please contact Human Resources. Social media is in a state of constant evolution, and the School recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with CPA's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

CPA attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Staff Equipment

Each staff member assigned devices and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used.
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures.
- Keep food and drinks away from all computing devices and work areas.
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to his/her immediate supervisor and/or Executive

Director.

- Obtain an official police report documenting the theft or loss; and
- Provide a copy of the police report to his/her immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

If you are required to perform business on a cell phone for CPA while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on your cell phone while driving a School vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, the employee's undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

CPA's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the internet.

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, CPA has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that

are owned, leased, operated, managed, or controlled by CPA.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by CPA employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by CPA.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. CPA must approve any postings prior to posting.

CPA reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If you have questions, talk with Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to your supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of CPA to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a CPA decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all CPA board members, employees, individual consultants hired or retained by CPA, and School Services Providers hired or retained by CPA.

Relationships between CPA board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- Family Members of CPA board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the CPA Board of Directors.
- Any time a board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a board member, in the discretion of the CPA Board of Directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, and father-in-law.

“Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to CPA, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to CPA.

Procedures

When a Family Member of a current CPA board member, employee, individual consultant, or School

Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member's application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that CPA's best interests would be served otherwise.

When a Family Member of a current CPA board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within CPA, the Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of CPA, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, CPA will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and CPA. If a mutual agreement is unattainable, the Board will determine, in CPA's best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that CPA's best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping.

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any School key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the School.

If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time CPA may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In CPA's discretion, employees' work areas (i.e., desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for CPA property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to CPA. CPA will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

CPA has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect CPA or which occur on CPA property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on CPA premises, regardless of the relationship between CPA and the parties involved
- All threats or acts of violence occurring off CPA premises involving someone who is acting in the capacity of a representative of CPA

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy CPA property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

CPA's prohibition against threats and acts of violence applies to all persons involved in CPA's operation,

including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on CPA property. Violations of this policy by any individual on CPA property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to their Executive Director.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the School may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

School Dress Code

It is the goal of the school to foster a professional work environment for all staff, as part of our commitment to providing excellent customer service to our families, our communities, our professional associates, and respect for one another.

General Rules

Clothing should be clean, free of wrinkles, rips or tears, and appropriate for the workplace. Nothing too tight or revealing (i.e., nothing too low cut in the front or back, or sheer), no bare midriffs, no spaghetti straps, and no undergarments showing. No shorts or yoga pants. No offensive language or images. Hair should be clean and neatly groomed. Please cover tattoos whenever possible.

Casual Business Attire

Tops:

- Polo style or button-down shirts or blouse
- Pullovers or sweaters
- *No tank tops

Bottoms:

- Skirt (no more than 3" above the knee)
- Dress slacks or Khakis
- Capri pants
- Denim jeans

Dresses:

- No more than 3" above the knee

Hats:

- School hats

Shoes:

- Comfortable and professional: This may include dress shoes, boots, heels, sandals, or flats.
- *If you are in a position where you are moving items or furniture, please wear closed-toe shoes.

TEACHER-STUDENT INTERACTIONS

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Bringing your own children into CPA students’ homes
- Allowing students in your home during working hours
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not

about school activities

Acceptable and Recommended Behaviors

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

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of

any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Executive Director. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Executive Director.

STANDARDS OF CONDUCT AND CIVILITY

At CPA, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

CPA employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All employees and any individuals acting on behalf of CPA are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Children must have adult supervision at all times.

CIVILITY

- Everyone treats each other with civility, dignity, respect and professionalism at all times
- Employees exercise emotional self-control and sensitivity to feelings of others not with blame or recrimination
- Employee behavior supports an environment where everyone feels safe, secure and respected.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer
- Provoking a fight or fighting during working hours or on School property
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the School
- Any conduct that has gained sufficient notoriety so as to impair the employee's school-related relationships
- Any willful conduct that endangers the safety, health or wellbeing of another individual
- Any act of sufficient magnitude to cause disruption of work or gross discredit to the school
- Immoral conduct
- Unfitness for service
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances
- Failure of an employee to obtain permission to leave work for any reason during normal working hours
- Abuse of sick leave
- Violation of the Communications Policy
- Violation of the Standards of Conduct and Civility Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language

at any time on School premises or during working hours

- Violation of any safety, health, security, or School rule
- Negligence or other conduct leading to the endangerment or harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

Upon an extended leave of absence, request from the School or termination of employment, employees are required to immediately return to the School all property of the School in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the School. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal,

social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

Employees shall not be financially interested in any contract made by them in their official capacity.

CPA expects employees to devote their best efforts to the interests of our school. CPA recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at CPA or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with CPA whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Executive Director to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to CPA's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

Outside Employment

If you are a full-time employee we expect that you devote your full professional effort to your position at CPA. If you wish to participate in outside work activities you are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with CPA's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at CPA.
- Involve organizations that are doing or seek to do business with CPA including actual or potential vendors.
- Violate provisions of law or CPA policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).
- Your obligations to CPA must be given priority. Full-time employees are hired and continue employment with the understanding that CPA is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL

Policy Statement

It is the policy of CPA that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of CPA. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of CPA if any of the following apply:

- It involves the use of CPA time, facilities, equipment, supplies, or the officer's or employee's position or influence with CPA, for private gain or advantage.
- It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with CPA.
- It involves the performance of an act as part of the outside activity that involves services performed for CPA.
- It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use CPA's name, logo, supplies, equipment or other property in connection with any outside activities.

Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of CPA, the officer or employee shall obtain a written determination of the Executive Director or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

EXPENSE REIMBURSEMENT POLICY

CPA will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of CPA business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the school's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

Policy Statement

It is the policy of CPA that CPA shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. CPA does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with CPA in order to obtain funds or things of value from CPA. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with CPA for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in CPA, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student’s education at CPA, resulting in the individual’s receipt of funds or thing of value from CPA.

Procedures

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

SECTION 12 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of CPA to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the School in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This

policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxilator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine

cigarettes including (herbal cigarettes) as well as e-cigarettes, cigars, pipes, vaping and/or (both tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location, whichever is farther.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of your Executive Director, other employees or call 911. Report any suspicious persons or activities to your Executive Director. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to your Executive Director.

VIDEO SURVEILLANCE FOR DANIELSON STREET OFFICE

Cabrillo Point Academy ("Charter School") is committed to maintaining a safe and healthy learning environment for all members of the school community. In furtherance of this goal, Charter School has installed security cameras in the hallways, entry ways, inventory rooms, and other locations throughout the administrative office at 13915 Danielson Street, Suites 100, 101, 102 and 200, Poway, California 92064 ("Office") for the safety of visitors and to secure Charter School property.

These systems have visual recording capabilities and the recordings may be retained in Charter School's sole discretion. There are no cameras in restrooms and other similar sensitive locations ("Sensitive Locations").

While in or around the Office, Charter School employees are subject to video surveillance and recording and do not have an expectation of privacy other than while in Sensitive Locations.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on CPA property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's Reimbursement policies. Employee must have prior supervisory approval for the use of personal vehicles

and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

CPA cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on CPA's premises, including the parking area, or away from school property while on school business. CPA employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

CPA is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Executive Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

CPA has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

ERGONOMICS

CPA has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to your Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact your Executive Director.

SECTION 13 – TERMINATION

VOLUNTARY TERMINATION

CPA will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from CPA; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to CPA for three consecutive work days. CPA requests that employees provide at least two weeks written notice of a voluntary termination. All CPA property must be returned immediately upon terminating employment. CPA retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of CPA's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, CPA reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at CPA may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at CPA. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, CPA will disclose only the dates of employment and the title of the last position held. CPA will verify or disclose an employee's salary history only if the employee provides written authorization for CPA to provide the information. However, CPA will provide information about current or former employees as required by law or court order. CPA will not provide any letters of reference for current or former employees. Please refer all questions about this policy to Human Resources.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Cabrillo Point Academy's ("CPA") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding CPA's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of CPA's policies.

In particular, I have read and understand CPA's Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with CPA at any time, CPA, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and CPA for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Executive Director of CPA, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. This is the entire agreement between CPA and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with CPA, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

CPA reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than CPA Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): _____

Employee Signature: _____

Date: _____



Cabrillo Point Academy

Parent/Student Handbook

2022-2023

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SCHOOL MISSION STATEMENT

MISSION STATEMENT

The mission of Cabrillo Point Academy is to develop the individual gifts of students in San Diego County and adjacent counties to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished through quality, personalized, standards-based education which could include online coursework, offline textbook work, project-based learning and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

DESCRIPTION OF THE PROGRAM

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

Our programs provide students with many opportunities:

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

SCHOOLWIDE LEARNER OUTCOMES (SLOS)

At our school, we have goals for students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our schools' culture: they reflect our school vision, the College and Career Readiness standards, and the education of the whole child.

Cabrillo Point Students Are:

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

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

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

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

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

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

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC) ACCREDITATION

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

When a school becomes accredited, it:

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

ADMISSIONS, REGISTRATION, & INTAKE

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

The student must reside within a county our school serves and provide proof of residency prior to registration. Cabrillo Point Academy serves San Diego County, Imperial County, Riverside County, and Orange County. If, while attending our school, a family moves, they must submit a new proof of residence annually and within ten days of a mid-year change in residence by completing the POR Survey in the Parent Portal. If a family moves outside of the service area for the school, the student will need to dis-enroll. There are accommodations for Homeless/Foster Youth and students of active military families.

Proof of Residency (POR)

This will be verification of a service to the home address listed on your application. The best document to upload is a current utility bill dated within the last 90 days. For example: a gas, water, electric or cable bill. If providing a utility bill, please make sure that your document has the "Service Address" specifically listed in addition to your name, the date, and the utility name. Just having the document addressed to you will not be enough, it must include the "Service Address" on the utility bill. You can also use your most current correspondence from a government agency - e.g., CalWORKs, Social Security, Medi-Cal, EDD, or rental property contract, lease, or payment receipt (Agreements must have the signature page reflecting both the renters and owner/landlord signature). Please make sure that the name, date and address are visible on the document you provide.

If you have one of the extenuating circumstances below, you would need to complete the corresponding forms:

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

High school transcripts are necessary for determining proper class placement and for creating Individualized Graduation Plans (IGP). Transcripts should be submitted during the registration process and can be submitted by hand, faxed, or emailed.

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

Registration in our school is contingent upon the student, parent, and teacher signing an Independent Study Master Agreement Form (Master Agreement) prior to the commencement of instruction and services. Parents and students will not have access to curriculum or Planning Amounts until the Master Agreement is signed and returned.

All students will be placed in their age-appropriate grade level, unless a previous school has officially approved a retention or promotion.

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

THE PARENT/GUARDIAN/LEARNING COACH'S ROLE

- Regularly support your student in daily learning during the school day, following the educational plan you (and/or the Learning Coach) and your Homeschool Teacher agree to.
- The educational plan approved by the Homeschool Teacher, in collaboration with the parent/guardian, must include current grade level curriculum and materials that address state standards.
- Treat all Homeschool Teachers and school staff with respect and professionalism.
- Work in collaboration with your Homeschool Teacher, ensuring your student participates fully in their homeschool learning journey.
- Complete and submit the monthly Student Learning Log (attendance log).
- Complete the STAR 360 online assessment up to 3 times per school year.
- Support student(s) in attending state-mandated CAASPP testing (SBAC, CAA, CAST, ELPAC (if needed) and Physical Fitness Test) or an alternate assessment.
- Practice consistent communication to enhance collaboration through daily checks of email and phone.
- Attend scheduled Learning Period meetings, as well as any other necessary meetings (on the phone, via web conference, or in-person), with school staff and student(s).
- Regularly support your student in their attendance and continual participation in any and all:
 - Intervention
 - Specialized Academic Instruction
 - and/or related Special Education services as written into their Individualized Education Program, if applicable.
- Ensure your student participates in online or other recommended intervention supports if needed and advised by your Homeschool Teacher, Student Support Team, 504 Team, or Individualized Education Program Team. Time spent on intervention is in addition to the instructional time required to complete core courses.

- Furnish your student with a learning environment that is conducive to student learning.

STUDENT BEHAVIORAL EXPECTATIONS

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

- Online classroom sessions
- Public libraries, coffee shops, parks, community locations
- School-sponsored field trips, workshops, and community events

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

- When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
- No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
- No offensive comments, language, or gestures are part of the learning environment.
- Impersonating another person on an online platform is prohibited.
- Use only your own username and password for online platforms and do not share these with others.
- Do not post personal information in online environments (Phone number, social media usernames, physical address, email address, passwords, etc.)

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

VIRTUAL MEETINGS

Virtual meetings with school staff shall be held in school-maintained, school-initiated virtual meeting platforms (e.g., Zoom, Google Meet). Recording, or taking photos, screenshots, or recorded audio transcription of school meetings is not allowed by parents/guardians/educational rights holders/students, with the exception of IEP team meetings. Parents have the ability to audio record IEP team meetings with advanced notice to Cabrillo Point Academy per Education Code section 56341.1(g). School meetings with students or relating to students are considered to be confidential communications. As such, CPA staff members have an expectation of confidentiality and duty to ensure confidentiality of such communications. School staff may, on occasion, initiate recording of general information meetings intended for parents, but in such cases, recording will be disclosed and consent obtained by participants in advance of participation in the meeting.

ZOOM DISCLAIMER

The purpose of the Zoom Disclaimer (Student/Parent Zoom Acceptable Use Policy) is to build trust, respect and

have safeguards in place for students to abide and adhere to the guidelines set forth by the school.

The goal is to prevent Zoom violations from occurring in our school organization by:

- Protecting data, student privacy and IT Security.
- Protecting students and staff from Cyberbullying, Abuse, Threats and Sensitive Content.
- Protecting unauthorized access data loss protection against security breaches and impersonating.
- Protecting unauthorized disclosure and dissemination of data from cybersecurity attacks.

Zoom Acceptable Use Policy

In order to create a safe, trustworthy, and respectful environment for students when taking part in online Zoom meetings, the following considerations must be observed and adhered to:

- By accepting the Zoom meeting ID and joining the meeting you agree to the terms set out in this document and Zoom Community Standards Guidelines.
- Participants should be dressed appropriately.
- The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
- Participants will be held in the Zoom 'lobby' until the teacher is available to meet with them.
- For participants some Zoom facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
- Zoom Community Standards conduct policies apply to Zoom meetings, and the teacher retains the right to terminate a meeting or a specific student's attendance in the event a violation of the above has occurred.
- A student (participant) could be in violation of the law by doing the following in Zoom Meetings:
 - Abuse - harass, intimidate, cyberbullying, silence someone else, or encourage others to do so
 - Hateful conduct - You may not promote violence against, threaten, or harass other people on the basis of race, ethnicity, national origin, caste, sexual orientation, gender, gender identity, religious affiliation, age, disability, or serious disease.
 - Sensitive Content - sensitive content as content that depicts or promotes graphic violence, adult content, inappropriate content, gratuitous gore, hateful imagery, and child exploitation material.
 - Violence - to threaten or call for violence, serious physical harm, death, or disease to an individual or group of people. We also prohibit the celebration of any violent act that may inspire others to replicate it or that targets people because of their membership in a protected group. Examples of violent threats are the following;
 - threatening to kill someone;
 - threatening to sexually assault someone;
 - threatening to seriously hurt someone and/or commit a violent act that could lead to someone's death or serious physical injury;
 - asking for or offering a financial reward in exchange for inflicting violence on a specific person or group of people.
- Illegal or certain related goods and services -
 - Counterfeit goods and services;

- Drugs and controlled substances;
- Human smuggling or trafficking;
- Products made from endangered or protected species;
- Sexual services;
- Gambling, betting or wagering activities;
- Unauthorized multi-level marketing businesses;
- Stolen goods; or
- Weapons, including firearms, ammunition, and explosives, instructions on making weapons (e.g., bombs, 3D printed guns, etc.).
- Copyright, trademark, defamation, right of publicity, and impersonation
 - Copyright is a form of legal protection for original works, like books, movies, photos and music. Copyright law prevents others from copying or displaying another's work without permission subject to a few exceptions, most commonly fair use. "Fair use" is typically a use for criticism, comment, news reporting, teaching, scholarship, or research.
 - A trademark is a word, logo, phrase, or design that distinguishes a trademark owner's good or service in the marketplace. Trademark law prevents someone from using a trademark to confuse others about whether a product or service is authentic, or to suggest that there is a relationship with the trademark owner when there is not.
 - Defamation (slander/libel) is to make false statements about someone that damage that person's reputation.
 - The "right of publicity" is using someone else's name, persona, or image for marketing or advertising purposes without their permission.
 - Impersonation is pretending to be someone you are not.

Consequences

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

SCHOOL CALENDAR

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

2022-2023 School Calendar

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Every LP	AI/WRs
Every LP	Collect & upload work samples



School Year Dates	
Aug 15	First Day of School
Jan 6	Last Day of 1st Semester
Jan 9	First Day of 2nd Semester
May 31	Last Day of School
School Calendar: 08/15-05/31	

Instructional Days	
85 Days	Semester 1
90 Days	Semester 2
175 Days	Total Instructional Days

Holidays	
Sep 5	Labor Day
Nov 11	Veterans Day
Nov 21 - 28	Thanksgiving Break
Dec 19 - Jan 2	Winter Break
Jan 16	Martin Luther King Day
Feb 17 - 24	School Recess
Feb 20	Washington/President's Day
Feb 24	Lincoln's Birthday
Apr 10 - 14	Spring Break
May 29	Memorial Day

Learning Periods	
LP 1	08/15/2022-09/12/2022 (30)
LP 2	09/13/2022-10/3/2022 (23)
LP 3	10/17/2022-11/10/2022 (19)
LP 4	11/14/2022-01/06/2023 (23)
LP 5	01/09/2023-02/10/2023 (24)
LP 6	02/13/2023-03/17/2023 (19)
LP 7	03/20/2023-04/28/2023 (25)
LP 8	05/01/2023-05/31/2023 (22)

	School Closed
	Teacher In-service
	LP Start Dates
	First & Last Day of School/Semester

February 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Assessment Windows	
Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

CURRICULUM CHOICES & LEARNING PATHS

Our academic program is designed to be flexible and customizable. Working together, credentialed teachers and parents/guardians/learning coaches design a learning plan that can incorporate:

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

If you are looking for an engaging, easy-to-follow learning platform, explore in-house curriculum options, such as K12, ALEKS, Redbird, Edgenuity, and Choice Plus Academy. Additional curriculum options such as Timberdoodle, Bookshark, Moving Beyond the Page, BYU Independent Study, UC Scout, and many more can be ordered through the school's ordering system.

Our school curricula include learning paths and platforms designed to address the needs of all students including:

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

Objectionable Materials

If your family finds certain lessons or materials in a particular unit of study to be objectionable for various personal reasons, please contact your Homeschool Teacher or HQT (for middle/high school Edgenuity and ChoicePlus Academy programs) and she/he will do their best to work with you to identify alternative lessons to meet the lesson objectives.

CURRICULUM: TRANSITIONAL KINDERGARTEN - 8TH GRADE

Transitional Kindergarten through 8th grade students have many options including various online curriculum with built-in pacing, bundled textbook programs, or unlimited choices of homeschool curriculum for a personalized learning path. A discussion with your credentialed Homeschool Teacher will help pinpoint how to gain the most from your curriculum.

Transitional Kindergarten

- [EmbarK12 by K12](#) - Online & Offline
- Other curriculum can be ordered through the school's ordering system

Kindergarten-2nd Grade

- [K12](#) - Online & Offline
- [Redbird](#) - Online Math (Grades K-2) and Language Arts/Writing courses (2nd Grade)
- Other Curriculum - Can be ordered through the school's ordering system

3rd-5th Grade

- [K12](#) - Online & Offline
- [ALEKS](#) - Online Math courses
- [Redbird](#) - Online Math and Language Arts/Writing courses
- Other Curriculum - Can be ordered through the school's ordering system

6th-8th Grade

- ChoicePlus Academy - Uniquely-designed courses taught live twice weekly in an online classroom. Internet access is required to attend scheduled courses and submit work.
- Edgenuity - Online, engaging, video-based curriculum
- [ALEKS](#) - Online Math courses
- [Redbird](#) - Online Math and Language Arts/Writing courses (Grades 6 & 7)
- Other Curriculum - Can be ordered through the school's ordering system

CURRICULUM: HIGH SCHOOL

Our school develops an Individualized Graduation Plan (IGP) for all high school students. Upon enrollment, students will discuss and create an IGP with their Homeschool Teacher or a High School Counselor, based on the student's short and long-term academic goals, graduation requirements, and post high school plans. We provide high school students with various homeschool curricula and educational vendor options, including "a-g," honors, and AP courses. Students have the freedom to choose courses from the curricula listed below:

Taught by our school's content teachers (HQTs):

- ChoicePlus Academy - Uniquely-designed courses taught live twice weekly in an online classroom. Internet access is required to attend scheduled courses and submit work.
- [Edgenuity](#): Online, teacher supported, engaging video based curriculum
- Both Edgenuity and ChoicePlus Academy offer a variety of honors and AP courses. Course selection can change at any time based on student enrollment and staff availability. Some AP courses offered have included:
 - AP Calculus AB
 - AP English Language & Composition
 - AP English Literature and Composition
 - AP Environmental Science
 - AP Spanish Language & Culture
 - AP U.S. Government & Politics
 - AP U.S. History
 - AP World History

Offered by external providers:

- ALEKS - Pre-Algebra & Math Foundations Elective online math courses
- A combination of the above
- Other Curriculum - Can be ordered through the school's ordering system

We also adopt AP and honors courses from Apex Learning, BYU, and UC Scout. If you are interested in an AP or honors course from a different vendor, please contact your HST.

For the 22-23 school year, we provide the following honors courses:

- History/Social Studies: all levels
- English: English 9-12
- Math: Algebra II and higher
- Science: Biology, Chemistry, & Physics
- World Language: Year 3 and higher

*Please note that the UC/CSU system calculates their own GPA for admissions purposes. Their calculation does not allow for a GPA boost for honors courses taken in 9th grade. Students should check with their individual colleges and review how their GPAs will be recalculated on the application. To review the GPA calculation for the UC/CSU system, please check [here](#).

MINIMUM GRADUATION REQUIREMENTS

High school graduation requirements and college entrance requirements are not the same. Admission to competitive colleges and universities will require a rigorous course of study. Students will work with their high school counselor to develop an Individualized Graduation Plan based on post high school goals, interests, and prior academic history.

College admission requirements vary from school to school. Students should check the admission requirements of any college(s) in which they are interested. Students should reach out to their high school counselor if they have questions about graduation requirements or the college admission process.

Subject Area	Graduation Requirements	Total Credits
History / Social Science	6 semester courses <i>(Must include one year of US History, one year World History, one semester of Government, and one semester of Economics)</i>	30
English	6 semester courses	30
Math	4 semester courses <i>(Algebra 1 is a graduation requirement)</i>	20
Science	4 semester courses <i>(Must include one year of Physical Science and one year of Biological Science)</i>	20
Visual & Performing Arts	2 semester courses	10
World Language		
Electives	18 semester courses	90
Total =		200 Credits

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

4-YEAR COLLEGE ENTRANCE REQUIREMENTS

Students applying to a 4-year college should plan to meet “a-g” requirements. These requirements are mandatory

for students who apply to the CSU or UC systems, and recommended for students who plan to apply to private and out-of-state colleges and universities. The “a-g” requirements are summarized below:

A-G	Subject Area	Subject Requirement
a	History Social Science	2 years <i>(one year of World History and one year of US History, or one semester of US History and one semester of Government)</i>
b	English	4 years
c	Mathematics	3 years (4 years strongly recommended) <i>PreAlgebra and Consumer Math do not count towards this requirement</i>
d	Laboratory Science	2 years (3 years strongly recommended) <i>(At least two of the three disciplines of Biology, Chemistry, and Physics)</i>
e	Language Other Than English	2 years (3 years strongly recommended) <i>(Must be the same language)</i>
f	Visual & Performing Arts	1 year of the same discipline
g	College-Preparatory Elective	1 year

Suggested Course Sequence			
9th Grade	10th Grade	11th Grade	12th Grade
<ul style="list-style-type: none"> English 9 Algebra 1 Biology WLG Year 1 VPA Elective 	<ul style="list-style-type: none"> World History English 10 Geometry Chemistry WLG Year 2 Elective 	<ul style="list-style-type: none"> US History English 11 Algebra II Physics WLG Year 3 	<ul style="list-style-type: none"> Economics and Government PreCalculus Elective Elective

All “a-g” courses must be completed with a grade of C or better. Students can check the progress of their “a-g” requirements by consulting with their high school counselor.

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

for most of the private and out-of-state colleges and universities.

Students should also plan to verify SAT or ACT requirements for colleges for which they are interested

For more information, please visit the sites below:

- [“a-g” Requirements](#)
- [“a-g” Course List](#)
- [SAT Information](#)
- [ACT Information](#)

HIGH SCHOOL ELECTIVE CREDIT FOR MIDDLE SCHOOL STUDENTS

Our school will grant high school elective credit for high school math, world language, and CTE pathway courses taken by middle school students. As a parent-choice school, we allow middle schoolers to take high school courses, but it is important to consider how taking courses in middle school will affect high school and college before choosing this option for your student. Please contact your Homeschool Teacher to discuss starting high school courses early prior to enrolling in high school level courses or using high school curriculum.

It's important to know

- Middle school students can earn elective credit for taking high school math, world language, and CTE courses (CTE courses are open to 8th grade only).
- Students can't "block schedule" multiple courses in the same subject per year.
- Students who take high school courses while in middle school will have the courses placed on their transcript at the start of 9th grade.
- Students who take high school courses while in middle school must complete the full high school standards aligned course. This means they will need to either take a course that is a-g as is, or complete a course outline (for CTE, they will need to take a CTE course with a credentialed CTE teacher). Your HST will monitor the high school course(s) with the same practices as any other high school course.
- High school courses completed in middle school will not be included in the high school GPA.
- Please keep in mind that not all high schools or districts will accept high school credits earned during middle school. Should the student transfer, it is up to the receiving school or district to grant credit.
- Students who are taking math or World Language courses must start them in the fall and take the A portion in the fall and the B portion in the spring.
- If your student is interested in playing sports in college they may want to take NCAA approved courses so that the courses can count towards NCAA requirements. Let your HST know if your student is interested in playing sports in college.
- Students have to meet the state minimum graduation requirements while in grades 9-12. This means that even if they take high school courses in middle school, while in grades 9-12 they have to take:
 - Three years of English
 - Two years of math
 - Two years of science (one life and one physical)
 - Three years of social science (world history, US history, government, and economics)
 - One year of Visual Performing Arts or World Language

*For example, if a student takes Algebra 1 and Geometry in middle school, they will need to take Algebra 2 and PreCalculus in high school to meet the math graduation requirement

Is your student ready?

- For World Language and CTE, students do not need to demonstrate subject matter readiness, but should be ready for a high school level course in general.
- For Algebra 1, your HST will verify that a standards aligned Math 8/Pre-Algebra has been completed. If not, your student will be required to take a proctored readiness exam.

When your middle school student takes a high school course

- Your HST will work with you to create an IGP so you can see how this will impact high school
- The course must be added to your student's MA
- The high school add/drop date will apply. The deadline to add or drop a high school course, or change a high school course's curriculum, is the last day of the first LP of the semester (LP1 or 5)
- If your student starts to struggle in the high school course please contact your HST right away

If you have any questions about this policy, please let your HST know before signing up for the high school course(s).

ACADEMIC EXPECTATIONS

TK-8th Grade

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

High School

All high school students enrolled at our school will discuss and create an Individualized Graduation Plan (IGP) with their Homeschool Teacher, developed to ensure graduation within four years of starting high school. Short and long term goals will be created based on the needs of each student. A high school counselor is also assigned to each student and will review the IGP for approval before courses are scheduled each year.

The minimum number of credits that should be earned at the end of each semester is listed below:

	Grade 9	Grade 10	Grade 11	Grade 12
Semester 1	25 credits	75 credits	125 credits	175 credits
Semester 2	50 credits	100 credits	150 credits	200 credits

Students and parents should work with their Homeschool Teacher and high school counselor if they wish to graduate high school early. Students must be enrolled in a minimum of four courses (20 credits) each semester.

Students must complete a minimum of 5 courses each semester (25 credits) to remain on track for graduation. Students who fail a course will earn 0 credits for the course and could potentially no longer be “on track” for graduation. Students who become credit deficient should work with their teacher and high school counselor to adjust the Individualized Graduation Plan.

I CAN STATEMENTS

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

The school is committed to empowering each student to reach their full potential. Our students are engaged learners capable of deep understanding, creative thinking, and innovative approaches to problem solving. Using the I Can Statements (State Standards), the student interests, talents and learning styles profile as their guide, as well as hands-on experiential learning, field trips, park days, and activities in the local community, credentialed teachers partner with parents to develop unique Personalized Learning Plans for each student.

ASSIGNMENT & WORK RECORDS (AWR)

Assignment & Work Records are a digital checklist created for each student and work parallel to the I Can Statements/Standards. AWR is personalized for each student and is a strategic plan that helps ensure appropriate progress through the standards is achieved.

ACADEMIC INTEGRITY

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

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

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

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

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

- **First offense:** For the first offense of academic dishonesty, students will receive an 'unofficial' warning. The goal is to educate students to ensure they have a comprehensive understanding of academic honesty. Students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified.
- **Second offense:** For the second offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with a chance to resubmit within 1 week. The parent/guardian will be notified, and students will sign an Academic Integrity contract. The offense will be documented for staff use.
- **Third offense:** For the third offense of academic dishonesty, students will receive a grade of F and/or 0% on the assignment/exam with no option to resubmit. The Homeschool Teacher will also conference with the parent/guardian and school administrator. The offense will be documented for staff use.
- **Fourth offense:** For the fourth offense of academic dishonesty, students will receive a grade of F in the class. The school will also hold another conference, and the student will be placed on Academic Probation for one year. Students placed on Academic Probation may be subject to the following consequences:
 - Copy of cheating referral placed in permanent cumulative file
 - Proctored unit tests and finals by a staff member (HST)
 - Restricted from participating in school activities (field trips, prom, graduation)
 - Ineligible to receive letters of recommendation from staff and faculty

Students may be subject to the suspension and expulsion policy after any further offenses.

REPORT CARDS

Review of Student Work

Families share all of the learning that has occurred during their monthly meetings with their teachers. Teachers work with the family to review and reflect on student learning. For TK-8th grade students, teachers will use the shared information to determine mastery of standards and match these to the I CAN statements.

AWRS - ASSIGNMENT AND WORK RECORDS

Each Learning Period, the homeschool teacher will work with their families to plan assignments based on the California Common Core Standards or high school course assignments. After the assignments have been completed by the student, the teacher will grade and record the work done in the Cabrillo Point Academy Student Information System. These records are called AWRs and are created by the HST each learning period and available to the parent.

REPORT CARDS - TK-8TH

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

Report Cards are required for grades TK-8. Report cards reflect the hard work our students do each semester and are sometimes necessary for other student endeavors such as sports teams, insurance, government verifications, etc. Parents will receive a copy of their child's report card at the end of each semester. A copy of each report card will also be placed in the student's cumulative file.

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

REPORT CARDS - HIGH SCHOOL

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

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

The chart below shows the grading rubric for high school courses:

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

CONCURRENT, COMMUNITY COLLEGE ENROLLMENT

- Concurrent enrollment means a high school student takes college courses while remaining a full-time high school student
- In order for a high school student to take a college course, they will need to follow the instructions and meet the minimum eligibility requirements for concurrent enrollment as posted on the college's website
- Students must submit completed concurrent enrollment forms to the high school counselor for processing. Blank concurrent enrollment forms will not be approved
- Concurrent enrollment forms must be signed by the high school counselor and may take up to 3-5 business days to complete so please plan ahead
- The student must ensure that the signed concurrent enrollment form is returned to the college in a timely manner
- High School students must remain full-time students in good academic standing. Students must take a **minimum of 15*-20 credits per semester** in high school. (*The college course must be on Master Agreement for students to drop down to 15 credits. See the Process to Enroll below.)
- High School students can take a **maximum total of 11 college credits per semester**
- Students may take core academic or elective courses at the college

- Students should consult with their high school counselor before enrolling in a college course. The counselor will advise on college courses and check graduation requirements.
- High school credit is only awarded for courses articulated in advance.
- High school credit will not be granted for courses taken at colleges/universities with a religious worldview, regardless of course subject.
- Courses completed through college/university extension programs are rarely transferrable and generally do not count for high school credit. Contact your student's counselor before signing up.
- The high school counselor will take into consideration the student's academic standing and overall GPA when approving a concurrent enrollment. Please ensure that all official transcripts from previous college courses have been sent to the Records Department, **the counseling team cannot sign concurrent enrollment forms when there are missing official college transcripts from previous semesters.**

CREDIT CONVERSION

- The high school counselor will help students determine how college course(s) will count towards high school graduation requirements. For example:
 - Remedial courses count towards the Elective graduation requirement
 - US History and World History courses must cover a comprehensive timeline. US History courses must at least cover Reconstruction to present day. World History courses must at least cover the 1800s to present day
- We do not determine which college courses are transferrable to 4-year universities. The student's future college will review the college transcript and determine any credit awarded.
- Please check the chart below for the college credit to high school credit conversion rate:

Community College Credits	High School Credits
1 credit	2.5 credits
1.5 - 2.5 credits	5 credits
3 or more credits	10 credits

*if a student is awarded less than 1 credit at the community college, the high school will issue the same amount of credit in high school. For example, if a student completes a course worth .5 credits at a community college, the high school will award .5 credits on the high school transcript.

AG approved – means that the community college course meets A-G requirements. Students will need to earn a grade of C or better in order to fulfill an A-G requirement.

- Science courses will need to include a lab component in order to meet the laboratory science A-G requirement
- Non-transferrable math community college courses in elementary algebra, geometry, intermediate algebra or trigonometry, with a grade of C or better, can satisfy one year of the mathematics A-G requirement
- For more information on how community college courses can fulfill A-G requirements, please refer to this guide

CC GPA boost – means that the community college course is academically rigorous (community college courses that are 3 units AND both UC and CSU transferable), and will be granted an extra point in the weighted GPA calculation on the high school transcript. Please keep in mind that while middle school students can take community college courses, this will not affect their high school GPA. The high school GPA is calculated with the classes taken during grades 9 through 12.

PROCESS TO ENROLL

- Family picks a college and fills out the college's concurrent enrollment form (if college has a form).
- Family submits the concurrent enrollment form to their high school counselor.
 - Please note, all California community colleges will provide a concurrent enrollment permission form. Not all private, 4-year, and online colleges will provide a permission form.
 - If the student plans to take a college course in which there is no permission form, please email the high school counselor with the college and course information.
- The high school counselor reviews college course(s) and determines which high school graduation requirements will be fulfilled, how many credits will transfer over to the high school transcript, and whether 'a-g' requirements will be met.
- The high school counselor signs the concurrent enrollment form and returns the form to family with directions for next steps. Some colleges offer electronic forms that don't require a physical signature. In that case, the college will notify the student once the counselor has signed the electronic form.
- If not submitted electronically, the family submits the signed form to the college via email, fax, or in-person to the college's admission office.
- Student follows the college's process to enroll in college course(s).

*Please notice the below steps are not completed for summer courses:

- In order for the college course(s) to be added to the high school transcript and count towards high school graduation requirements, the following steps MUST be completed.
 - Family provides proof of enrollment to the HST and counselor by the high school's add/drop deadline.
 - Family must sign the Master Agreement Addendum.
 - Family must provide work samples for each Learning Period.
 - Once final semester grades are posted, family must submit an official transcript to the Records Department so that the grade can be added to the high school report card. Official transcripts must be sent directly to the high school from the college. Future requests for concurrent enrollment will not be approved if the school is missing the official transcript from the previous semester. The report card will show an "Incomplete" grade until official transcripts are received. Families can order paper or digital official transcripts.

Please send official transcripts to:
Cabrillo Point Academy
Attn: Records - CC Transcripts
4612 Dehesa Road
El Cajon, CA 92019
OR

Please email official digital transcripts to the
Records Department:
records@cabrillopointacademy.org

HONORS AND AWARDS

Cabrillo Point Academy recognizes graduates in the following ways:

- Golden State Merit: Students who demonstrate a certain level of mastery are eligible to receive a Golden State Seal on their high school diploma and a gold cord for the graduation ceremony. Students must meet all eligibility criteria in at least 6 subject areas. For more information, see the Golden State Merit website
- Seal of Biliteracy: Students who have achieved a high level of literacy and fluency in one or more language(s) in addition to English will receive a California State Seal of Biliteracy on their high school diploma and a light blue cord during graduation. For more information, please visit the California State Seal of Biliteracy website.
- National Honor Society: National Honor Society members in good standing receive a gold and blue cord to wear for graduation

Students may receive one of the following GPA-based awards:

- Valedictorian: The top 5% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Valedictorians are recognized with a gold medal at graduation
- Salutatorian: The top 5.1-10% of the class, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Salutatorians are recognized with a cord in the school colors at graduation
- Honor Roll: All students with a GPA of 3.5 and above, as calculated with the weighted GPA at the end of fall semester of the student's graduating year. Honor grads are recognized with a white cord at graduation

ATTENDANCE

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

WITHDRAWING YOUR STUDENT

To withdraw your student, please provide your Homeschool Teacher with the following information:

- Last date of attendance in our school
- Name of school or school district your student will be enrolling in
- Reason for withdrawal
- Submit your last attendance log and work sample
 - The last day of documented attendance is the last day of enrollment

Once this information is received your Homeschool Teacher will assist you with the materials return process. All school property must be returned upon withdrawal, with the exception of assistive technology devices required by a student's Individual Education Plan (IEP). In that instance, such materials must be returned to the School when alternative arrangements are made or until two months have elapsed from the date of withdrawal. Families may be billed for any items not returned.

Please Note: Enrichment Certificates for services beyond the student's withdrawal date will be canceled and any services attended/continued, again after the student's withdrawal date, will be at the family's expense.

EDUCATIONAL MATERIALS & RESTITUTION POLICY

This policy supports Cabrillo Point Academy's efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials.

The purpose of the Cabrillo Point Academy Governing Board approving this Educational Materials and Restitution Policy is to accomplish the following:

- Provide an Overview for the Educational Materials and Restitution Policy
- Outline the Procedures for the Restitution Process

OVERVIEW

Students attending Cabrillo Point Academy may receive access to certain school property during the course of the school year, including educational technology and textbooks, and they are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$10,000.

Cabrillo Point Academy shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damages any property, or loses or fails to return property, borrowed or personal belonging to Cabrillo Point Academy. This includes but is not limited to, installing unauthorized software applications, modifying, adding or deleting software or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

Once returned, some materials may not be usable in Cabrillo Point Academy's school library. Once materials are returned, library staff will determine if any items are unusable and may mark those materials as consumable. Once marked as consumable, those items may be shared with either the family who is returning them or discarded according to the approved policies.

Procedures

- Cabrillo Point Academy shall use inventory systems that clearly identify the student and type of school property issued to the student.
- Cabrillo Point Academy shall implement a restitution process by which students are afforded the opportunity to return the missing property or pay for the damages. Assuming the student returns the missing property or pays for damages, the debt is discharged and any withheld grades, diploma, or official transcripts of the student shall be released and the full privileges of participation in school activities shall be restored. Parents are responsible to pay out of pocket to return items that are taken out of state.
- Cabrillo Point Academy shall follow the due process procedure listed below that allows the parent/guardian or student an opportunity to review and respond to the imposition of any fees or charges resulting from this policy.
 - Cabrillo Point Academy shall provide the parent/guardian written notice of alleged loss or damage of school property ("Written Notice").
 - The Written Notice will inform families that Cabrillo Point Academy may contact law enforcement and/or refer the debt to a collections agency.
 - If the parent/guardian disagrees with Cabrillo Point Academy's Written Notice, they may appeal the Written Notice in writing to the school. The parent/guardian's appeal should explain why a fee or charge should not be imposed in response to the Written Notice.
 - After reviewing any information provided by the parent/ guardian, the Executive Director (or his/her designee) shall decide whether or not to impose the fee for damages. The parent/guardian shall be notified in writing of the decision. The written decision of the Executive Director is final. There is no appeal beyond the school level.
- Upon receiving notification of Cabrillo Point Academy's decision ("Second Written Notice"), the parent or guardian must address the outstanding obligation payable to Cabrillo Point Academy or return missing property.
- The purpose of this policy is to provide families a reasonable opportunity to return missing educational equipment or pay for damaged and missing school property to avoid Cabrillo Point Academy having to seek a legal recourse. If the Second Written Notice is unsuccessful, Cabrillo Point Academy may consider referring the debt to a collections agency as a last resort.

SPECIAL EDUCATION

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

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

COMMON QUESTIONS

Following are the most common questions that the Special Education department receives from families regarding Special Education at our school. Please review and contact the Special Education Team if you would like to discuss these topics further.

What is Special Education?

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

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

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

When you initially have academic questions or concerns, you should discuss those questions and concerns with your Homeschool Teacher. Your Homeschool Teacher will support you with strategies, interventions, and/or accommodations to use with your child as appropriate to address your concerns.

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

How is it determined that a student is eligible to receive Special Education?

Cabrillo Point Academy recommends that students participate in the SST intervention process to determine if a special education evaluation should be completed. Assessments are the basis for Special Education eligibility, placement, and service decisions. The assessments will be done by professionals who have had specialized training and required certification/licensure. General Education, Homeschool Teachers, and parents, who know the students well, play a critical role in understanding a student's academic strengths and struggles and are essential in the process of documenting/identifying areas of needs.

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

What is an Individual Education Program (IEP)?

An IEP is a contractual, legal obligation, on the part of Cabrillo Point Academy stating how Cabrillo Point Academy plans to assist a student once they have been determined eligible for Special Education supports and services. The

IEP document is written following the determination of a student's need and eligibility for Special Education.

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

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

Parents are encouraged to participate in the IEP meeting by providing input on appropriate goals, supplementary aids and services, and program accommodations used during the instructional day, as the parent is the primary learning coach. Please speak with your Special Education case manager regarding the structure of IEP meetings and if you have any questions or concerns.

How are Special Education services provided at our independent study school?

Students with IEPs are required to participate in Special Education services as indicated in their IEP documents.

- All IEP direct and related services are delivered in the least restrictive environment. CPA is a non-classroom based charter school where online instruction is the least restrictive setting. If a more restrictive setting is required, this would be discussed at an IEP team meeting and would be a data-driven decision.
- Specialized Academic Instruction (SAI) is taught by experienced and credentialed Special Education Teachers. The format of these sessions are determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech and language therapy, etc. may be provided by qualified School staff or via non-public agencies (NPA) contracted with the school. NPAs have a certification with the California Department of Education to work with school-aged students and they are carefully selected by Cabrillo Point Academy.

Can a family maintain the same Special Education Non-Public Agency (NPA) Providers/individual therapists if they are enrolled in the same school from year to year?

Cabrillo Point Academy regularly evaluates our students' needs and are continuing our effort to provide the most competent teams to service our students. In order to improve the ability to collaborate more effectively with related service providers, CPA enters into contracts and issues Individual Services Agreements to support students' services with provider agencies and school staff that will appropriately and effectively deliver all special education services. Each NPA oversees the scheduling and availability of their services providers. Cabrillo Point Academy's Special Education Department will confirm an NPA's certification with the California Department of Education and establish a contract with that NPA to start services.

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

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

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's education plan, which is designed by the learning coach and Homeschool Teacher. While it is not a

requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get a different perspective on how to help support a student's needs, challenges, and strengths.

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

Cabrillo Point Academy's general education work sample policy is the same for all students.

Does my Special Education student need to return assistive technology devices when we disenroll from the school?

Yes. On a case-by-case basis, the School may purchase assistive technology devices for use in a child's home or other setting if the child's IEP team determines that the child requires access to those devices in order to receive a FAPE. When a child disenrolls from the School, the School is responsible for providing a Special Education student with the continued use of an assistive technology device, or a comparable device. The continued access to the assistive technology device can be had for up to two months after the student has disenrolled from the School. If the student is provided an alternative assistive device, or a comparable device from a new school, or upon expiration of the two month period, the student is required to return the assistive technology device to the Cabrillo Point Academy.

PLANNING AMOUNTS

PROGRAM DESCRIPTION

We focus on Personalized Learning, a philosophy that truly puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Cabrillo Point Academy's educational mission, families and staff together carefully select educational items and services for students to fit their goals and education plan. The Governing Board of Cabrillo Point Academy adopted Educational Vendor Policies and Procedures to ensure Cabrillo Point Academy funds are budgeted and expended on Cabrillo Point Academy-approved educational items and services.

For the 2022-2023 school year, the Planning Amounts are as follows*:

- Transitional-Kindergarten-8th Grades: \$2,900
- 9th-12th Grades: \$3,200

**All planning amounts may be adjusted to accommodate changes in the state budget that affect the school budget. Planning amounts are prorated based on period of time enrolled and the date upon which the Master Agreement is signed.*

Key requirements detailed in this policy include:

- The Homeschool Teacher and Executive Director (terms defined policy) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student's personalized learning plan.
- The Charter School must approve all educational vendors before they can provide educational items or services to students. Services will not be approved for students prior to the vendor's official approval date.
- No family may spend, or obligate Cabrillo Point Academy to spend, any Cabrillo Point Academy monies on educational items and services. Cabrillo Point Academy is responsible for making purchases of approved

educational items and services.

- Parents make requests for educational items and services to Cabrillo Point Academy. The Executive Director can deny any request for educational items or services in his or her sole discretion for any reason. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:
 - From approved educational vendors only.
 - Support the requesting student's personalized curriculum and education plan.
 - Must be aligned with State standards, student's course of study, and student's independent study master written agreement.
 - From an educational vendor who is not related to the family requesting the educational items or services and otherwise does not present conflict of interest concerns.
 - A Vendor, Vendor Location, Enrichment Center, Co-Op, and/or Collective Vendor Location shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under the Vendor agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); except for visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the School.
 - Services may not exceed \$350 per calendar month per vendor.
 - The Charter School will not approve partial payment for educational services (the cost of services cannot be split between the Charter School and parents).
- The Homeschool Teacher and Executive Director must ensure students have access to all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items.
- Cabrillo Point Academy establishes a planning amount for students for educational items and services per full school year. Cabrillo Point Academy developed the planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. This planning amount cannot be transferred to any other student. This planning amount does not carry over from year to year and belongs to the school, not the student.
- All educational items requested through the school's ordering system are the property of Cabrillo Point Academy. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for replacing lost, stolen, damaged, or otherwise unreturned educational items. Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.
- Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through the school's ordering system.

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

HOW TO REQUEST SERVICES/PRODUCTS

- Visit the school's ordering system to request educational services and products.
- Services may only be requested through approved educational service vendors.
 - Services will only be approved after the official approval date of a new vendor.
 - Vendors that are out of compliance will not be available for services.
- The first time a family uses an educational vendor for service, they will need to sign and submit a waiver form.
- If services are approved by the Homeschool Teacher, an Enrichment Certificate will be created and sent via email to the parent. Parents can also access Enrichment Certificates through the school's ordering system. Students cannot receive educational services without an Enrichment Certificate, and backdated services will not be approved.
- Families will present the Enrichment Certificate to the educational vendor. Services must not begin prior to providing the educational vendor with an Enrichment Certificate.
- Each educational vendor will invoice the charter school for the approved educational services approved on the certificate. Parents or Guardians should not submit invoices on behalf of vendors.
- The school pays educational vendors directly. Parents must not pay educational vendors for student services as we cannot provide payment/reimbursement to families.
- Technology devices can be requested from an approved list through the school's ordering system. Please submit a ticket at the [CPA Remote Ticket Form](#) with any questions.
- The Technology Acceptable Use Acknowledgement must be signed in order to receive approved technology equipment. All families receive this form through email at the beginning of the year.

HOW TO REQUEST A NEW EDUCATIONAL SERVICE VENDOR

If you would like to suggest a new educational service vendor, please complete this form: [Suggest a Vendor](#). This can only be filled out by the parent or the teacher. Please include as much information as possible, including a contact person and email address to reach the vendor. Typically, we have the most success when the family or teacher reaches out to the potential vendor first.

Once the Vendor Support Department receives the survey response, they will verify if we can move forward with the newly suggested educational vendor. If eligible, the vendor will receive an email requesting additional information and eventually the documents that need to be completed and returned for approval.

Once the vendor has completed the onboarding process, they will be listed as an approved vendor in our school's ordering system. Only then, the vendor will be available for families to request services. Services are still subject to approval and may not be backdated (prior to the vendor's approval date or prior to the request date).

If your vendor suggestion has been declined, the Vendor Support Department is unable to disclose to families, teachers, or vendors the reason(s) a vendor may be ineligible.

Cabrillo Point Academy is responsible for approving Educational Service Vendors and requests for educational services to ensure such services align with the charter, state law, school budget, and a student's course of study. Cabrillo Point Academy may approve or reject educational vendors and parent/student requests for educational services from vendors in its sole discretion. Vendor requirements include, but are not necessarily limited to:

- Educational services must be non-sectarian and non-discriminatory. Vendors are required to execute the Charter School's Vendor Agreement as part of providing educational services to students. The Charter School may terminate Vendor agreements and partnerships in its sole discretion based on the needs of the school.
- Vendor must not be affiliated with a private school. Vendor must not be, or appear to be, a private school offering services through a part-time program (e.g., afterschool programs).
- Vendors must follow all applicable health and safety guidelines provided by both the State and County authorities and any health and safety requirements set forth by the Charter School to ensure student safety. This includes any guidelines related to COVID-19.
- Services must be available to any/all students and should not have tryouts, auditions, testing requirements, etc. to access the services.
- Vendor must have a current and functioning website that outlines services.
- Vendor must not require any additional out-of-pocket expenses for families in order to participate in services.

FIELD TRIPS & EVENTS

We believe in inspiring our community and learning through educational experiences through school-organized field trips and events. All field trips and events are optional and require Homeschool Teacher approval based on the student's educational plans. Specific information about field trip policies (e.g., chaperones, late arrivals, cancellations) can be found on the Field Trips and Events site within the Homeschool Hub.

Student Supervision

Students are required to be accompanied by a parent and/or designated guardian for all school-organized field trips. Parents and/or guardians are responsible for ensuring the safety and behavior of their students.

Liability

All families will be required to sign a liability waiver releasing Cabrillo Point Academy from any and all liability or costs associated with or arising from their participation in each field trip.

How to Request School-Organized Field Trips & Events

All school-organized field trips and events are booked through the Field Trips & Events System (FTE). Families will log into the FTE site to search for available field trips and submit their field trip requests to their Homeschool Teacher for approval.

TECHNOLOGY DEPARTMENT

Requesting educational technology can be overwhelming. The Tech Team helps simplify the process by providing a curated list of qualified devices, items, and software. All items offered meet internal standards of quality, performance, value, availability, and support. These items can be obtained as part of a student's Planning Amount as it aligns with his/her learning plan.

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

Tech Costs

These items can be requested through the school's ordering system and the Charter School may grant the request using Planning Amount funds from a student's Planning Amount. Most devices offered by the Tech Team are business-class devices and are not found in local retail stores. The cost of devices includes taxes (e.g. sales tax) and fees (e.g. shipping, CA e-waste disposal) are also included in the amounts you see deducted from a Planning Amount.

Cabrillo Point Academy's provision of educational technology may include software and device licenses, school compliance features, management services, enhanced warranties and damage protection, solid state drives (SSD), protective cases, asset tagging and inventory, packaging materials, shipping both ways, and lifetime support for the device. These items are factored into the Planning Amount fund cost of educational technology items.

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

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

Please note: Cabrillo Point Academy is not obligated to grant any parent request for educational technology, as the school must ensure any such request aligns and supports a student's course of study.

How to Make a Request

Parents/guardians can make requests for educational technology through the school's ordering system, and can be requested in the same fashion as other enrichment items. For a read-only catalog of current offerings, you may visit the [Tech Catalog](https://sites.google.com/cabrillopointacademy.org/techcatalog) (<https://sites.google.com/cabrillopointacademy.org/techcatalog>).

Tech Center Returns

All Tech items are the property of Cabrillo Point Academy and returns should be submitted to the Tech Team. Please submit a ticket at the [CPA Remote Ticket Form](#) with any questions.

Cabrillo Point Academy does not sell any enrichment/technology items to families.

Please retain any boxes that technology items were shipped in, so that materials can be returned using the same boxes. This will help avoid damage upon the items return to the school. For Tech Team assistance or questions, please submit a ticket at the [CPA Remote Ticket Form](#) with any questions. or call 619-782-6464 and choose Option 5.

All items purchased using Planning Amount funds are Cabrillo Point Academy's property and must be returned to Cabrillo Point Academy. Refunds/credit for devices purchased through Planning Amounts may be given at the discretion of Cabrillo Point Academy. Worn, misused, or damaged items may not qualify for refund/credit.

To return an item for full or partial credit to a student's Planning Amount, the following minimum requirements must be met:

- 100% Credit: For a Tech Order to be eligible for a full refund/credit:
 - Refund request is initiated within 30 days of receiving the device by submitting a ticket

- Device must not be damaged and must be in the same condition as when it was received
- Devices must be returned with all accessories
- 50% Credit: Partial credit of 50% may be given within 30 to 90 days of when the Tech Order was originally processed. After 90 days, no credit will be given. The device must be returned to Cabrillo Point Academy and evaluated by a member of the IT Department before being issued a credit. Worn, abused, misused, or damaged items may or may not qualify for credit.

Notwithstanding anything to the contrary herein, the Executive Director and/or designee retains sole discretion to determine whether a credit is applicable to a student's Planning Amount and the amount of such credit.

Return Process for Students

Upon withdrawal, students are required to immediately return all school-owned devices. The IT Department will evaluate the device to determine if there are any damages. If damages are beyond normal wear and tear, potential out-of-pocket charges may be applied.

To return an item for any reason, please:

- Coordinate the return of the school issued tech device with your HST (Home School Teacher).
- Request a UPS shipping label from the Tech Department. The Charter School is not able to provide shipping labels for any return from outside the state of California.
- Please pack the tech device(s) appropriately and drop off at a UPS shipping location.
- Link to instructions: ["How to pack tech devices for return shipping."](#)

Once returned, the item will be evaluated. A credit or replacement will be issued, if eligible. If an item is not returned within the allotted time, the Educational Materials and Restitution Policy will apply.

Requests to Transfer Devices

Withdrawing or graduating students may not "transfer devices" amongst enrolled family members without express permission from the Executive Director. Students must comply with the following guidelines to request a device transfer:

- Parent/guardian requesting to transfer their child's device must inform their assigned teacher.
- The school will only consider transfer requests between currently enrolled siblings.
- The receiving sibling must not already have a device in the same category as the device being transferred.
- Any and all damages to the device will be the responsibility of the transferee.
- No credits will be made to the previous student's account.
- If the device was purchased within the same school year as the proposed transfer, the following charges to Planning Amounts will apply based on the IT Department's review:
 - If the date of the transfer request is within 90 days of the original purchase date of the device, 100% original device price will be charged to the receiving student's Planning Amount.
 - If the date of the transfer request is after 90 days but before 180 days of the original purchase date, 50% original device price will be charged to the receiving student's Planning Amount to more accurately reflect the cost of the educational technology.
- If the device was purchased in a previous school year and the student whose device is being transferred remained enrolled the entire year, the device may be transferred to the sibling at no charge.

- A helpdesk ticket must be submitted requesting to transfer a device to another student. Details must include the current student's name, assigned teacher, technology serial and asset number, and name of the sibling.

Hotspots

All school-issued hotspots are to be used for educational purposes only. Video streaming, gaming, and other forms of non-educational related entertainment is not allowed. Data service on hotspot devices is provided for the school year in which it is ordered in the school's ordering system and will be shut off after the last day of school.

A new order for data service will be required the following school year in order to reactivate the hotspot data service for that new school year.

PARENT-STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

It is Cabrillo Point Academy's mission to empower students with access to technology, information, and digital resources while fostering safe, responsible, and ethical learning environments.

We are committed to upholding important security, privacy, and safety regulations, protocols, and standards. Users of school devices, networks, accounts, and other resources must adhere to Cabrillo Point Academy policies. Users are expected to fully comply with local, state, and federal regulations. Failure to adhere to these policies or regulations may result in discipline, legal action, or other remedies determined to be within the rights of the school. Relevant regulations include (but are not limited to):

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

To the extent practical, minor students' online access to inappropriate materials and materials harmful to minors is restricted. To the extent practical, steps shall be taken to promote the safety and security of users of Cabrillo Point Academy's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

DEFINITIONS

- School, Organization, and or We – CPA and its subsidiaries, programs, and divisions
- TD - Technology Department
- You, Your, and or I - The parent/guardian, student, and signer of this Acceptable Use of Technology Policy
- Resources - Devices, systems, services or networks owned, operated or issued by the school
- User - Any person(s) accessing or utilizing school resources that is not a resource operator
- AUP - Parent/Student Information Technology Acceptable Use Policy

USER RESPONSIBILITIES

Access to school technology, resources, and support is a privilege that offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this Acceptable Use Policy (AUP) document.

- You agree to learn about and comply with all the information outlined in this AUP document.
- Persons to whom items are assigned are expected to exercise reasonable care to protect those items against damage, loss and theft. "Reasonable care" is defined as:
 - Never leaving items unattended
 - Never lending, giving or releasing items to a person other than an authorized school employee, such as a Tech Team member
 - Never removing protective accessories or features (e.g., cases, bumpers)
 - Keeping items away from dangerous conditions (e.g., liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear
 - Maintaining student supervision by parent/guardian during access and usage
- You must immediately report damaged, lost or stolen items/resources. Items reported stolen or missing will require a police report.
- Parents/guardians are expected to provide supervision and monitor device/Internet access and usage.
- You are expected to make a reasonable effort to protect your passwords, information and data.
- You must safeguard internal safety and security policies, such as authentication methods and password conventions.
- You are obligated to notify TD of continued access to resources beyond student departure (e.g. withdrawal, graduation, expulsion) in the event TD has not contacted you to do so.
- Items, devices and resources issued by the school are school property and must be returned or relinquished to the school upon request.

ACCEPTABLE USE OF CPA RESOURCES BY USERS

- All school-issued accounts are intended solely for use by the person authorized to use the account.
- When sharing or exposing personal information or data online, extreme caution should be exercised.
- Any information or communication accessible via any school network should be assumed as private property. The school reserves the right to verify whether specific uses of school technology or networks are consistent with this acceptable use policy.
- The school is bound by certain licensing agreements. Users are expected to comply with those agreements.
- Educational and instructional use as related to the school only.

UNACCEPTABLE USE OF SCHOOL RESOURCES

- All commercial or for-profit usage is prohibited.
- The access, use or transmission of objectionable material (e.g., materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
- Violation of any local, state or federal laws as well as School, board or administrative policies are

prohibited. Example: Federal copyright laws ([Title 17](#), USC)

- Any attempt to circumvent CPA security measures, content filters or access restricted resources is prohibited.
- All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of *California's unauthorized computer access law, Penal Code 502(c) PC*.
- The intentional collection, mining or uncovering of personal information, files, passwords belonging to a user other than yourself is prohibited.
- Publicly advertising internal authentication methods and/or password conventions.
- Impersonation of any user other than yourself is prohibited.
- Unauthorized falsification or modification of any school records is prohibited.
- The collection or transmission of personal information (e.g., home address, phone number, personal email) which may be useful to identify an individual without written consent is prohibited.
- Political lobbying or advertising is prohibited.
- Unauthorized maintenance, service, repairs, or upgrades are prohibited. School-owned or operated resources must be maintained by TD or authorized third parties.

DAMAGE CAUSED BY CARELESSNESS

Students are expected to exercise reasonable care to protect school-owned devices to prevent damage. Damage caused by carelessness is not considered "Accidental Damage." Device damage resulting from carelessness will be assessed by the IT Department. Examples of student carelessness would be: iPad (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the computer case, sticky devices from liquid spills, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. When asked how the damage occurred, the answer "I don't know", or "it was fine when I put it in my bag" will be considered damage caused by carelessness. *Habitual damage is considered abuse of school property.*

EXPECTATION OF PRIVACY

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

- Obtain emails, messages and their attachments transmitted to or through school-owned or operated email systems
- Monitor an individual's use of school-owned resources
- Locate or track the location of a school-owned resource
- Confiscate, search, disable or wipe any school-owned device, item or their contents/data Personal devices are private. The TD does not and will not access personal devices.

CYBERBULLYING

Cyberbullying is the use of technology resources to willfully harm either a person or persons through electronic

systems (e.g. texts, photos, videos, messages, and social media). Examples of this behavior include but are not limited to:

- Transmitting false, cruel, hateful or embarrassing information or media targeting others
- Creating posts or websites that have stories, cartoons, pictures, or jokes ridiculing others
- Unauthorized access to any resource (e.g., social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and transmitting that information or media to others
- Posting a student picture without their permission.
- The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical, or mental health.

STUDENT DEPARTURE

- Upon student departure (e.g. withdrawal, graduation, or expulsion) from Cabrillo Point Academy, all issued items must be returned upon disenrollment. Please contact your Homeschool Teacher to make arrangements to return items to the school.
- For information regarding technology returns, please review our *Technology Agreement* or submit a ticket at the [CPA Remote Ticket Form](#).

CONTACT INFORMATION

Technology Department

- Phone: 619-782-6464 and choose Option 5.
- Submit a ticket online: [CPA Remote Ticket Form](#).

DISCLAIMER & ACKNOWLEDGEMENTS

- Cabrillo Point Academy reserves the right to modify its policies at any time.
- All items, devices, and resources issued by Cabrillo Point Academy are school property. School property must be returned or relinquished to the school upon request or departure from the school.
- Cabrillo Point Academy reserves the right to issue penalties (e.g. denial of access to resources) or seek legal remedies in response to non-compliance.
- Access to school technology, resources and support is a privilege, not a right. These privileges are offered at the discretion of the school.
- Cabrillo Point Academy will not be held liable for the information or data retrieved, stored, or transmitted by means of the school-owned or operated resources, devices, networks, or systems.
- Users should not have an expectation of privacy in the use of school resources, email, systems, or networks.
- Illegal activities performed using school devices, networks, and systems may be reported to the proper authorities when discovered.
- Cabrillo Point Academy will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries.

- School issued property reported as lost, missing or stolen may be remotely tracked, located and/or disabled at the discretion of the school.
- Cabrillo Point Academy may confiscate and search any school technology in the event of a policy breach.
- Cabrillo Point Academy is not in any way an Internet Service Provider.
- Internet hotspots will only be active during the student calendar and deactivated during the summer recess. Charges for hotspots are annually recurring.
- Tech devices do have an end of service date. While the school and tech department prefer to keep tech devices in circulation, Cabrillo Point Academy and the Tech Dept reserve the right to declare a tech device as End Of Service and request it be returned. The typical end of service span for a tech device is 3 years.

USER AGREEMENT

I have read, understand, and will abide by the above PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY while using any school technology and other electronic resources issued, owned or operated by the school. I also give permission to collect verifiable personal information from my child (under 13 years of age) to the extent required to comply with the Children's Online Privacy Protection Act (COPPA). I further understand that any violation of the policies above are considered unethical and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement, I understand my access to any school resource may be limited or revoked, and disciplinary and or legal action may be taken.

BY SIGNING THE PARENT/STUDENT HANDBOOK SIGNATURE OF RECEIPT AND ACKNOWLEDGEMENT SECTION, PARENT(S)/GUARDIAN(S) & STUDENT AGREE THEY HAVE READ, UNDERSTOOD, AND ACCEPT THE TERMS WITHIN THIS PARENT/STUDENT ACCEPTABLE USE OF TECHNOLOGY POLICY.

TRAVEL PLAN

- A Travel Plan is needed for any travel longer than 2 weeks (10 school days).
- Request and receive approval for a travel plan from your teacher 2 weeks (10 school days) prior to any extended family travel.
- During travel time student must be attending school and parent/guardian and/or Learning Coach must be available by phone and/or internet for communication.
- Student cannot be on vacation or extended travel longer than two months per semester (61 consecutive days or 61 cumulative days throughout the semester), or they will be deemed to have lost California residency and therefore will be withdrawn.

NON-COMPLIANCE POLICY

Homeschool Teachers partner with families to educate students enrolled in our school. The partnership is effective if students and parents/guardians are actively participating in our program and meeting enrollment requirements.

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

- Non-attendance
- Missing or refusing to schedule meetings
- Unable to contact

- Not meeting enrollment requirements
- Not submitting requested work samples, **and** attendance logs, **and** master agreement addendums
- Failure to show the body of work
- Not participating in one or more assigned benchmark tests
- Failure to fulfill approved Travel Plan

In these instances, the school may

- Contact the family by phone and email requesting resolution within two school days.
- Two school days later, if there is not a satisfactory resolution, the Homeschool Teacher will attempt to contact the family again by phone, email, and a letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days.
- If the issue is resolved, the parent/guardian and teacher will confer to review expectations and create a plan to maintain compliance.
- If the issue is not resolved, the Homeschool Teacher will attempt to contact the family again by phone, email, and a second letter of non-compliance will be sent electronically to the email address on file. The letter will request a resolution within five school days. In addition, an Administrative Conference Call will be scheduled to be held no sooner than six days of the date the letter was sent.
- It may be deemed, at that time, that independent study is not the best educational placement for the student and the student may be withdrawn.

WORK SAMPLES

To meet California Independent Study Guidelines, teachers are required to evaluate the student's body of work and collect work samples by the end of each learning period. Students are required to submit work samples as requested by their Homeschool Teacher to demonstrate and document student learning. Failure to provide work samples may jeopardize your child's enrollment status at the school.

Acceptable Work Sample Criteria

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Includes student's name written by the student and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- **Must be completed on a school day per the school's attendance calendar**
- Photographs **or projects without written explanations** must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them.

Non-Compliant Work Samples Include

- Missing student first and last name
- Scanned documents that are difficult to read or are very light

- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period **and/or not on a school day**
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Please contact your student's Homeschool Teacher or Case Manager for IEP accommodations and/or modifications applicable to work sample requirements.

TESTING & ASSESSMENT

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

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

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

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

It is very important to Cabrillo Point Academy that all students participate in school-wide assessment. We do our very best to listen to the needs of parents and students. We hope this year there are positive changes for you and your child with the different assessments.

STATE STANDARDIZED TESTS – CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP)

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

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

- ELPAC: English Language Proficiency Assessments for California (English Learners only)

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

Parents have the ability to opt out their children from participating in the CAASPP in accordance with Education Code section 60615. If a parent/student opts out of participating in CAASPP, Cabrillo Point Academy requires participation in an alternative local assessment to be administered by the school. This alternative assessment is selected by Cabrillo Point Academy and administers at the school's office. This is not a state mandated alternative assessment.

School staff administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing are available to parents that would like a copy through our Parent Portal.

Often our families have questions or concerns about the CAASPP assessments. We want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

ELPAC: TESTING FOR ENGLISH LANGUAGE LEARNERS

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

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

INTERNAL DIAGNOSTIC: STAR 360

Cabrillo Point Academy believes that ongoing assessments will help to inform instructional practices. The Star 360 is not designed to find flaws, but rather to build strength and skills necessary to become successful in the student's educational career.

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

Assessments allow our teachers to monitor student growth and performance. The questions will automatically change the level of difficulty, thus "adaptive," based on student response patterns.

Star 360 Testing will be assigned up to three times a year during the school's assigned test administration windows.

COVID-19

As a non-classroom-based independent study school, Cabrillo Point Academy's academic model is in line with Distance Learning Guidance provided by the California Department of Education. Cabrillo Point Academy continues to provide homeschooling families with a variety of curriculum delivery options, including online instruction courses led by credentialed teachers, offline courses, and virtual courses that employ built-in accommodations, teacher support, performance tasks, and progress monitoring. Families select the combination of systems that best suit student learning needs and interests. We ensure students are engaged in appropriate educational activities on instructional days, assess the time value of independent work, and the quality of contemporaneous work samples.

RECORDS DEPARTMENT

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

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

WORK PERMITS

To be eligible for a work permit, students must have earned a weighted GPA of 2.5 or above in their most recent semester. Students must also be in compliance with all attendance requirements. There are two types of work permits: Entertainment and Non-Entertainment

Entertainment Work Permits

- Entertainment work permits are obtained from the entertainment industry employer, filled out, and sent to records@cabrillopointacademy.org

Non-Entertainment Work Permits

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

TITLE 1

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

- Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications. If you would like this information, please contact the Title 1 Coordinator at (619) 749-1974.

EDUCATIONAL RECORDS

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by Cabrillo Point Academy. Such information includes but is not limited to:

- Date and place of birth, parent and/or guardian's address, and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, Cabrillo Point Academy shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

Cabrillo Point Academy shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin. An education record does not include any of the following:

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- Records maintained by a law enforcement unit of Cabrillo Point Academy that were created by that law enforcement unit for the purpose of law enforcement;

- Records relating to a Cabrillo Point Academy employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at Cabrillo Point Academy.
- Records that only contain information about an individual after he or she is no longer a student at Cabrillo Point Academy.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
- File with the Department of Education a complaint concerning alleged failures by Cabrillo Point Academy to comply with the requirements of FERPA and its promulgated regulations.
- Request that Cabrillo Point Academy not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

STUDENT MENTAL & PHYSICAL HEALTH

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

Cabrillo Point Academy recognizes that:

- Physical, behavioral, and emotional health is an integral component of a student's educational outcome
- Suicide is a leading cause of death among young people
- The school has an ethical responsibility to take a proactive approach in preventing deaths by suicide
- The school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development. In recognition of the need to protect the health, safety and welfare of its students, to promote healthy

development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, Cabrillo Point Academy has adopted a policy, which corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

SUICIDE PREVENTION POLICY

The school's Suicide Prevention Policy can be found on the school website in the About section, under School Board and Board Policies.

With the intention of creating a safe and nurturing educational entity that minimizes suicidal ideation in students, we also recognize our duty to protect the health, safety, and welfare of our students, and aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. These safeguards include ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Because the emotional wellness of students greatly impacts learning, motivation, and educational success, the current policy shall be paired with other policies that support the emotional and behavioral wellness of students.

Cabrillo Point Academy's policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind." In an attempt to reduce suicidal behavior and its impact on students and families, Cabrillo Point Academy has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for parents/guardians, caregivers, students, and school personnel who regularly interact with students or serve in a position to recognize the risk factors and warning signs of suicide.

SUICIDE AWARENESS INFORMATION

Warning Signs of Suicide

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

- Talking or writing about wanting to die or to kill one's self and/making specific threats
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun
- Talking about feeling hopeless or like there's no point in living or carrying on
- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again or giving away favorite possessions
- Increased use/abuse of alcohol or drugs
- Withdrawing from social contact
- Intense mood swings
- Feeling trapped, hopeless, or helpless about a situation
- Changing normal routines including eating and sleeping patterns

- Doing risky or self-destructive things
- Personality changes or being severely anxious or agitated when experiencing the warning signs above.

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

Crisis Hotline Information

If you feel you or someone else is in imminent danger (e.g., has access to a gun, is on a rooftop, or in other unsafe conditions), a call should be made immediately to 911. If you need to talk or help working through a problem, use the resources below.

Phone Numbers

- California Youth Crisis Line: 1(800) 843-5200
- HELPLine: 1(951) 686-HELP (4357)
- National Suicide Hotline: 1(800) SUICIDE (784-2433)
- Teen Line: 1(800) 852-8336
- Teen Hotline: 1(714) NEWTEEN (639-8336)
- Trevor Lifeline for lesbian, gay, bisexual, transgender & questioning youth: 1(866) 488-7386

Text Numbers

- Crisis Text Hotline for when you don't feel like talking: Text LISTEN to 741-741
- Suicide Prevention Lifeline: Text TALK to 199-273

Websites

- Trevor Project: <https://suicidepreventionlifeline.org/>
- Coalition for Youth Crisis Line: <https://calyouth.org/cycl/>
- Teen Line: <https://www.teenline.org/youth>
- Know the Signs: <https://www.suicideispreventable.org/>

HARASSMENT

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

Harassment for any reason including, but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is a violation of both state and federal law. Verified harassers may face loss of computer or other special privileges,

suspension, or expulsion. Any disciplinary action will be determined by the school administrators and board of directors. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials. Harassers may also be subject to civil and criminal liability for any such unlawful behavior.

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

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

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

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

EXPULSION & SUSPENSION

Definition of Expulsion

Expulsion shall be defined as permanent dismissal from CPA, without re-enrollment privileges, and must be approved by the CPA Charter Board or their authorized designee.

Definition of Suspension

Suspensions shall be defined as a temporary leave of absence from CPA that may occur at the discretion of the individual CPA Homeschool Teacher, Regional Administrator, or the CPA Charter Board.

Grounds for Suspension and Expulsion

A student may be subject to suspension and/or expulsion when it is determined that the students, while on or within view of the Educational Vendor Locations, at a school sponsored activity/field trip, or online.

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell

- beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to: cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, and packets. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. In no event shall any pupil in kindergarten or any of grades 1 to 12 be recommended for expulsion for any of these acts. In no event shall any pupil in kindergarten or any of grades 1 to 8 be suspended for any of the acts specified above relating to disrupting school activities and defiance.
- Knowingly received stolen school property or private property.
- 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 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, Charter School's Board of Directors, or designee(s)'s concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 289, or former section 288a, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a witness or complaining 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.
- Made terrorist threats against school officials, students, and/or school property.
- For students in grades 4 to 12, committed sexual harassment as defined in Education Code 212.5.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment including, but not limited to, acts outlined in the Harassment section.
- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activities/field trips or school attendance.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic

act.

- “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 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 his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her 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 website, including, but not limited to:
 - a) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “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 clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this sub clause, 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 clause, “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.

- iv. Notwithstanding paragraph (A) and subparagraph (i), 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.

- 3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

Note: Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement 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 \$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.

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

SUSPENSION & EXPULSION FOR STUDENTS WITH DISABILITIES

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension and expulsion which apply to general education students. All the procedural safeguards established by Charter School policies and regulations shall be observed in considering the suspension or expulsion of students with disabilities. In the case of a suspension or an expulsion of a student identified as having special education needs, CPA shall comply with federal and state law.

DUE PROCESS STATEMENT

Cabrillo Point Academy shall provide for the fair treatment of students facing suspension and expulsion by affording them due-process rights. Rules regarding suspension and expulsion shall be revised periodically as required by any changes in school policy, regulation, or law.

In all cases, school disciplinary policies shall afford students due process. To this end, the school board shall develop rules and regulations governing the procedures by which students may be suspended or expelled.

In the event of an expulsion, a student will be entitled to written notice of the grounds for their proposed removal and will be given a full due-process hearing in regard to the proposed expulsion. Parent(s)/guardian(s) will also be given written notice in advance of said hearing so that they may attend. The school will maintain a record of the notice and of the hearing. The student will also be entitled to appeal a decision to expel said student, pursuant to the appeal procedures established by the school board.

GRIEVANCE POLICY AND PROCEDURE

Cabrillo Point Academy is committed to achieving student/family satisfaction. The following procedure was developed to ensure that student, family and staff grievances are addressed fairly by the appropriate persons in a timely manner. Discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or

mental disability, race, color, gender, national origin, sexual orientation or religion is prohibited.

The parent/guardian will address in writing any concern or grievance initially with the student's Homeschool Teacher and supervisor. Both Homeschool Teacher and supervisor will respond within ten school days. If the concern or grievance is not resolved, the parent/guardian may, within ten school days, request a meeting with school leadership to discuss the concern or grievance. Cabrillo Point Academy leadership will investigate and respond within 10 school days. A written email and letter will be sent to the family that will address the concern and outcome.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
Parents or eligible students should submit to the school Executive Director [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school Executive Director [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If Cabrillo Point Academy decides not to amend the record as requested by the parent or eligible student, Cabrillo Point Academy will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before Cabrillo Point Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cabrillo Point Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Cabrillo Point Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [Note: FERPA requires a school to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cabrillo Point Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or

disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

TITLE 1 PART A

PARENT AND FAMILY ENGAGEMENT POLICY

Learning and Educational Agencies and schools receiving federal funding are required to implement a parent and family engagement policy under federal law. See 20 U.S.C. § 6318. The purpose of the Cabrillo Point Academy's Governing Board approving this Parent and Family Engagement Policy is to accomplish the following:

- Identify the purpose of the policy and define "parent"
- Outline parents and family member involvement in drafting of the School Plan
- Establish the ways the School will provide for coordination, technical assistance, and other supports
- Establish the annual meeting content and timeline
- Outline the content, delivery method, and other details of the Notice to parents
- Establish ways parents will participate in the planning, review and improvement of Title I Programs
- Establish the ways in which the School will build capacity for parent involvement
- List and describe how the School will coordinate with other programs
- Establish the annual evaluation process for the policy
- Establish the School-Parent Compact
- Establish the means to involve parents of Limited English Proficient Student, Disabled
- Parents, and Parents of Migratory Children
- Establish the notices that will be provided to parents of participating students
- Ensure that information and materials are provided in ways, so they are accessible to all

Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, the Cabrillo Point Academy (the "School") has adopted this parent and family engagement policy in order to promote learning and provide a more positive learning experience for students. Within this policy, the word "parent" is intended to reach any caregiver of students enrolled in the School, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc. This policy will be incorporated into the School's plan pursuant to federal law and submitted to the California Department of Education with the School's Consolidated Application.

Involvement in Drafting the School Plan

Parents and family members of participating children will be involved in the development of the School plan required by federal law. On an annual basis, the School will submit the School plan to the Governing Board for review and suggested changes after holding a parent meeting and before the plan is submitted to the California Department of Education ("CDE") with the Consolidated Application. In addition, all parents of participating children will annually be invited to review the School plan and submit comments.

If the School plan is not satisfactory to the parents of participating children, the School will submit any comments from parents of participating children with the School plan when it is submitted to the CDE.

Coordination, Technical Assistance, and Other Support

The School will ensure the coordination, technical assistance and other support necessary to planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance in the following ways:

- The School will distribute 95% of the funds reserved pursuant to federal law (20 U.S.C. §6318(a)(3)(A)) to the school for parent involvement activities.
- The School (board and school leaders) will collaborate to devise a timeline for parental involvement activities throughout the school year and create a follow up tool to ensure that the activities occur.
- The School will develop the necessary technical assistance for planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Annual Meeting

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. The School will hold two additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

Notice

Within 60 days of the beginning of school, the School will send through electronic methods a notice to all parents containing, but not limited to, the following information:

- Information about Title I, Part A programs.
- An explanation of the requirements of Title I, Part A programs.
- A description of the parent rights for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy and the schoolwide program.
- A description and explanation of the curriculum in use at the School, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards.

- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent and Family Engagement Policy and a feedback process for parents to comment on its content.

In addition to mailing this notice to parents of participating children, the School will post the information on its website.

Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy and the school-wide program plan, the School will involve parents of participating students as follows:

- The School will conduct two of Family Learning Nights each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy and the school-wide program plan. These meetings will be held at flexible times.
- Parents not attending the Family Learning Nights will be contacted to encourage participation and inform them of future Family Learning Nights.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- Each year, the School will hold an End of School Night, at which parents of participating children will be invited to review Title I, Part A programs, the parent involvement policy and the school- wide program plan and recommend any changes.
- If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within 60 days.
- If the school-wide program plan is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits the plan.

Building Capacity for Involvement

Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among the School, parents, and the community to improve student academic achievement, the School will provide the following programs to assist parents in understanding the challenging State academic standards, State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

- The School will include one of parent on its board of directors as non-voting members.
- The School will regularly publish in its Newsletter, and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Regular meetings will be held by the School to discuss how parents can work with educators to improve their child's academic achievement.

- The School will hold one Family Math and Science Event and one Family Literacy Event to introduce parents to the School's curriculum and its correlation to the State's academic content standards and academic achievement standards.
- Parents will be invited to attend regular classes to learn about State and local academic assessments and to take sample tests.

Helping Parents to Work with their Children

In an effort to foster parental involvement, the School will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

- The School will hold quarterly classes for parents and students to learn how to use computers and the internet in accordance with the School's internet use policy. The
- training will enable parents to access their children's schoolwork, communicate with teachers, and review information posted about the School.
- The School will provide parents with access to literacy programs that bond families around reading and using the public library.
- The School will provide quarterly seminars on parenting skills and parent child communication.

Education on Parent Involvement

The School will annually educate teachers and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials, and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the School, the education will take place after the following research is done (which shall be accomplished within the first 90 days of the commencement of the School year):

- A survey will be sent home to parents of participating students that solicits information on what skills each parent has to offer the School and what types of parental involvement programs in which parents would most likely participate.

Coordination with Other Programs

The School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The School will coordinate and integrate parent involvement programs and activities with these programs as follows:

- Requiring that the school conduct meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood development programs such as the Early Reading First program, to discuss the developmental and other needs of

individual children.

- developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood development program such as the Early Reading First program.

Annual Evaluation

The School, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this family involvement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under federal law. The School will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, this family involvement policy.

School-Parent Compact

At the beginning of each school year, the School will enter into School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The School will seek out input from parents to annually evaluate the effectiveness of the School- Parent Compact and provide feedback and suggestions for revision.

Involvement of Parents of Limited English Proficient Students, Disabled Parents, and Parents of Migratory Children

The School shall implement an effective means of outreach to parents and family members of limited English proficient students to inform them regarding how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all student. To accomplish this goal, the School will do the following:

- The School will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
- The School will provide language translators at parent meetings to the extent practicable.
- The School will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- The School will provide parents of limited English proficiency with access to English as a Second Language (ESL) classes to increase their English language proficiency to assist their children with homework. The school's administrative staff will visit the classes to interact with the parents.

The School will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the School will do the following:

- If any parent needs a disability-related modification or accommodation, including auxiliary aids or services, to participate, they need only contact the School at least 72 hours before the scheduled event

so every reasonable effort can be made to provide the accommodation.

Notices

In accordance with federal law, the School will provide the following notices to parents of children attending Title I, Part A schools:

- Annual report card
- A notice regarding the parent's right to request information regarding the following:
 - Professional qualifications of the student's teacher(s);
 - The level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments and timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
 - Information regarding any State or School policy regarding student participation in any assessments mandated by federal law and by the State and School, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.
- The notice regarding language instruction programs.
- Any other notices required by law.

Miscellaneous

The School shall ensure that all information related to School and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The School will provide other reasonable support for parental involvement activities as requested by parents.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

- Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Human Resources at hrhelp@cabrillopointacademy.org.

PARENT-SCHOOL COMPACT

The Cabrillo Point Academy, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the Parent-School Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

As a school, staff at Cabrillo Point Academy will

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards as follows:
 - Provide a positive atmosphere for learning, including models of respectful behavior and positive attitudes toward work.
 - Provide multiple alternative modes of instruction so that students have a clear understanding of concepts.
 - Supply clear evaluations of student progress to students and parents/guardians, including timely feedback to students about their school work.
 - Reinforce the partnership between parent/guardian, student, and staff by providing strategies to assist learning at home.
 - Provide training and workshops, as appropriate, for teachers and parents/guardians.
 - Provide a process that includes students, parent/guardians, and school staff for ongoing planning, reviewing, and improving school activities and programs.
 - Convene an annual meeting to explain our Title 1 program and inform families annually of opportunities to participate in it.
 - Seek parent input related to our Title 1 program, including but not limited to our School Site Council.
- Provide ongoing communication between parents/guardians and teachers as follows:
 - Access to schedule a meeting with a teacher to discuss an individual student's achievement.
 - Family Learning Events will be held once in the fall and again in the spring.
 - The school will support families of students having academic or behavioral problems when these problems are in danger of affecting a student's academic achievement.
- Provide parents with frequent reports on their child's progress:
 - High school students will receive a progress report twice per year and all students will receive a report card at the end of each semester
 - Teachers will meet, a minimum of every 20 school days, with families to discuss the student's academic progress and achievement.

Parent/Guardian Responsibilities

We, as parents/guardians, will support our child's learning in the following ways:

- Monitoring my child/teen's school attendance
- Supporting the school discipline codes
- Communicating with teachers and staff whenever I have a concern Making every effort to attend school

events such as DELAC meetings, LP meetings, Annual Title I meetings, Parent workshops, and other parent engagement events.

- Making sure that assignments and schoolwork are completed
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school.
- Participating in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Serving to the extent possible on parent advisory committee

Student Responsibilities

As a student, I will:

- Show respect and cooperate with all individuals at school
- Follow school rules
- Be prepared and engaged in daily academic activities
- Complete all assignments to the best of my ability and on time
- Respecting the rights of others to learn without disruption
- Asking for help when I do not understand

By signing this agreement, I acknowledge that I have read and understand the preceding pages that outline the policies and rules of Cabrillo Point Academy. I also acknowledge that I have discussed this information with my child.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

SIGNATURE OF RECEIPT & ACKNOWLEDGEMENT

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

- Registration Requirements
- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage
- Testing & Assessments
- Behavioral Expectations
- Zoom Acceptable Use Policy
- Planning Amounts & Learning Plans
- Academic Integrity
- Field Trip Guidelines
- COPPA Permissions

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

PARENT/GUARDIAN PUBLICITY AUTHORIZATION AND RELEASE

Dear Parent/Guardian:

Our school requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your pupil has participated in his/her/education program. Your authorization will enable us to use specially prepared materials to (1) train teachers and/or (2) increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

Student Full Name: _____

Student DOB: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

- I, as a parent or guardian, of the above named pupil fully authorize and grant Cabrillo Point Academy and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the above named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
- I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
- I understand and agree that Cabrillo Point Academy and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
- I understand and agree that Cabrillo Point Academy and/or its authorized representatives shall have the unlimited right to sue the Recordings for any purposes stated or related to the above.
- I hereby release and hold harmless the Cabrillo Point Academy and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these Recordings as specified above.

Do you agree to accept the provisions of this release?

YES: _____

NO: _____

SIGNATURE: _____

My signature shows that I have read and understood the release, and verifies my selection of the question above

DATE: _____



Cabrillo Point Academy

Compensation Policy

2022-2023

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COMPENSATION POLICY

DEDICATION TO NON-DISCRIMINATION

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

IMPORTANT INFORMATION

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for Cabrillo Point Academy. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

COMPENSATION PHILOSOPHY

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

We Offer

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

We Recognize and Reward

- Exceptional performance and contributions that enable excellent student outcomes.
- Commitment of staff who contribute to the long-term success of our students and our organization.

For Teachers

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

MEDICAL OPT-OUT STIPEND

Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution of \$250 per month.

CERTIFICATED COMPENSATION

Certificated Definition

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or

credential as defined by the California Teaching Commission (CTC).

Teacher Definition

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education.

Salary Placement Guidelines

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Creditable Years of Experience

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 5 (five) years with placement on year 5 (five).
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year.
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.
- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the Salary Schedule as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the schedule than the teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher Salary Schedule (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher schedule as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale level and group based on their creditable years of service and post bachelor's degree units or completion of Advanced Placement certification coursework, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series or taken from the Advanced Placement program. Points on the pay scale are the equivalent of semester units. Therefore, any eligible units not reported as semester units will be converted for proper placement on the pay scale.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to be applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Salary Schedule based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher completes graduate level coursework on January 15 and provides an official transcript on May 1, any advancement on the Salary Schedule and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher completes graduate level coursework on August 15 and provides an official transcript on October 15, any advancement on the Salary Schedule and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 31. The teacher would receive the advancement starting the next pay period of November 1-15.
- For teachers with less than 98 units, the maximum number of years of service that can be accumulated is 10 years. To add additional years of service, teachers must obtain 98 or more units. The year in which 98 or more units is achieved, the teacher will finish out that year as year 10. They will then advance in years of service the preceding school years as outlined on the Salary Schedule.

Advanced Degree/Certificate Stipends

- Certificated staff who hold a Doctoral degree are entitled to additional compensation of \$3,000

stipend in addition to their current annual salary on the Salary Schedule.

- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$3,000 stipend in addition to current annual salary on the Salary Schedule.
- Proof of National Board Certificate (NBC) and Doctoral Degrees must be submitted by October 31 in order for stipend to be paid for that year. Any submission after October 31 will result in stipend for the following year.
- The stipends will be paid as set forth in the Stipend Chart below.

Signing Bonus

If the School decides to issue signing bonuses, the following requirements shall apply.

- Signing bonuses may be offered to teachers certified in an area of critical concern as defined by the School, to promote diversity, or to address specific concerns at the school.
- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- To qualify for a signing bonus, the teacher must:
 - Be certified in the field they are hired to teach.
 - Teach in that field of the bonus.

Supplemental Duty Stipends

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Staff who perform the Supplemental duties outlined in the chart below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the staff member by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Student Support Coordinator, SPED Lead Teacher, etc. are assigned on a year-by-year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends.
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart

once the Supplemental duty has started.

- Student stipends are paid bi-monthly based on the teacher roster from August through June according to the teacher work calendar.
- The Executive Director has been delegated authority to change the stipend amounts and add or change stipends based on the need of the school throughout the year in line with the board adopted budget.

Voluntary Transfer to Lower Role Placement or Teaching position

Employees approved to voluntarily transfer to a position in a lower placement on the Salary Schedule will be placed in the new salary placement or teacher Salary Schedule, and the salary will be calculated as it is in the new placement or schedule.

Additional Supplement Bonus ("Supplement")

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

- The Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the school.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the schedule provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the teacher on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

PART-TIME TEACHERS

For All Part-Time Teachers

- Part-time/Full-time Status: Compensation for part-time teachers will be \$31.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. Part-time teachers are pre-approved for the hours according to the chart below. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than the number of approved hours per week specified in the chart for the 5 floating days in July. If a part-time teacher anticipates exceeding the number of approved hours per week due to the attendance in the back-to-school training sessions, the teacher must obtain prior approval.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's Employee Handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.
- When a case load of 20 students is reached, employees may be rated in and placed on a Salary Schedule and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a caseload of less than 28 students over a course of three (3) consecutive months may result in a return to part-time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the Pay Scale based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED Instructional Aide at a school district, or a company may be equivalent experience for the SPED Instructional Aide position, but SPED Center Aide will be applicable experience.
- The evaluation of prior experience and placement on the Pay Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision,

consistent with the School's approved budget.

- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total year of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board.

Role/Salary Placements

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

Advancements on Pay Scale

An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

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

Partial Assignments

In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the Pay Scale (or salary placement) with the higher

salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the Pay Scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or Pay Scale.
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

- A former employee who returns to a position similar to the role held prior to separation will be placed on the Pay Scale as follows:
 - The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the Pay Scale.
 - All applicable work experience earned outside of Cabrillo Point Academy, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Non-Exempt Employees

- Each non-exempt employee will be placed on the Pay Scale based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the Pay Scale.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the Pay Scale as appropriate based on the employee's accumulated relevant

experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus ("Supplement")

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

- An Executive Director, in his or her sole discretion, shall determine what duties shall be Supplemented based upon the operational needs of the school.
- A Supplement is not automatic and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A Supplement will be paid to the employee in accordance with the chart provided by the School at the time of Supplement award.
- The Supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All Supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous Supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's Supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the Supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty Supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - The Executive Director must first agree with the classified staff member on the terms.
 - The Supplemental work must be separate from the normal job responsibilities.
 - The work must be completed or in the progress of being completed.

APPENDICIES

A. STIPEND CHART

B. SALARY SCHEDULES AND PAY SCALES

C. PART-TIME TEACHER HOURLY SCHEDULE

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Academic Decathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Decathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Academic Pentathlon Coach/Advisor	\$2,500	Assigned Position: Paid to a certificated teacher to teach Academic Pentathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	28
Career Technical Education (CTE)	\$5,000	Paid to CTE credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
CHYA	\$2,500	Assigned Position: Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum.	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.	28
Counselor - Pupil Personnel Services (PPS) Extra Duties	\$8,500	Paid to PPS credentialed teachers who applied and received the position to be on the team.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Counselor Extra Section	\$450 per week for each section of counseling coverage over 3 sections.	Provided to school counselors with a PPS who serve an extra section of students as school counselor.	Eligibility starts at the beginning of the school year and once counseling services begin.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	Three (3) sections, additional pay beings on fourth (4 th) section.

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
CPA Presents: Parent U	\$80 per presentation	Paid to HSTs who sign up to present on an approved topic to parents during a CPA Presents: Parent U.	Eligibility starts at the beginning of the school year.	Paid as a lump sum, following the workshop, and aligning with the pay periods for HR.	N/A
CPA Presents: Teacher Participation	\$30 per session for any additional sessions attended beyond the requirement.	Paid to staff members who attend additional PD sessions beyond the requirement.	Eligibility starts at the beginning of the school year.	Paid as a lump sum, following the workshop, and aligning with the pay periods for HR.	N/A
Doctoral Degree	\$3,000	Provided to certificated staff who hold a doctorate degree.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.	N/A
Elementary Explorers on Course Lead Teacher	\$23,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to coordinate Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24
Elementary Explorers on Course Teacher	\$20,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to teach Mission 2 Learn classes.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year	24
Explorers Online Teacher Sub	\$31.00 with a total of 2 hours expected	Assigned Position: Paid to a designated HST who volunteered and received the position.	Eligibility starts upon covering an Explorers online class as a substitute.	Paid the following paycheck after work and hours are submitted.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Extended School Year (ESY)	\$3,500	Paid to special education teachers who provide services during ESY.	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.	N/A
Extra Student	\$100/month/ student over required roster limit	If the Executive Director assigns additional students to the employee's roster over the designated amount, the employee will be compensated for those students. The employee will receive \$100/ month per student.	Eligibility starts once the employee is fill-time, and students are assigned at the Executive Director's discretion. Extra pay starts on or after 7/15 with a fully executed Master Agreement.	Paid bimonthly over the course of the student days of attendance. Will be prorated based on period of service during the school year.	Designated Amount HST: 28 RC: 16 HS RC: 10 AD & DSS: 10 HS AD: 5 Staff Dev: 18 Intervention, EL, Expl: 24
High School Academic Support Coordinator	\$12,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be a lead for the team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July - June. Will be not prorated. It is a set amount regardless of when hired for the position.	28 (HST) 16 (RC)
Highly Qualified Teacher Extra Course	\$450/pay period for each section of Edgenuity coverage and \$670/pay period for each section of ChoicePlus Academy coverage after 5 sections.	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months of the student calendar.	Five (5) sections, additional pay begins on sixth (6 th) section.
Highly Qualified Teacher Summer School	\$31.00 hour	Provided to single subject credentialed teachers who teach additional coursework for high school summer school courses.	Eligibility starts at the beginning of June.	Paid bimonthly over 2 months; June - July. Will be prorated based on period of service during the school year.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Induction Coach	\$500/ teacher/ semester	Paid to credentialed teachers who work with teachers who are working toward clearing their credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A
Lead Community Coordinator	\$12,000	Assigned Position: Paid to a certificated teacher who facilitates regular events for the Community Connections program.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	18
Library Team Lead	\$650 per month (\$7,800 for 12 months)	This position is open to current CPA Library Specialists.	Eligibility begins immediately.	Paid \$325 bimonthly over 12 months; July - June.	N/A
Math Adventures Teacher	\$5,000	Assigned Position: Paid to a designated HST who applied and received the position to facilitate online instruction and regular events for the Math Adventures program.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
Medical Benefit Opt-Out	\$3,000	Provided to staff who opt out of medical benefit coverage.	Eligibility starts at the beginning of the school year.	\$125 paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.	N/A
Mileage	\$1,250 per semester/ \$2,500 per year	Certificated employees who carry a roster and must travel to student monthly meetings.	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
MOU Coordinator	\$8,400	Assigned Position: Paid to designated director to provide support for all employees that are on the shared staff MOU.	Eligibility starts at the beginning of the school year paid July-June.	Paid bimonthly over 12 months; July - June. Will be prorated based on period of service during the school year.	N/A
National Board Certification (NBC)	\$3,000	Provided to teachers who have been awarded the National Board Certification.	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.	N/A
National Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
National Junior Honor Society Advisor	\$2,500	Assigned Position: Paid to a certificated teacher who serves as an advisor to NJHS students and oversees the functions of the honor society.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August - May. Will be prorated based on period of service during the school year.	28
Phone/ Internet/ Utilities	\$956.16	Provided to all employees for work expense, including phone, internet, and utilities costs.	For all current employees. Eligibility starts at the beginning of the school year paid bimonthly July - June.	\$39.84 paid bimonthly over July - June. Will be prorated based on period of service during the school year. Payments will align with the employee's work calendar.	N/A
Professional Development Course	\$500 per staff member	Paid to staff members who participated in and completed the assigned Stanford Online Continuing Education Course.	Starts at the beginning of the school year in July.	Paid as a lump sum within the school year upon submission of certificate of completion.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
Professional Development Presenter CPA Presents: Teachers on Course	\$500 per workshop (\$2,000 max)	Assigned Position: Paid to a credentialed teacher who develops and delivers an approved professional development topic. Paid to staff members who create and present Professional Development to peers.	Eligibility is earned after service has been completed from start date to end date. Eligibility starts at the beginning of the school year.	Paid in lump sum after the completion of the work. Paid as a lump sum at the end of each semester.	N/A
Special Programs Lead	\$6,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	28
SPED Extra Student	Mild/Moderate \$150/month per extra student. Moderate/Severe or Moderate/Severe Transition \$400/month per extra student	If the Special Education Director assigns additional students to the employee's full-time caseload, the employee will receive \$150/month per student in the Mild/Moderate program, \$400/month per student in the Moderate/Severe program or M/S transition program.	Eligibility starts once rosters surpass required roster limits (which may be retroactive to the start of the 2021-2022 school year).	Paid bimonthly over 10 months; August - May.	Designated Amount MM: 22, 7hr MML: 10 MS: 9 MSL: 6 MS Transition: 9
SPED In-Person Provider	Up to 25% - \$1500 Up to 50% - \$3000 Up to 75% - \$4500 Up to 100% - \$6000	Assigned position for SPED Providers. Must provide services to identified student(s) in-person.	Stipend to begin first full pay period following start of in-person services.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
SPED Lead Teacher	\$1,000	Assigned Position: Must be in a leadership role and an authority in compliance, training, and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months of the student calendar. Will be prorated based on period of service during the school year.	N/A

Cabrillo Point Academy
July 1, 2022 – Stipend Chart

Stipend	Amount	Description	Eligibility Start	Method of Payment	Base Number of Students
SPED Lead Program Specialist	\$3,000	Assigned Position: Serves as an administrative designee, authority in compliance, and supports teachers and other Program Specialists in the field of special education.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 12 months; July – June. Will be prorated based on period of service during the school year.	N/A
SPED Lead School Psychologist	\$2,000	Assigned Position: Paid to a credentialed school psychologist who supports the other school psychologists in the field of special education assessment.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	N/A
Testing Team Lead	\$6,000	Assigned Position: Paid to a credentialed teacher who applied and received the position to be the lead for their RC team.	Eligibility starts at the beginning of the school year.	Paid bimonthly over 10 months; August-May. Will be prorated based on period of service during the school year.	28

**Cabrillo Point Academy
Administrator and Director
July 1, 2022 – Salary Schedule**

Year	Administrator	Director Level 1	Director Level 2	Director Level 3	Assistant Director
1	\$67,000	\$95,800	\$118,500	\$154,500	\$113,300
2	\$69,000	\$98,400	\$121,500	\$158,100	\$116,100
3	\$71,100	\$100,900	\$124,600	\$162,200	\$119,000
4	\$73,100	\$103,000	\$127,700	\$165,800	\$122,100
5	\$75,200	\$105,600	\$130,800	\$170,000	\$125,100
6	\$77,300	\$108,200	\$133,900	\$174,100	\$128,200
7	\$79,800	\$111,200	\$137,000	\$178,700	\$131,300
8	\$82,400	\$113,800	\$141,100	\$182,300	\$134,400
9	\$85,000	\$115,400	\$144,200	\$185,900	\$139,100
10	\$87,600	\$118,500	\$147,800	\$189,500	\$141,100
11	\$90,100	\$121,000	\$151,400	\$193,100	---
12	\$92,700	\$124,600	\$155,500	\$196,700	---
13	\$95,300	\$127,700	\$159,100	\$200,300	---
14	\$98,400	\$130,800	\$163,300	\$203,900	---
15	\$100,900	\$133,900	\$167,400	\$206,000	---

Director Level 1	Director Level 2	Director Level 3
Director of School Support	Director of HR Development	Director of Special Education
Director of Testing	Director of IT	Assistant Senior Director
Director of Accounting	Director of Technology Systems	
Director of Student Support	Director of High School	
Director of Compliance	Director of Accountability	
Director of Achievement & Accr.		
Director of Enrichment		
Director of ChoicePlus Academy		
Director of Edgenuity		
Director of Vendors		

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 228 work days. The 228 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

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

Cabrillo Point Academy
Certificated Support
July 1, 2022 – Salary Schedule

PROGRAM SPECIALIST

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000	\$108,700	\$111,400	\$114,200	\$117,100	\$120,000	\$123,000

SCHOOL PSYCHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$85,200	\$88,300	\$92,800	\$97,400	\$102,300	\$107,400

SPEECH/LANGUAGE PATHOLOGIST

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$77,900	\$82,000	\$86,300	\$90,900	\$95,600	\$100,400

NURSE

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,100	\$77,800	\$81,200	\$85,300	\$89,600	\$94,100

OCCUPATIONAL THERAPIST & MENTAL HEALTH THERAPIST/SOCIAL WORKER

Step	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	\$74,300	\$78,100	\$82,300	\$86,600	\$91,200	\$95,900

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

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

Cabrillo Point Academy
July 1, 2022 – Classified Pay Scales

Classified Pay Scale – 191

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$30.26	\$25.76

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

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

Classified Pay Scale – 228

Pay Scale Group	A	B	C	D	E	F	G	H	I	J	K	L
Spec L1	\$15.78	\$16.16	\$16.54	\$17.05	\$17.55	\$18.18	\$18.69	\$19.19	\$20.46	\$21.68	\$22.35	\$22.64
Spec L2	\$18.94	\$19.45	\$20.08	\$20.58	\$21.09	\$21.72	\$22.35	\$22.98	\$23.60	\$24.24	\$25.00	\$25.76
Spec L3	\$20.20	\$20.84	\$21.47	\$22.10	\$22.73	\$23.42	\$24.12	\$24.88	\$25.63	\$26.39	\$27.05	\$27.58
Spec L4/Executive Assistant	\$25.25	\$26.01	\$26.77	\$27.65	\$28.41	\$29.30	\$30.18	\$31.06	\$31.95	\$32.83	\$33.46	\$34.14

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

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

Cabrillo Point Academy
Counselor
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$ 61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$ 61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

Cabrillo Point Academy
High School Program Coordinator
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

*High School Program Coordinators must teach a minimum of 2 class sections.

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

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

**Cabrillo Point Academy
Highly Qualified Teacher (HQT)
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700
B (+ 14 points)	\$61,600**	\$61,600**	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$67,500
C (+ 28 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,800	\$70,100
D (+ 42 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$66,000	\$69,300	\$72,800
E (+ 56 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$65,100	\$69,500	\$71,800	\$75,400
F (+ 70 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$61,700	\$64,200	\$67,400	\$70,800	\$74,300	\$78,100
G (+ 84 points)	\$61,700	\$61,700	\$61,700	\$61,700	\$63,200	\$66,400	\$69,700	\$73,200	\$76,800	\$80,700
H (+ 98 points)	\$61,700	\$61,700	\$61,700	\$62,200	\$65,300	\$68,500	\$72,000	\$75,600	\$79,400	\$83,400

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$86,000	\$88,600	\$91,300	\$93,900

H15	H20	H25	H30
\$96,600	\$99,200	\$101,900	\$104,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

Cabrillo Point Academy
Homeschool Teacher (HST) – Middle and High School
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900
B (+ 14 points)	\$71,900**	\$71,900**	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$74,300
C (+ 28 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$73,600	\$76,900
D (+ 42 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,100	\$79,600
E (+ 56 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,800	\$76,300	\$78,600	\$82,200
F (+ 70 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$77,600	\$81,100	\$84,900
G (+ 84 points)	\$71,900	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,500	\$80,000	\$83,600	\$87,500
H (+ 98 points)	\$71,900	\$71,900	\$71,900	\$72,000	\$74,200	\$76,300	\$78,800	\$82,400	\$86,200	\$90,100

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$92,800	\$95,400	\$98,100	\$100,700

H15	H20	H25	H30
\$103,400	\$106,000	\$108,700	\$110,800

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

****Must maintain 28 students.

**Cabrillo Point Academy
Homeschool Teacher (HST)
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600
B (+ 14 points)	\$61,600**	\$61,600**	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$64,000
C (+ 28 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$63,300	\$66,600
D (+ 42 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$65,800	\$69,300
E (+ 56 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$62,500	\$66,000	\$68,300	\$71,900
F (+ 70 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$67,300	\$70,800	\$74,600
G (+ 84 points)	\$61,600	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,200	\$69,700	\$73,300	\$77,200
H (+ 98 points)	\$61,600	\$61,600	\$61,600	\$61,700	\$63,900	\$66,000	\$68,500	\$72,100	\$75,900	\$79,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$82,500	\$85,100	\$87,800	\$90,400

H15	H20	H25	H30
\$93,100	\$95,700	\$98,400	\$100,500

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

Cabrillo Point Academy
Intervention Support Teacher/English Language Development Teacher
July 1, 2022-2023 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600
B (+ 14 points)	\$81,600**	\$81,600**	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$84,000
C (+ 28 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$83,300	\$86,600
D (+ 42 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$85,800	\$89,300
E (+ 56 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$82,500	\$86,000	\$88,300	\$91,900
F (+ 70 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$87,300	\$90,800	\$94,600
G (+ 84 points)	\$81,600	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,200	\$89,700	\$93,300	\$97,200
H (+ 98 points)	\$81,600	\$81,600	\$81,600	\$81,700	\$83,900	\$86,000	\$88,500	\$92,100	\$95,900	\$99,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$102,500	\$105,100	\$107,800	\$110,400

H15	H20	H25	H30
\$113,100	\$115,700	\$118,400	\$120,500

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.
 **Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.
 ***Must maintain a roster of 24 students.
 ***Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Regional Coordinator – Middle and High School
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$97,300	\$99,500	\$101,700	\$104,000	\$106,400	\$108,800	\$111,200	\$113,800	\$116,300

Regional Coordinators must hold a minimum of 10 students.

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

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

Cabrillo Point Academy
Regional Coordinator
July 1, 2022 – Salary Schedule

Year	1	2	3	4	5	6	7	8	9
Salary	\$87,000	\$89,200	\$91,400	\$93,700	\$96,100	\$98,500	\$100,900	\$103,500	\$106,000

Regional Coordinators must hold a minimum of 16 students.

*NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

**Annualized salary includes 206 work days, and team members may need to work additional days beyond the work calendar.

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

**Cabrillo Point Academy
Special Education (SPED) Teacher
July 1, 2022 – Salary Schedule**

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$63,400**	\$63,400**	\$63,400	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200
B (+ 14 points)	\$63,400**	\$64,000**	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,700
C (+ 28 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$71,000	\$74,700
D (+ 42 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$70,100	\$73,800	\$77,700
E (+ 56 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$69,100	\$74,000	\$76,600	\$80,600
F (+ 70 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$65,200	\$68,100	\$71,700	\$75,500	\$79,400	\$83,600
G (+ 84 points)	\$65,200	\$65,200	\$65,200	\$65,200	\$67,000	\$70,500	\$74,200	\$78,100	\$82,200	\$86,600
H (+ 98 points)	\$65,200	\$65,200	\$65,200	\$65,800	\$69,200	\$72,900	\$76,800	\$80,800	\$85,100	\$89,500

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,500	\$98,400	\$101,400

H15	H20	H25	H30
\$104,300	\$107,300	\$110,300	\$112,600

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 191 work days. The 191 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

Cabrillo Point Academy
Staff Development Coordinator
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$71,600**	\$71,600**	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600
B (+ 14 points)	\$71,600**	\$71,600**	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$74,000
C (+ 28 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$73,300	\$76,600
D (+ 42 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$72,500	\$75,800	\$79,300
E (+ 56 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$72,500	\$76,000	\$78,300	\$81,900
F (+ 70 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$77,300	\$80,800	\$84,600
G (+ 84 points)	\$71,600	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$76,200	\$79,700	\$83,300	\$87,200
H (+ 98 points)	\$71,600	\$71,600	\$71,600	\$71,700	\$73,900	\$76,000	\$78,500	\$82,100	\$85,900	\$89,800

Additional Pay Scale Levels

	11	12	13	14
(continued) H (+ 98 points)	\$92,500	\$95,100	\$97,800	\$100,400

H15	H20	H25	H30
\$103,100	\$105,700	\$108,400	\$110,500

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 198 work days. The 198 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

***Must maintain a roster of 18 students.

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

Cabrillo Point Academy
Student Support Coordinator and 504 Coordinator
July 1, 2022 – Salary Schedule

PAY SCALE GROUP

PAY SCALE LEVEL

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000
B (+ 14 points)	\$77,000**	\$77,000**	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$79,400
C (+ 28 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,800	\$82,100
D (+ 42 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,300	\$84,700
E (+ 56 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$78,000	\$81,400	\$83,800	\$87,400
F (+ 70 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$82,800	\$86,300	\$90,000
G (+ 84 points)	\$77,000	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,700	\$85,100	\$88,800	\$92,700
H (+ 98 points)	\$77,000	\$77,000	\$77,000	\$77,100	\$79,400	\$81,400	\$83,900	\$87,500	\$91,300	\$95,300

Additional Pay Scale Levels

	11	12	13	14
(continued)				
H (+ 98 points)	\$97,900	\$100,600	\$103,200	\$105,900

H15	H20	H25	H30
\$108,500	\$111,200	\$113,800	\$115,900

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**Staff holding an alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2.

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

Cabrillo Point Academy
Technology Department
July 1, 2022 – Classified Pay Scales

Job Title		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
IT Tech (ITT) or Order Fulfillment Specialist (OFS)	Hourly	\$20.60	\$21.22	\$21.86	\$22.51	\$23.19	\$23.81	\$24.46	\$25.10	\$25.75	\$26.40	\$27.05	\$27.69	\$28.34	\$28.98	\$29.63	\$30.27
	Annual																
IT Tech II or Order Fulfillment Specialist 2 or IT Administrative Assistant (ITAA)	Hourly	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50	\$26.19	\$26.90	\$27.61	\$28.33	\$29.04	\$29.75	\$30.46	\$31.17	\$31.88	\$32.59	\$33.30
	Annual																
IT Support Specialist (ITSS)	Hourly	\$24.72	\$25.46	\$26.22	\$27.02	\$27.82	\$28.57	\$29.36	\$30.13	\$30.90	\$31.67	\$32.46	\$33.23	\$34.00	\$34.78	\$35.56	\$36.33
	Annual																
IT Support Specialist II or Tech Coordinator (TC) or IT Provisioning Manager	Hourly	\$26.78	\$27.58	\$28.41	\$29.26	\$30.14	\$30.95	\$31.80	\$32.64	\$33.48	\$34.32	\$35.15	\$36.00	\$36.83	\$37.69	\$38.51	\$39.38
	Annual																
IT Support Specialist III or Data Analyst Tech Coordinator 2 or DevOps Engineer 1 (DO1)	Hourly	\$28.84	\$29.71	\$30.60	\$31.52	\$32.46	\$33.34	\$34.25	\$35.14	\$36.05	\$36.96	\$37.88	\$38.75	\$39.66	\$40.58	\$41.49	\$42.40
	Annual																
IT Administrator (ITA) or DevOps Engineer 2 (DO2)	Hourly	\$32.96	\$33.95	\$34.97	\$36.02	\$37.10	\$38.08	\$39.13	\$40.19	\$41.20	\$42.26	\$43.26	\$44.28	\$45.33	\$46.39	\$47.40	\$48.46
	Annual																
IT Manager (ITM)	Hourly	\$39.23	\$40.29	\$41.35	\$42.36	\$43.41	\$44.47	\$45.53	\$46.59	\$47.64	\$48.65	\$49.71					
	Annual												\$105,600.00	\$108,200.00	\$111,200.00	\$113,800.00	\$115,400.00

New classified team members will be placed on this pay schedule based on:

- Experience in their field of expertise
- Education level, Degrees or Certificates
- Comparable Industry Standard Compensation

Annual pay advancements for longevity are not guaranteed and are subject to the school’s operational needs and/or budget approved by the school board.

Cabrillo Point Academy
Part-Time Homeschool Teacher (HST)
July 1, 2022 – Hourly Schedule

Number of Regularly Enrolled Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of Approved Hours Per Week	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

Part-Time Highly Qualified Teacher (HQT)
July 1, 2022 – Hourly Schedule

Number of Sections Covered	1	2	3	4
Number of Approved Hours Per Week	15	20	25	30

Please Note:

- No more than your max approved hours should be worked in one calendar week without prior approval.
- No more than 8 hours can be worked in one day.
- Any time over 5 hours in a day must include scheduled lunch.
- No hours may be worked on Holidays.
- No hours are approved over school breaks: (ex. Thanksgiving Break, Winter Break, Presidents' Break, Spring Break)



Cabrillo Point Academy

Evaluation Policy

EVALUATION POLICY	3
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6. Record Keeping.....	4

EVALUATION POLICY

Cabrillo Point Academy is committed to providing evaluation and assessment of all staff members on a continuing basis.

The purpose of the Cabrillo Point Academy Governing Board approving this Evaluation Policy is to accomplish the following:

1. Outline the Purpose of the Evaluation
2. Establish the Frequency of Evaluations and the Evaluation Timeline
3. Establish Who Conducts the Employee Evaluations
4. Outline the Evaluation Sequence of Events
5. Establish the Use of ~~Professional Growth and Improvement Plans~~ Performance Improvement Plans
6. Outline the Record Keeping Process for All Evaluations

1. PURPOSE OF EVALUATIONS

The purpose of a staff evaluation is to safeguard and improve the quality of educational support and service received by students and families by the Charter School Employees.

2. FREQUENCY OF EVALUATIONS AND EVALUATION TIMELINE

Some returning staff will be evaluated. All ~~new~~ staff new to the School or to the position will be evaluated.

Certificated and classified staff who receive an average score from their evaluator of ~~3.0~~ 2.8 or higher on a ~~5~~ 4-point scale and continue to perform in good standing will be expected to complete a performance evaluation every-other year. In addition, all positions designated by the Executive Director as leadership positions will be evaluated yearly.

Certificated and classified staff who receive an average score from their evaluator of ~~2.9~~ 2.7 or lower on a ~~5~~ 4-point scale will be evaluated on an annual basis. Certificated and classified staff who demonstrate poor performance of job expectations will be evaluated on an annual basis, placed on a ~~mandatory~~ Performance Improvement Plan, and a second review will be scheduled before one will receive a contract for the following year. One may be on a trajectory for their contract to not be renewed for the next school year.

Evaluations will be conducted in the spring of each school year and will be completed no later than thirty (30) calendar days before the end of the employee's scheduled work year.

3. WHO CONDUCTS THE EMPLOYEE EVALUATIONS

The employee's immediate supervisor(s) will be responsible for evaluating the employees. The supervisor

may delegate portions of the evaluation process to a designee, but the supervisor shall retain overall responsibility. ~~The evaluation may also be conducted or managed by the supervisor's supervisor.~~

4. SEQUENCE OF EVENTS

Self-Assessment and Form 700

The employee will complete their self-assessment of the evaluation (if applicable) and their Form 700 prior to their meeting with their supervisors.

Meeting with Supervisor

The employee and the employee's supervisor or designee will meet with the employee and conduct their evaluation.

Employee's Time to Respond

The employee will be given the opportunity to respond to their supervisor's evaluation.

Final Evaluation Report and Summary Conference

The evaluator shall prepare, complete and issue the Final Evaluation Report and give a copy to the employee during the final evaluation conference.

5. ~~PROFESSIONAL GROWTH AND~~ PERFORMANCE IMPROVEMENT PLANS

~~Employees who receive an unsatisfactory evaluation (scoring below a score of 3 on the 5-point scale or a score of 2 on the 4-point scale) shall be placed on a Professional Growth and Improvement Plan. The employee's supervisor will confer with the employee making specific recommendations as to areas of improvement in the employee's performance and endeavor to assist the employee in his or her performance.~~ Employees who receive an unsatisfactory evaluation (scores that fall in the range of 0.0 - 2.0 on the 4-point scale) shall be placed on a Performance Improvement Plan. Employees who score between 2.1 - 2.7 may be placed on a Performance Improvement Plan based on supervisor's discretion.

6. RECORD KEEPING

A signed copy of the Final Evaluation and any supporting documents shall be kept on file with the HR Director.

Cabrillo Point Academy

Monthly Financial Presentation – September 2022

Highlights

Highlights

- Revenue increased by \$805K
- Expenses decreased by \$710K
- YE surplus is projected at \$6.3M, +\$1.5M to prior projection

Compliance and Reporting

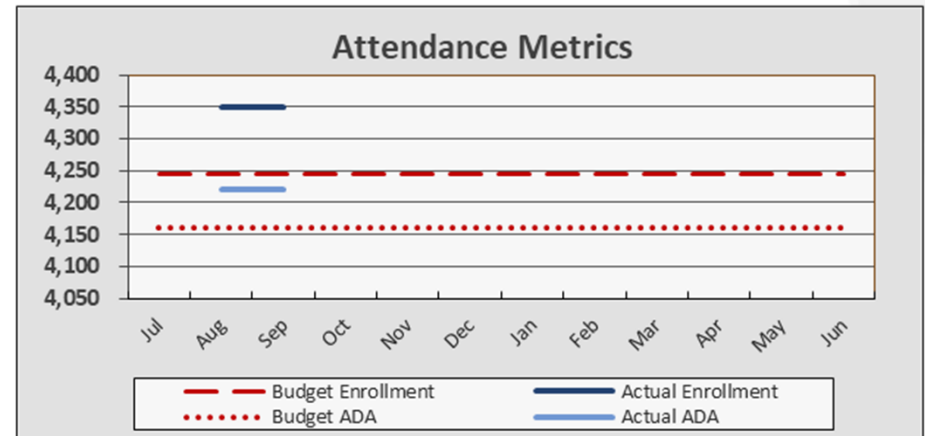
- 25:1 PTR is within compliance
- 40/80 has fallen out of compliance due to increase in revenue. Leadership is formulating a plan to address this metric.

Pupil:Teacher Ratio	
20.59	:1

Cert.	Instr.
50.8%	76.9%
5,765,170	(1,645,134)

Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4,350	4245	4245
ADA	4,221	4160	4160
Attendance Rate	97.0%	98.0%	98.0%
Unduplicated %	n/a	34.3%	34.3%
Revenue per ADA		\$12,785	\$11,976
Expenses per ADA		\$11,245	\$11,452



- Attendance will change based on enrollment and attendance this year

Revenue

- Revenue increased by **\$805K** to prior forecast:
 - New LCFF TK Add-On (+410K)
 - Additional 61 ADA (+\$395K)

Revenue

State Aid-Rev Limit
Federal Revenue
Other State Revenue
Other Local Revenue

Total Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ 8,464,306	\$ 7,778,376	\$ 685,930
663	683,328	(682,664)
667,653	483,902	183,751
62,077	-	62,077
\$ 9,194,700	\$ 8,945,606	\$ 249,094

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 45,379,429	\$ 42,188,823	\$ 3,190,606
2,962,358	2,952,382	9,976
4,780,975	4,681,620	99,355
62,077	-	62,077
\$ 53,184,840	\$ 49,822,825	\$ 3,362,015

Expenses

- Expenses decreased by **\$710K**, compared with prior projection
 - Student Funds opt-in rate reduced from 90% to 80% (-\$1.1M)
 - Books, Software, and Insurance increases driven by enrollment (+\$355K)

Expenses

Year-to-Date		
Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 3,941,541	\$ 3,538,698 \$ (402,843)
Classified Salaries	880,150	890,044 9,895
Benefits	1,569,036	1,591,118 22,081
Books and Supplies	1,919,075	2,183,471 264,396
Subagreement Services	792,334	2,320,802 1,528,467
Operations	155,028	131,800 (23,228)
Facilities	82,389	46,113 (36,276)
Professional Services	423,064	456,155 33,091
Depreciation	1,964	4,857 2,893
Total Expenses	\$ 9,764,583	\$ 11,163,059 \$ 1,398,476

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 17,853,503	\$ 18,532,354	\$ 678,852
3,550,283	3,560,178	9,895
7,731,862	7,431,370	(300,491)
7,495,071	7,307,514	(187,557)
7,431,195	8,143,730	712,535
650,364	527,200	(123,164)
222,454	184,453	(38,001)
1,972,942	1,933,639	(39,303)
16,611	19,429	2,818
\$ 46,924,284	\$ 47,639,868	\$ 715,583

Fund Balance

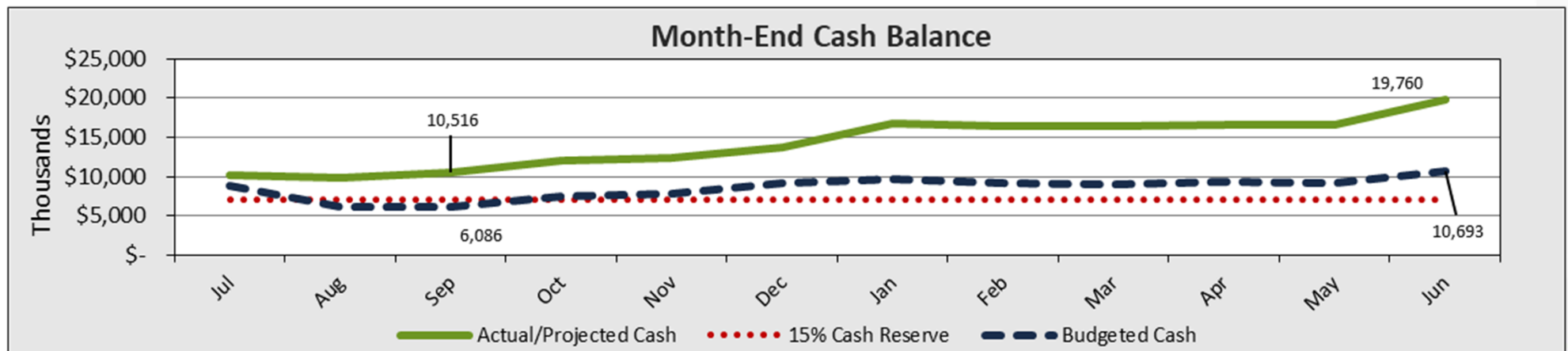
- Year-end surplus forecasted at **13%** of total expenses
- Projected end of year fund balance exceeds State requirements of 5%.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (569,883)	\$ (2,217,453)	\$ 1,647,570
Beginning Fund Balance	<u>9,117,813</u>	<u>9,117,813</u>	
Ending Fund Balance	<u>\$ 8,547,930</u>	<u>\$ 6,900,360</u>	
<i>As a % of Annual Expenses</i>	18.2%	14.5%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
	\$ 6,260,556	\$ 2,182,957	\$ 4,077,599
	<u>9,117,813</u>	<u>9,117,813</u>	
	<u>\$ 15,378,369</u>	<u>\$ 11,300,770</u>	
	32.8%	23.7%	

Cash Balance

- End of Year cash balance: **\$20M**
- No projected borrowing/factoring needed



Compliance



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Oct-05	California Basic Educational Data System (CBEDS) Information Day - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction. Data is due to CDE on October 31st .	CPA	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-14	Federal Stimulus Reporting - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP, including ESSER I, GEER I, ESSER II, ESSER III and ELO-G. Reporting for the preceding quarter (July 1 - Sep 30).	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/reporting.asp
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	CPA	No	No	https://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	CPA	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp

Appendices

- Monthly Cash Flow / Forecast 22-23
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY22-23

Revised 10/10/2022

ADA = 4221.25



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	2,127,460	2,127,460	3,829,428	3,827,112	3,827,112	3,827,112	3,827,112	4,028,313	4,028,313	4,028,313	4,028,313	4,028,313	-
8012	Education Protection Account	-	-	206,162	211,063	-	-	211,063	-	-	4,901	-	-	211,063
8096	In Lieu of Property Taxes	-	57,932	115,864	78,206	78,206	78,206	78,206	78,206	145,330	72,665	72,665	72,665	72,665

Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals
2,127,460	2,127,460	3,829,428	3,827,112	3,827,112	3,827,112	3,827,112	4,028,313	4,028,313	4,028,313	4,028,313	4,028,313	-
-	-	206,162	211,063	-	-	211,063	-	-	4,901	-	-	211,063
-	57,932	115,864	78,206	78,206	78,206	78,206	78,206	145,330	72,665	72,665	72,665	72,665
2,127,460	2,185,392	4,151,454	4,116,381	3,905,318	3,905,318	4,116,381	4,106,519	4,173,643	4,105,879	4,100,978	4,100,978	283,727

Annual Forecast

Original Budget Total	Favorable / (Unfav.)
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ADA = 4160.10

43,534,363	40,370,484	3,163,878
844,250	832,020	12,230
1,000,817	986,319	14,498
45,379,429	42,188,823	3,190,606

Federal Revenue

8181	Special Education - Entitlement	-	-	-	44,763	44,763	44,763	44,763	66,027	66,027	66,027	66,027	-
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	362,540	-	-	-	-	-	120,847
8291	Title II, Part A - Teacher Quality	-	-	-	-	-	73,601	-	-	-	-	-	24,534
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	16,731	-	16,731
8296	Other Federal Revenue	-	-	663	-	-	463,729	-	463,729	-	926,795	-	1,854,918

-	-	-	44,763	44,763	44,763	44,763	66,027	66,027	66,027	66,027	66,027	-	509,188
-	-	-	-	-	-	362,540	-	-	-	-	-	120,847	483,386
-	-	-	-	-	-	73,601	-	-	-	-	-	24,534	98,135
-	-	-	-	-	-	-	-	-	-	-	16,731	-	16,731
-	-	663	-	-	463,729	-	-	463,729	-	-	926,795	-	1,854,918
-	-	663	44,763	44,763	944,633	44,763	66,027	529,757	66,027	66,027	1,009,554	145,380	2,962,358

509,188	499,212	9,976
483,386	483,386	-
98,135	98,135	-
16,731	16,731	-
1,854,918	1,854,918	-
2,962,358	2,952,382	9,976

Other State Revenue

8311	State Special Education	160,500	160,500	288,900	293,644	293,644	293,644	293,644	311,160	311,160	311,160	311,160	-
8550	Mandated Cost	-	-	-	-	-	98,146	-	-	-	-	-	98,146
8560	State Lottery	-	-	-	-	-	-	-	-	235,024	-	492,397	962,445
8599	Other State Revenue	-	20,616	37,137	-	-	-	-	-	-	322,356	-	380,109

160,500	160,500	288,900	293,644	293,644	293,644	293,644	311,160	311,160	311,160	311,160	311,160	-	3,340,275
-	-	-	-	-	-	98,146	-	-	-	-	-	-	98,146
-	-	-	-	-	-	-	235,024	-	-	235,024	-	492,397	962,445
-	20,616	37,137	-	-	-	-	-	-	-	-	322,356	-	380,109
160,500	181,116	326,037	293,644	293,644	391,790	528,668	311,160	311,160	546,184	311,160	633,516	492,397	4,780,975

3,340,275	3,254,862	85,413
98,146	98,146	-
962,445	948,503	13,942
380,109	380,109	-
4,780,975	4,681,620	99,355

Other Local Revenue

8660	Interest Revenue	1,494	1,289	-	-	-	-	-	-	-	-	-	2,783
8699	School Fundraising	-	3,352	4,350	-	-	-	-	-	-	-	-	7,702
8980	Contributions, Unrestricted	13,550	-	38,043	-	-	-	-	-	-	-	-	51,593

1,494	1,289	-	-	-	-	-	-	-	-	-	-	-	2,783
-	3,352	4,350	-	-	-	-	-	-	-	-	-	-	7,702
13,550	-	38,043	-	-	-	-	-	-	-	-	-	-	51,593
15,044	4,640	42,393	-	-	-	-	-	-	-	-	-	-	62,077

2,783	-	2,783
7,702	-	7,702
51,593	-	51,593
62,077	-	62,077

Total Revenue

2,303,004	2,371,148	4,520,547	4,454,788	4,243,725	5,241,742	4,689,812	4,483,707	5,014,560	4,718,090	4,478,165	5,744,048	921,504
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53,184,840	49,822,825	3,362,015
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Expenses

Certificated Salaries

1100	Teachers' Salaries	248,713	1,191,274	1,185,051	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	556,781	-
1175	Teachers' Extra Duty/Stipends	28,106	182,344	178,127	198,321	198,321	198,321	198,321	198,321	198,321	198,321	112,610	-
1200	Pupil Support Salaries	23,263	113,814	110,246	132,781	132,781	132,781	132,781	132,781	132,781	132,781	66,390	-
1300	Administrators' Salaries	145,189	149,664	148,981	138,406	138,406	138,406	138,406	138,406	138,406	138,406	138,406	-
1900	Other Certificated Salaries	24,120	100,369	112,280	41,469	41,469	41,469	41,469	41,469	41,469	41,469	41,469	-

248,713	1,191,274	1,185,051	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	1,113,562	556,781	-
28,106	182,344	178,127	198,321	198,321	198,321	198,321	198,321	198,321	198,321	198,321	198,321	112,610	-
23,263	113,814	110,246	132,781	132,781	132,781	132,781	132,781	132,781	132,781	132,781	132,781	66,390	-
145,189	149,664	148,981	138,406	138,406	138,406	138,406	138,406	138,406	138,406	138,406	138,406	138,406	-
24,120	100,369	112,280	41,469	41,469	41,469	41,469	41,469	41,469	41,469	41,469	41,469	41,469	-
469,392	1,737,465	1,734,685	1,624,538	1,624,538	1,624,538	1,624,538	1,624,538	1,624,538	1,624,538	1,624,538	1,624,538	915,657	-

12,090,316	12,470,842	380,527
2,087,752	2,442,427	354,675
1,375,958	1,460,586	84,628
1,689,490	1,660,875	(28,615)
609,987	497,624	(112,363)
17,853,503	18,532,354	678,852

Classified Salaries

2100	Instructional Salaries	30,064	34,678	31,901	32,542	32,542	32,542	32,542	32,542	32,542	32,542	32,542	-
2200	Support Salaries	73,913	66,227	68,428	79,405	79,405	79,405	79,405	79,405	79,405	79,405	79,405	-
2300	Classified Administrators'	57,181	57,181	57,098	49,232	49,232	49,232	49,232	49,232	49,232	49,232	49,232	-
2400	Clerical and Office Staff Salaries	83,201	93,598	93,604	106,993	106,993	106,993	106,993	106,993	106,993	106,993	106,993	-
2900	Other Classified Salaries	40,424	46,185	46,465	28,510	28,510	28,510	28,510	28,510	28,510	28,510	28,510	-

30,064	34,678	31,901	32,542	32,542	32,542	32,542	32,542	32,542	32,542	32,542	32,542	32,542	-
73,913	66,227	68,428	79,405	79,405	79,405	79,405	79,405	79,405	79,405	79,405	79,405	79,405	-
57,181	57,181	57,098	49,232	49,232	49,232	49,232	49,232	49,232	49,232	49,232	49,232	49,232	-
83,201	93,598	93,604	106,993	106,993	106,993	106,993	106,993	106,993	106,993	106,993	106,993	106,993	-
40,424	46,185	46,465	28,510	28,510	28,510	28,510	28,510	28,510	28,510	28,510	28,510	28,510	-
284,784	297,869	297,497	296,681	296,681	296,681	296,681	296,681	296,681	296,681	296,681	296,681	296,681	-

389,518	390,500	982
923,218	952,866	29,648
614,543	590,778	(23,765)
1,233,339	1,283,914	50,575
389,665	342,120	(47,545)
3,550,283	3,560,178	9,895

Benefits

3101	STRS	86,392	314,085	315,866	322,089	322,089	322,089	322,089	322,089	322,089	322,089	181,542	-
3301	OASDI	17,281	18,054	18,106	18,446	18,446	18,446	18,446	18,446	18,446	18,446	18,446	-
3311	Medicare	10,425	28,572	28,526	28,754	28,754	28,754	28,754	28,754	28,754	28,754	18,145	-
3401	Health and Welfare	222,778	222,676	219,960	262,042	262,042	262,042	262,042	262,042	262,042	262,042	262,042	-
3501	State Unemployment	533	4,988	1,866	8,422	8,422	8,422	12,111	33,688	16,844	8,422	8,422	-
3601	Workers' Compensation	11,630	13,845	33,456	27,763	27,763	27,763	27,763	27,763	27,763	27,763	17,519	-
3901	Other Benefits	-	-	-	-	-	249,212	-	-	-	-	-	-

86,392	314,085	315,866	322,089	322,089	322,089	322,089	322,089	322,089	322,089	322,089	181,542	
17,281	18,054	18,106	18,446	18,446	18,446	18,446	18,446	18,446	18,446	18,446	18,446	-
10,425	28,572	28,526	28,754	28,754	28,754	28,754	28,754	28,754	28,754	28,754	18,145	-
222,778	222,676	219,960	262,042	262,042	262,042	262,042	262,042	262,042	262,042	262,042	262,042	-
533	4,988	1,866	8,422	8,422	8,422	42,111	33,688	16,844	8,422	8,422	8,422	-
11,630	13,845	33,456	27,763	27,763	27,763	27,763	27,763	27,763	27,763	27,763	17,519	-
-	-	-	-	-	249,212	-	-	-	-	-	-	-
349,038	602,218	617,780	667,515	667,515	916,727	701,204	692,781	675,937	667,515	667,515	506,115	

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY22-23

Revised 10/10/2022

ADA = 4221.25



Books and Supplies

4100	Textbooks and Core Materials	31,265	82,981	39,285	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	-	261,080	92,100	(168,980)
4302	School Supplies	87,044	520,303	425,696	195,334	153,705	155,135	209,421	428,463	503,604	344,917	339,293	79,215	3,442,130	3,714,743	272,613
4305	Software	440,881	177,886	62,758	82,275	82,275	82,275	82,275	82,275	82,275	82,275	82,275	82,275	1,422,000	973,000	(449,000)
4310	Office Expense	5,229	33,734	6,227	10,700	10,700	10,700	10,700	10,700	10,700	10,700	10,700	10,700	141,491	126,600	(14,891)
4311	Business Meals	117	3,495	-	50	50	50	50	50	50	50	50	50	4,062	600	(3,462)
4400	Noncapitalized Equipment	-	331	1,843	180,175	141,777	143,096	193,170	395,213	464,523	318,150	312,963	73,068	2,224,309	2,400,471	176,163

Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
31,265	82,981	39,285	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	11,950	-	261,080	92,100	(168,980)
87,044	520,303	425,696	195,334	153,705	155,135	209,421	428,463	503,604	344,917	339,293	79,215	-	3,442,130	3,714,743	272,613
440,881	177,886	62,758	82,275	82,275	82,275	82,275	82,275	82,275	82,275	82,275	82,275	-	1,422,000	973,000	(449,000)
5,229	33,734	6,227	10,700	10,700	10,700	10,700	10,700	10,700	10,700	10,700	10,700	-	141,491	126,600	(14,891)
117	3,495	-	50	50	50	50	50	50	50	50	50	-	4,062	600	(3,462)
-	331	1,843	180,175	141,777	143,096	193,170	395,213	464,523	318,150	312,963	73,068	-	2,224,309	2,400,471	176,163
564,537	818,730	535,809	480,484	400,456	403,205	507,566	928,651	1,073,102	768,042	757,232	257,258	-	7,495,071	7,307,514	(187,557)

Subagreement Services

5101	Nursing	-	-	-	50	50	50	50	50	50	50	50	-	450	600	150
5102	Special Education	132	120,025	77,977	299,673	299,673	299,673	299,673	299,673	299,673	299,673	299,673	-	2,895,188	3,248,600	353,412
5104	Transportation	-	-	-	92	92	92	92	92	92	92	92	-	825	1,100	275
5105	Security	-	176	1,536	700	700	700	700	700	700	700	700	-	8,013	8,200	187
5106	Other Educational Consultants	(7,322)	70,066	529,744	318,995	251,012	253,347	342,002	699,714	822,426	563,276	554,093	129,365	4,526,719	4,885,230	358,511

(7,190)	190,267	609,258	619,510	551,526	553,862	642,516	1,000,228	1,122,940	863,791	854,608	429,880	-	7,431,195	8,143,730	712,535
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Operations and Housekeeping

5201	Auto and Travel	684	16,499	6,269	7,367	7,367	7,367	7,367	7,367	7,367	7,367	7,367	-	89,752	87,200	(2,552)
5300	Dues & Memberships	770	2,833	1,000	1,992	1,992	1,992	1,992	1,992	1,992	1,992	1,992	-	22,528	23,600	1,072
5400	Insurance	34,233	40,754	40,754	40,754	40,754	40,754	40,754	40,754	40,754	40,754	40,754	-	482,527	358,100	(124,427)
5501	Utilities	2,662	(3,814)	604	633	633	633	633	633	633	633	633	-	5,152	7,500	2,348
5516	Miscellaneous Expense	-	-	-	792	792	792	792	792	792	792	792	-	7,125	9,400	2,275
5900	Communications	3,388	911	558	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	22,857	23,700	843
5901	Postage and Shipping	429	4,094	2,401	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	-	20,424	17,700	(2,724)

42,165	61,276	51,587	55,037	55,037	55,037	55,037	55,037	55,037	55,037	55,037	55,037	55,037	-	650,364	527,200	(123,164)
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Facilities, Repairs and Other Leases

5601	Rent	51,944	(24,237)	46,838	14,696	14,696	14,696	14,696	14,696	14,696	14,696	14,696	-	206,809	174,253	(32,556)
5602	Additional Rent	-	-	-	17	17	17	17	17	17	17	17	-	150	200	50
5603	Equipment Leases	-	129	-	-	-	-	-	-	-	-	-	-	129	-	(129)
5604	Other Leases	3,060	2,328	2,328	842	842	842	842	842	842	842	842	-	15,290	9,900	(5,390)
5610	Repairs and Maintenance	-	-	-	8	8	8	8	8	8	8	8	-	75	100	25

55,004	(21,780)	49,165	15,563	15,563	15,563	15,563	15,563	15,563	15,563	15,563	15,563	15,563	-	222,454	184,453	(38,001)
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Professional/Consulting Services

5801	IT	30	30	30	12,708	12,708	12,708	12,708	12,708	12,708	12,708	12,708	-	114,465	150,200	35,735
5802	Audit & Taxes	-	-	-	2,933	2,933	2,933	-	-	-	-	-	-	8,800	8,600	(200)
5803	Legal	-	32,309	19,026	21,358	21,358	21,358	21,358	21,358	21,358	21,358	21,358	-	243,561	252,600	9,039
5804	Professional Development	8,322	13,040	594	5,442	5,442	5,442	5,442	5,442	5,442	5,442	5,442	-	70,931	64,300	(6,631)
5805	General Consulting	213	426	497	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	-	20,486	25,500	5,014
5806	Special Activities/Field Trips	3,814	6,502	17,658	1,673	1,316	1,328	1,793	3,669	4,312	2,953	2,905	678	48,602	52,451	3,849
5807	Bank Charges	-	-	-	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	-	19,575	25,700	6,125
5808	Printing	106	216	5	-	-	-	-	-	-	-	-	-	327	-	(327)
5809	Other taxes and fees	93	2,081	3	2,142	2,142	2,142	2,142	2,142	2,142	2,142	2,142	-	21,452	25,300	3,848
5810	Payroll Service Fee	4,046	4,046	4,046	4,046	4,046	4,046	4,046	4,046	4,046	4,046	4,046	-	48,552	33,300	(15,252)
5811	Management Fee	72,658	72,658	77,130	77,561	77,561	77,561	77,561	77,561	77,561	77,561	77,561	-	920,497	871,899	(48,598)
5812	District Oversight Fee	21,275	21,854	40,356	41,164	39,053	39,053	41,164	41,065	41,736	41,059	41,010	3,996	453,794	421,888	(31,906)
5813	County Fees	-	-	-	475	-	-	475	-	-	475	-	475	1,900	1,900	-

110,557	153,162	159,345	173,827	170,885	170,897	171,014	172,316	173,631	172,069	171,497	169,270	4,471	1,972,942	1,933,639	(39,303)
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Depreciation

6900	Depreciation Expense	655	655	655	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	-	16,611	19,429	2,818
		655	655	655	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	-	16,611	19,429	2,818

655	655	655	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	-	16,611	19,429	2,818
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Interest

-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Total Expenses

1,868,941	3,839,861	4,055,781	3,934,783	3,783,830	4,038,138	4,015,747	4,787,424	5,039,058	4,464,864	4,444,299	2,647,089	4,471	46,924,284	47,639,868	715,583
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Monthly Surplus (Deficit)

434,063	(1,468,713)	464,766	520,005	459,895	1,203,603	674,065	(303,717)	(24,498)	253,226	33,867	3,096,959	917,034	6,260,556	2,182,957	4,077,599
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Cabrillo Point Academy

Monthly Cash Flow/Forecast FY22-23

Revised 10/10/2022

ADA = 4221.25



Cash Flow Adjustments

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast
Monthly Surplus (Deficit)	434,063	(1,468,713)	464,766	520,005	459,895	1,203,603	674,065	(303,717)	(24,498)	253,226	33,867	3,096,959	917,034	6,260,556
Cash flows from operating activities														
Depreciation/Amortization	655	655	655	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	-	16,611
Public Funding Receivables	40,388	(57,932)	337,230	944,681	-	-	2,370,919	-	-	-	-	-	(921,504)	2,713,781
Grants and Contributions Rec.	19,766	-	-	-	-	-	-	-	-	-	-	-	-	19,766
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	464,728	21,937	(136,589)	-	-	-	-	-	-	-	-	-	-	350,075
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	(369,979)	91,265	(61,738)	-	-	-	-	-	-	-	-	-	4,471	(335,981)
Accrued Expenses	(27,213)	1,056,964	(113,884)	-	-	-	-	-	-	-	-	-	-	915,867
Other Liabilities	18,229	1,475	136,441	-	-	-	-	-	-	-	-	-	-	156,145
Cash flows from investing activities														
Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash flows from financing activities														
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash	580,636	(354,349)	626,880	1,466,314	461,523	1,205,231	3,046,611	(302,090)	(22,871)	254,853	35,494	3,098,586		
Cash, Beginning of Month	9,662,964	10,243,600	9,889,251	10,516,131	11,982,445	12,443,967	13,649,198	16,695,809	16,393,719	16,370,849	16,625,702	16,661,196		
Cash, End of Month	10,243,600	9,889,251	10,516,131	11,982,445	12,443,967	13,649,198	16,695,809	16,393,719	16,370,849	16,625,702	16,661,196	19,759,782		

Cert.	Instr.
50.8%	77.0%
5,765,170	(1,607,634)

Pupil:Teacher Ratio
20.59 :1

Cabrillo Point Academy

Budget vs Actual

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,829,428	\$ 3,601,142	\$ 228,286	\$ 8,084,348	\$ 7,602,412	\$ 481,936	\$ 40,370,484
Education Protection Account	206,162	-	206,162	206,162	-	206,162	832,020
In Lieu of Property Taxes	115,864	117,309	(1,445)	173,796	175,964	(2,168)	986,319
Total State Aid - Revenue Limit	4,151,454	3,718,452	433,002	8,464,306	7,778,376	685,930	42,188,823
Federal Revenue							
Special Education - Entitlement	-	24,739	(24,739)	-	74,218	(74,218)	499,212
Title I, Part A - Basic Low Income	-	120,847	(120,847)	-	120,847	(120,847)	483,386
Title II, Part A - Teacher Quality	-	24,534	(24,534)	-	24,534	(24,534)	98,135
Title III - Limited English	-	-	-	-	-	-	16,731
Other Federal Revenue	663	463,729	(463,066)	663	463,729	(463,066)	1,854,918
Total Federal Revenue	663	633,849	(633,186)	663	683,328	(682,664)	2,952,381
Other State Revenue							
State Special Education	288,900	161,301	127,599	609,900	483,902	125,998	3,254,862
Mandated Cost	-	-	-	-	-	-	98,146
State Lottery	-	-	-	-	-	-	948,503
Other State Revenue	37,137	-	37,137	57,753	-	57,753	380,109
Total Other State Revenue	326,037	161,301	164,736	667,653	483,902	183,751	4,681,620
Other Local Revenue							
Interest Revenue	-	-	-	2,783	-	2,783	-
School Fundraising	4,350	-	4,350	7,702	-	7,702	-
Contributions, Unrestricted	38,043	-	38,043	51,593	-	51,593	-
Total Other Local Revenue	42,393	-	42,393	62,077	-	62,077	-
Total Revenues	\$ 4,520,547	\$ 4,513,601	\$ 6,946	\$ 9,194,700	\$ 8,945,606	\$ 249,094	\$ 49,822,825
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 1,185,051	\$ 1,133,713	\$ (51,338)	\$ 2,625,038	\$ 2,267,426	\$ (357,612)	\$ 12,470,842
Teachers' Extra Duty/Stipends	178,127	219,593	41,466	388,577	466,087	77,510	2,442,427
Pupil Support Salaries	110,246	132,781	22,534	247,323	265,561	18,238	1,460,586
Administrators' Salaries	148,981	138,406	(10,574)	443,834	415,219	(28,615)	1,660,875
Other Certificated Salaries	112,280	41,469	(70,811)	236,769	124,406	(112,363)	497,624
Total Certificated Salaries	1,734,685	1,665,962	(68,723)	3,941,541	3,538,698	(402,843)	18,532,354
Classified Salaries							
Instructional Salaries	31,901	32,542	640	96,643	97,625	982	390,500
Support Salaries	68,428	79,405	10,977	208,569	238,216	29,648	952,866
Supervisors' and Administrators' Salaries	57,098	49,232	(7,866)	171,460	147,695	(23,765)	590,778
Clerical and Office Staff Salaries	93,604	106,993	13,388	270,404	320,978	50,575	1,283,914
Other Classified Salaries	46,465	28,510	(17,955)	133,075	85,530	(47,545)	342,120
Total Classified Salaries	297,497	296,681	(815)	880,150	890,044	9,895	3,560,178
Benefits							
State Teachers' Retirement System, certificated positions	315,866	318,199	2,333	716,342	675,891	(40,451)	3,539,680
OASDI/Medicare/Alternative, certificated positions	18,106	18,394	288	53,441	55,183	1,742	220,731
Medicare/Alternative, certificated positions	28,526	28,458	(68)	67,522	64,217	(3,306)	320,342
Health and Welfare Benefits, certificated positions	219,960	220,875	915	665,414	662,625	(2,789)	2,650,500
State Unemployment Insurance, certificated positions	1,866	7,081	5,215	7,386	21,242	13,856	141,610
Workers' Compensation Insurance, certificated positions	33,456	27,477	(5,979)	58,931	62,002	3,071	309,296
Other Benefits, certificated positions	-	22,139	22,139	-	49,958	49,958	249,212
Total Benefits	617,780	642,623	24,843	1,569,036	1,591,118	22,081	7,431,370
Books & Supplies							
Textbooks and Core Materials	39,285	7,675	(31,610)	153,530	23,025	(130,505)	92,100
School Supplies	425,696	439,795	14,099	1,033,044	1,145,301	112,257	3,714,743
Software	62,758	81,083	18,326	681,525	243,250	(438,275)	973,000
Office Expense	6,227	10,550	4,323	45,191	31,650	(13,541)	126,600
Business Meals	-	50	50	3,612	150	(3,462)	600
Noncapitalized Equipment	1,843	284,196	282,353	2,174	740,095	737,921	2,400,471
Total Books & Supplies	535,809	823,349	287,540	1,919,075	2,183,471	264,396	7,307,514
Subagreement Services							
Nursing	-	50	50	-	150	150	600
Special Education	77,977	270,717	192,740	198,134	812,150	614,017	3,248,600
Transportation	-	92	92	-	275	275	1,100
Security	1,536	683	(853)	1,713	2,050	337	8,200
Other Educational Consultants	529,744	578,371	48,627	592,488	1,506,177	913,689	4,885,230
Total Subagreement Services	609,258	849,913	240,655	792,334	2,320,802	1,528,468	8,143,730
Operations & Housekeeping							
Auto and Travel	6,269	7,267	997	23,452	21,800	(1,652)	87,200
Dues & Memberships	1,000	1,967	967	4,603	5,900	1,297	23,600

Cabrillo Point Academy

Budget vs Actual

For the period ended September 30, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Insurance	40,754	29,842	(10,912)	115,741	89,525	(26,216)	358,100
Utilities	604	625	21	(548)	1,875	2,423	7,500
Miscellaneous Expense	-	783	783	-	2,350	2,350	9,400
Communications	558	1,975	1,417	4,857	5,925	1,068	23,700
Postage and Shipping	2,401	1,475	(926)	6,924	4,425	(2,499)	17,700
Total Operations & Housekeeping	51,587	43,933	(7,654)	155,028	131,800	(23,228)	527,200
Facilities, Repairs & Other Leases							
Rent	46,838	14,521	(32,317)	74,544	43,563	(30,981)	174,253
Additional Rent	-	17	17	-	50	50	200
Equipment Leases	-	-	-	129	-	(129)	-
Other Leases	2,328	825	(1,503)	7,715	2,475	(5,240)	9,900
Repairs and Maintenance	-	8	8	-	25	25	100
Total Facilities, Repairs & Other Leases	49,165	15,371	(33,794)	82,389	46,113	(36,276)	184,453
Professional/Consulting Services							
IT	30	12,517	12,487	90	37,550	37,460	150,200
Audit & Taxes	-	-	-	-	-	-	8,600
Legal	19,026	21,050	2,024	51,336	63,150	11,814	252,600
Professional Development	594	5,358	4,764	21,956	16,075	(5,881)	64,300
General Consulting	497	2,125	1,628	1,136	6,375	5,239	25,500
Special Activities/Field Trips	17,658	6,210	(11,448)	27,974	16,171	(11,803)	52,451
Bank Charges	-	2,142	2,142	-	6,425	6,425	25,700
Printing	5	-	(5)	327	-	(327)	-
Other Taxes and Fees	3	2,108	2,106	2,177	6,325	4,148	25,300
Payroll Service Fee	4,046	2,775	(1,271)	12,138	8,325	(3,813)	33,300
Management Fee	77,130	72,658	(4,472)	222,446	217,975	(4,471)	871,899
District Oversight Fee	40,356	37,185	(3,171)	83,484	77,784	(5,701)	421,888
County Fees	-	-	-	-	-	-	1,900
Total Professional/Consulting Services	159,345	164,128	4,782	423,064	456,155	33,091	1,933,639
Depreciation							
Depreciation Expense	655	1,619	964	1,964	4,857	2,893	19,429
Total Depreciation	655	1,619	964	1,964	4,857	2,893	19,429
Total Expenses	\$ 4,055,781	\$ 4,503,580	\$ 447,799	\$ 9,764,583	\$ 11,163,059	\$ 1,398,476	\$ 47,639,868
Change in Net Assets	464,766	10,022	454,745	(569,883)	(2,217,453)	1,647,570	2,182,957
Net Assets, Beginning of Period	8,083,164			9,117,813			
Net Assets, End of Period	\$ 8,547,930			\$ 8,547,930			

Cabrillo Point Academy

Statement of Financial Position

September 30, 2022

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Unrestricted Cash	\$ 8,845,985	\$ 9,662,964	\$ (816,979)	-8%
Restricted Cash	1,670,146	-	1,670,146	0%
Total Cash & Cash Equivalents	10,516,131	9,662,964	853,167	-8%
Current Assets				
Accounts Receivable	-	19,766	(19,766)	-100%
Public Funding Receivables	1,599,852	1,919,538	(319,686)	-17%
Prepaid Expenses	676,972	1,027,047	(350,075)	-34%
Total Current Assets	12,792,955	12,629,315	163,640	-159%
Long-Term Assets				
Property & Equipment, Net	63,662	65,626	(1,964)	-3%
Deposits	58,034	58,034	-	0%
Total Long Term Assets	121,697	123,661	(1,964)	-2%
Total Assets	\$ 12,914,652	\$ 12,752,976	\$ 161,676	1%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 560,003	\$ 900,456	\$ (340,452)	-38%
Accrued Liabilities	2,136,572	1,220,705	915,867	75%
Deferred Revenue	1,670,146	1,514,001	156,145	10%
Total Current Liabilities	4,366,721	3,635,162	731,559	20%
Total Liabilities	4,366,721	3,635,162	731,559	20%
Total Net Assets	8,547,930	9,117,813	(569,883)	-6%
Total Liabilities and Net Assets	\$ 12,914,652	\$ 12,752,976	\$ 161,676	1%

Cabrillo Point Academy

Statement of Cash Flows

For the period ended September 30, 2022

	Month Ended 09/30/22	YTD Ended 09/30/22
Cash Flows from Operating Activities		
Change in Net Assets	\$ 464,766	\$ (569,883)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	655	1,964
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	337,230	319,686
Grants, Contributions & Pledges Receivable	-	19,766
Prepaid Expenses	(136,589)	350,075
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(61,738)	(340,452)
Accrued Expenses	(113,884)	915,867
Deferred Revenue	136,441	156,145
Total Cash Flows from Operating Activities	626,880	853,167
 Cash Flows from Financing Activities		
 Change in Cash & Cash Equivalents	626,880	853,167
Cash & Cash Equivalents, Beginning of Period	9,889,251	9,662,964
 Cash and Cash Equivalents, End of Period	\$ 10,516,131	\$ 10,516,131

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23433	Amazon Capital Services	8/2/2022	\$ 82.15
23434	Beautiful Feet Books, Inc.	8/4/2022	1,808.66
23435	Bitsbox	8/4/2022	299.95
23436	ConvergeOne, Inc.	8/4/2022	8,856.00
23437	Delta Dental Insurance Company	8/4/2022	2,429.14
23438	Denise Buskirk	8/4/2022	400.00
23439	Dino Lingo, Inc.	8/4/2022	149.00
23440	Elemental Science	8/4/2022	517.52
23441	Home Science Tools	8/4/2022	81.28
23442	Lakeshore	8/4/2022	166.71
23443	LegalShield	8/4/2022	976.00
23444	Lewis Brisbois Bisgaard & Smith	8/4/2022	166.50
23445	Math-U-See Inc.	8/4/2022	806.61
23446	Moving Beyond the Page	8/4/2022	6,714.29
23447	Moving Beyond the Page	8/4/2022	912.03
23448	Mystery Science Inc.	8/4/2022	198.00
23449	Nicole the Math Lady, LLC	8/4/2022	158.00
23450	Open Tent Academy	8/4/2022	250.00
23451	Oxford Consulting Services, Inc.	8/4/2022	247.50
23452	Renaissance	8/4/2022	63,235.63
23453	San Diego Gas & Electric	8/4/2022	1,417.58
23454	San Diego Gas & Electric	8/4/2022	633.93
23455	San Diego Gas & Electric	8/4/2022	316.76
23456	San Diego Gas & Electric	8/4/2022	293.55
23457	CONFIDENTIAL	8/4/2022	137.96
23458	Singapore Math Inc.	8/4/2022	85.00
23459	Teaching Textbooks	8/4/2022	86.16
23460	Terri Shok	8/4/2022	1,050.00
23461	Youth Care of Utah, Inc.	8/4/2022	21,326.00
23462	Zoom Video Communications, Inc.	8/4/2022	2,383.56
23463	ASLdeafined, LLC	8/10/2022	420.00
23464	Bangarang Enterprises, LLC dba Gander Group	8/10/2022	7,527.46
23465	Bay Alarm Company	8/10/2022	176.22
23466	Beautiful Feet Books, Inc.	8/10/2022	990.10
23467	Bitwarden Inc.	8/10/2022	1,232.37
23472	Blackbird & Co	8/10/2022	27,573.71
23473	ChinaSprout, Inc.	8/10/2022	195.13
23474	Christine Echeverri	8/10/2022	73.83
23475	CM School Supply Inc.	8/10/2022	21.34
23476	COX BUSINESS	8/10/2022	440.39
23477	Curriculum That Matters, Inc.	8/10/2022	791.90
23478	Delta Dental Insurance Company	8/10/2022	2,429.14
23479	Delta Dental of California	8/10/2022	9,165.04
23480	DW Educational Research, Inc.	8/10/2022	250.00
23481	edpuzzle	8/10/2022	2,850.00
23482	Elemental Science	8/10/2022	207.19
23483	CONFIDENTIAL	8/10/2022	12.10
23484	Evan-Moor	8/10/2022	45.20
23485	Fidelity Security Life Insurance Co.	8/10/2022	2,237.67
23486	Gravitas Publications, Inc.	8/10/2022	136.90
23487	H4B Team LLC	8/10/2022	258.98
23488	HB Gracie JiuJitsu	8/10/2022	1,068.75
23489	HBCO LLC	8/10/2022	211.28
23490	Jackris Publishing, LLC	8/10/2022	150.16
23491	Jennifer Carrete	8/10/2022	229.97

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23492	Jimella Abouzedan	8/10/2022	132.50
23493	Lakeshore	8/10/2022	326.40
23494	Learn and Create DBA Crafty School Crates	8/10/2022	199.76
23495	Learning Without Tears	8/10/2022	39.56
23496	Logan Cheshire	8/10/2022	224.00
23497	CONFIDENTIAL	8/10/2022	9.00
23498	Math-U-See Inc.	8/10/2022	1,116.35
23499	Miaplaza Inc.	8/10/2022	258.00
23500	Moving Beyond the Page	8/10/2022	4,942.62
23501	Nessy Learning LLC	8/10/2022	140.00
23502	Open Tent Academy	8/10/2022	600.00
23503	Riverside County Office of Education	8/10/2022	195.00
23507	Singapore Math Inc.	8/10/2022	15,413.20
23508	Sowash Ventures LLC	8/10/2022	6,000.00
23509	Specialized Therapy Services, Inc.	8/10/2022	12,841.25
23510	Studies Weekly	8/10/2022	715.56
23511	Teaching Textbooks	8/10/2022	542.76
23512	Valued Voices	8/10/2022	4,080.00
23513	Voyager Sopris Learning	8/10/2022	1,298.00
23514	Zaner-Bloser, Inc.	8/10/2022	58.20
23515	Tustin Dance and Music Center, LLC	8/10/2022	554.24
23516	Waterworks Aquatics HB	8/12/2022	689.50
23517	Accrediting Commission for Schools	8/17/2022	1,130.00
23518	Beautiful Feet Books, Inc.	8/17/2022	624.68
23519	BioBox Labs LLC	8/17/2022	532.88
23520	Blackbird & Co	8/17/2022	3,141.56
23521	Brave Writer LLC	8/17/2022	596.90
23522	BYU Independent Study	8/17/2022	170.00
23523	Carrie Grace	8/17/2022	2,250.00
23524	Charter Communications	8/17/2022	117.97
23525	CharterSafe	8/17/2022	54,599.00
23526	Christine Echeverri	8/17/2022	72.70
23527	CM School Supply Inc.	8/17/2022	72.04
23528	ComputerLand of Silicon Valley	8/17/2022	3,750.00
23529	Discount School Supply	8/17/2022	145.58
23530	Elemental Science	8/17/2022	244.06
23531	Film School 4 Teens	8/17/2022	295.00
23532	Gravitas Publications, Inc.	8/17/2022	226.60
23533	HBCO LLC	8/17/2022	472.01
23534	Home Science Tools	8/17/2022	479.87
23535	Image IV Systems	8/17/2022	129.41
23536	Imagine Achievement / Cristine Rainer	8/17/2022	1,170.00
23537	JDI Dance Company	8/17/2022	945.00
23538	Julie and Jared McBride	8/17/2022	20,354.90
23539	Kumon of Brea	8/17/2022	855.00
23540	Lakeshore	8/17/2022	475.99
23541	Learning Without Tears	8/17/2022	227.05
23542	Little Passports	8/17/2022	185.67
23543	Mad Dog Math	8/17/2022	281.96
23544	Math-U-See Inc.	8/17/2022	495.70
23545	McGraw Hill LLC	8/17/2022	5,788.27
23546	Moving Beyond the Page	8/17/2022	4,667.04
23547	NCS Pearson, Inc.	8/17/2022	3,693.67
23548	Oak Meadow Inc.	8/17/2022	2,656.05
23549	Ramsey Solutions	8/17/2022	34.99
23550	Rising Stars Foundation	8/17/2022	357.45

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23551	Russian School of Mathematics	8/17/2022	398.00
23552	Samantha Fuentes	8/17/2022	282.63
23553	San Diego Gas & Electric	8/17/2022	375.63
23554	Sandra Vukoye	8/17/2022	321.98
23555	Scholastic Inc.	8/17/2022	16.45
23556	Singapore Math Inc.	8/17/2022	2,788.20
23557	Specialized Therapy Services, Inc.	8/17/2022	1,700.00
23558	Starfall Education Foundation	8/17/2022	14.75
23562	Studies Weekly	8/17/2022	5,283.21
23563	Teaching Textbooks	8/17/2022	177.24
23564	West Shield Adolescent Services	8/17/2022	9,242.48
23565	WriteAtHome, Inc.	8/17/2022	449.50
23566	Young Music, LLC.	8/17/2022	15.00
23567	Zaner-Bloser, Inc.	8/17/2022	19.40
23568	Voya Financial FBO CalSTRS Pension2	8/17/2022	21,069.00
23569	Alkawthar Learning Center	8/18/2022	237.00
23570	SOR Schools VI, LLC	8/18/2022	260.00
23571	Success 4 Hoopz	8/18/2022	260.00
23572	CONFIDENTIAL	8/19/2022	21.54
23573	New Life Physical Therpay, PC	8/23/2022	1,950.00
23574	Veronica Anne Richards	8/23/2022	1,414.09
23575	A Brighter Child	8/24/2022	332.78
23576	Beautiful Feet Books, Inc.	8/24/2022	3,658.28
23577	Bird Watching Academy	8/24/2022	95.76
23580	Blackbird & Co	8/24/2022	23,656.22
23581	Caroline Moon	8/24/2022	71.00
23582	CM School Supply Inc.	8/24/2022	46.97
23583	Devon Roseli	8/24/2022	71.00
23584	Discount School Supply	8/24/2022	327.78
23585	Drew's Art Box LLC	8/24/2022	60.00
23586	Gwendolynn Clement	8/24/2022	160.00
23587	Harbottle Law Group	8/24/2022	14,593.00
23588	HB Gracie JiuJitsu	8/24/2022	870.00
23589	HBCO LLC	8/24/2022	44.95
23590	Home Science Tools	8/24/2022	80.75
23591	Honest History Co.	8/24/2022	176.63
23592	IL-Do Taekwondo	8/24/2022	361.00
23593	J.E.M.S. Dance Center	8/24/2022	300.00
23594	JackKris Publishing, LLC	8/24/2022	76.38
23595	Joy Harris	8/24/2022	156.91
23596	Joycelyn Choo	8/24/2022	250.00
23597	Kumon of Brea	8/24/2022	150.00
23598	Lakeshore	8/24/2022	764.73
23599	Learn and Create DBA Crafty School Crates	8/24/2022	228.00
23600	Learning Without Tears	8/24/2022	88.15
23601	Lexia Learning Systems LLC	8/24/2022	8,350.00
23602	Mad Dog Math	8/24/2022	179.98
23603	Math-U-See Inc.	8/24/2022	1,210.17
23604	MobyMax, LLC	8/24/2022	13,485.00
23605	Modern Development Company	8/24/2022	6,966.50
23606	Moving Beyond the Page	8/24/2022	3,149.11
23607	MoxieBox Art, Inc	8/24/2022	344.94
23608	Mystery Science Inc.	8/24/2022	495.00
23609	Natasha Brunstetter	8/24/2022	71.00
23610	Nicole the Math Lady, LLC	8/24/2022	1,007.00
23611	Pianoforte Music Studio	8/24/2022	354.00

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23612	Poway Executive Plaza, LLC	8/24/2022	43,878.00
23613	Power of Leverage Brazilian Jiu Jitsu	8/24/2022	150.00
23614	Ramsey Solutions	8/24/2022	331.27
23615	Reading Horizons	8/24/2022	3,300.00
23616	Rising Stars Foundation	8/24/2022	570.39
23617	San Diego Gas & Electric	8/24/2022	503.05
23618	CONFIDENTIAL	8/24/2022	210.43
23621	Singapore Math Inc.	8/24/2022	7,026.77
23622	Starfall Education Foundation	8/24/2022	191.50
23627	Studies Weekly	8/24/2022	5,450.00
23628	TalkBox.Mom, Inc	8/24/2022	904.04
23629	Teaching Textbooks	8/24/2022	490.55
23630	Western Psychological Services	8/24/2022	8,994.91
23631	Zaner-Bloser, Inc.	8/24/2022	67.89
23632	Zoom Video Communications, Inc.	8/24/2022	509.59
23633	Modern Development Company	8/26/2022	1,492.10
23634	Amy Roncevic	8/31/2022	80.00
23635	Applied Therapy Network	8/31/2022	200.00
23636	Beautiful Feet Books, Inc.	8/31/2022	3,032.44
23637	Blackbird & Co	8/31/2022	111.38
23638	Camulos Farm	8/31/2022	1,075.00
23639	Caroline Moon	8/31/2022	71.00
23640	Charter Schools Development Center	8/31/2022	12,000.00
23641	CompuScholar, Inc.	8/31/2022	120.00
23642	Devon Roseli	8/31/2022	71.00
23643	Dino Lingo, Inc.	8/31/2022	149.00
23644	Discount School Supply	8/31/2022	11.14
23645	Drew's Art Box LLC	8/31/2022	50.00
23646	Effectual Educational Consulting Services	8/31/2022	4,052.50
23647	Elemental Science	8/31/2022	586.47
23648	Evan Sachs Piano Studio	8/31/2022	600.00
23649	Evan-Moor	8/31/2022	481.88
23650	Glee Music Academy	8/31/2022	179.00
23651	H4B Team LLC	8/31/2022	301.98
23652	HBCO LLC	8/31/2022	159.28
23653	Home Science Tools	8/31/2022	244.99
23654	Incident IQ, LLC	8/31/2022	1,313.55
23655	JackKris Publishing, LLC	8/31/2022	502.35
23656	JDI Dance Company	8/31/2022	170.00
23657	Jenna Reveal-Bourcier	8/31/2022	350.00
23658	Julia Gilbert	8/31/2022	144.00
23659	Kumon of Brea	8/31/2022	150.00
23660	Lakeshore	8/31/2022	958.32
23661	Learn and Create DBA Crafty School Crates	8/31/2022	799.03
23662	Learning Without Tears	8/31/2022	332.48
23663	LegalShield	8/31/2022	959.05
23664	Lewis Brisbois Bisgaard & Smith	8/31/2022	1,165.50
23665	Little Global Citizens	8/31/2022	44.95
23666	Little Passports	8/31/2022	3,859.76
23667	Mad Dog Math	8/31/2022	269.97
23668	Math-U-See Inc.	8/31/2022	746.04
23669	McGraw Hill LLC	8/31/2022	2,403.70
23670	McKee Music Therapy Services LLC	8/31/2022	595.00
23671	Meggan Colombo	8/31/2022	6,103.92
23672	Miaplaza Inc.	8/31/2022	37.95
23673	Moving Beyond the Page	8/31/2022	5,899.02

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
23674	Mystery Science Inc.	8/31/2022	712.00
23675	Natasha Brunstetter	8/31/2022	71.00
23676	NCS Pearson, Inc.	8/31/2022	2,967.55
23677	Nicole the Math Lady, LLC	8/31/2022	830.98
23678	Oak Meadow Inc.	8/31/2022	1,379.11
23679	On Pointe Productions, LLC	8/31/2022	130.00
23680	Pacific Ballet Conservatory	8/31/2022	809.20
23681	Pianoforte Music Studio	8/31/2022	528.00
23682	Pliha Speech & Learning Center	8/31/2022	4,370.00
23683	Power of Leverage Brazilian Jiu Jitsu	8/31/2022	665.00
23684	Ramsey Solutions	8/31/2022	397.37
23685	San Diego Gas & Electric	8/31/2022	1,641.25
23686	San Diego Gas & Electric	8/31/2022	720.40
23687	San Diego Gas & Electric	8/31/2022	327.26
23688	Scholastic Inc.	8/31/2022	16.45
23693	Singapore Math Inc.	8/31/2022	13,803.97
23694	Small Talk OC	8/31/2022	480.00
23695	Spanish for You!	8/31/2022	52.42
23696	Specialized Therapy Services, Inc.	8/31/2022	453.75
23700	Studies Weekly	8/31/2022	3,706.93
23701	TalkBox.Mom, Inc	8/31/2022	1,086.39
23702	Teaching Textbooks	8/31/2022	735.88
23703	Temecula Music Academy	8/31/2022	160.00
23704	Thinkwell Corporation	8/31/2022	318.00
23705	TOCA Training Centers	8/31/2022	208.00
23706	Trigger Memory Co.	8/31/2022	48.90
23707	TWT Sprouts	8/31/2022	2,400.00
23708	Verizon Wireless	8/31/2022	245.58
23709	Verizon Wireless	8/31/2022	76.02
23710	West Coast Krav Maga Murrieta	8/31/2022	179.00
23711	WriteAtHome, Inc.	8/31/2022	498.00
23712	Zaner-Bloser, Inc.	8/31/2022	57.66
23713	Beltran Spanish Tutoring/Karen Beltran	8/31/2022	375.00
23714	CSDC Conference Registration	8/31/2022	4,790.00
23715	Orange County Surf Coaching	8/31/2022	720.00
23716	The Rage Complex	8/31/2022	350.00
ACH	Charter Impact, Inc.	8/1/2022	76,704.00
ACH	Activities for Learning, Inc.	8/4/2022	107.25
ACH	Activities for Learning, Inc.	8/4/2022	107.25
ACH	Activities for Learning, Inc.	8/4/2022	87.45
ACH	Activities for Learning, Inc.	8/4/2022	87.45
ACH	Activities for Learning, Inc.	8/4/2022	107.25
ACH	Activities for Learning, Inc.	8/4/2022	454.30
ACH	Activities for Learning, Inc.	8/4/2022	112.75
ACH	All About Learning Press, Inc.	8/4/2022	182.30
ACH	All About Learning Press, Inc.	8/4/2022	182.30
ACH	All About Learning Press, Inc.	8/4/2022	182.30
ACH	Rainbow Resource Center	8/4/2022	67.14
ACH	Rainbow Resource Center	8/4/2022	141.28
ACH	Rainbow Resource Center	8/4/2022	201.23
ACH	Teacher Synergy, LLC	8/4/2022	3.50
ACH	Teacher Synergy, LLC	8/4/2022	110.00
ACH	Teacher Synergy, LLC	8/4/2022	24.00
ACH	Teacher Synergy, LLC	8/4/2022	21.83
ACH	Teacher Synergy, LLC	8/4/2022	48.50
ACH	Teacher Synergy, LLC	8/4/2022	56.35

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	8/4/2022	276.00
ACH	All About Learning Press, Inc.	8/4/2022	61.62
ACH	Teacher Synergy, LLC	8/4/2022	52.25
ACH	Teacher Synergy, LLC	8/4/2022	43.25
ACH	Teacher Synergy, LLC	8/4/2022	32.20
ACH	Teacher Synergy, LLC	8/4/2022	51.90
ACH	Teacher Synergy, LLC	8/4/2022	27.25
ACH	Teacher Synergy, LLC	8/4/2022	26.99
ACH	Teacher Synergy, LLC	8/4/2022	370.49
ACH	Teacher Synergy, LLC	8/4/2022	6.00
ACH	Teacher Synergy, LLC	8/4/2022	19.99
ACH	Teacher Synergy, LLC	8/4/2022	7.99
ACH	Art of Problem Solving	8/4/2022	167.00
ACH	Teacher Synergy, LLC	8/4/2022	7.99
ACH	Teacher Synergy, LLC	8/4/2022	58.00
ACH	Teacher Synergy, LLC	8/4/2022	79.99
ACH	Teacher Synergy, LLC	8/4/2022	79.99
ACH	Teacher Synergy, LLC	8/4/2022	105.99
ACH	Teacher Synergy, LLC	8/4/2022	39.95
ACH	The Critical Thinking Co.	8/4/2022	64.48
ACH	ULINE	8/4/2022	711.82
ACH	ULINE	8/4/2022	181.69
ACH	Amazon Capital Services	8/4/2022	214.04
ACH	Art of Problem Solving	8/4/2022	96.00
ACH	Amazon Capital Services	8/4/2022	1,410.30
ACH	Art of Problem Solving	8/4/2022	167.00
ACH	Art of Problem Solving	8/4/2022	167.00
ACH	Institute for Excellence in Writing	8/4/2022	37.25
ACH	Institute for Excellence in Writing	8/4/2022	215.65
ACH	Institute for Excellence in Writing	8/4/2022	215.65
ACH	Pacific Coast Academy	8/4/2022	2,586.88
ACH	Pacific Coast Academy	8/4/2022	402.00
ACH	Rainbow Resource Center	8/4/2022	100.35
ACH	Rainbow Resource Center	8/4/2022	104.89
ACH	Rainbow Resource Center	8/4/2022	73.51
ACH	Rainbow Resource Center	8/4/2022	143.07
ACH	Rainbow Resource Center	8/4/2022	246.25
ACH	Rainbow Resource Center	8/4/2022	33.90
ACH	Rainbow Resource Center	8/4/2022	190.05
ACH	Rainbow Resource Center	8/4/2022	381.01
ACH	Rainbow Resource Center	8/4/2022	115.27
ACH	Rainbow Resource Center	8/4/2022	172.13
ACH	Rainbow Resource Center	8/4/2022	21.51
ACH	Rainbow Resource Center	8/4/2022	269.64
ACH	Rainbow Resource Center	8/4/2022	62.29
ACH	Rainbow Resource Center	8/4/2022	302.05
ACH	Rainbow Resource Center	8/4/2022	181.22
ACH	Rainbow Resource Center	8/4/2022	182.39
ACH	Rainbow Resource Center	8/4/2022	138.75
ACH	Rainbow Resource Center	8/4/2022	112.81
ACH	Rainbow Resource Center	8/4/2022	387.52
ACH	Rainbow Resource Center	8/4/2022	19.89
ACH	Rainbow Resource Center	8/4/2022	16.07
ACH	Rainbow Resource Center	8/4/2022	23.34
ACH	Rainbow Resource Center	8/4/2022	158.94
ACH	Rainbow Resource Center	8/4/2022	46.98

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/4/2022	157.73
ACH	Rainbow Resource Center	8/4/2022	59.89
ACH	Rainbow Resource Center	8/4/2022	41.93
ACH	Rainbow Resource Center	8/4/2022	157.82
ACH	Rainbow Resource Center	8/4/2022	375.26
ACH	Rainbow Resource Center	8/4/2022	55.13
ACH	Rainbow Resource Center	8/4/2022	26.37
ACH	Rainbow Resource Center	8/4/2022	55.13
ACH	Rainbow Resource Center	8/4/2022	50.87
ACH	Rainbow Resource Center	8/4/2022	19.23
ACH	Rainbow Resource Center	8/4/2022	143.60
ACH	Rainbow Resource Center	8/4/2022	84.03
ACH	Rainbow Resource Center	8/4/2022	128.07
ACH	Rainbow Resource Center	8/4/2022	147.11
ACH	Rainbow Resource Center	8/4/2022	142.48
ACH	Rainbow Resource Center	8/4/2022	173.68
ACH	Rainbow Resource Center	8/4/2022	21.64
ACH	Rainbow Resource Center	8/4/2022	149.91
ACH	Rainbow Resource Center	8/4/2022	274.51
ACH	Rainbow Resource Center	8/4/2022	158.97
ACH	Rainbow Resource Center	8/4/2022	21.70
ACH	Rainbow Resource Center	8/4/2022	71.78
ACH	Rainbow Resource Center	8/4/2022	207.07
ACH	Rainbow Resource Center	8/4/2022	37.89
ACH	Rainbow Resource Center	8/4/2022	205.94
ACH	Rainbow Resource Center	8/4/2022	92.15
ACH	Rainbow Resource Center	8/4/2022	63.83
ACH	Rainbow Resource Center	8/4/2022	140.07
ACH	Rainbow Resource Center	8/4/2022	21.51
ACH	Rainbow Resource Center	8/4/2022	21.51
ACH	Rainbow Resource Center	8/4/2022	77.33
ACH	Rainbow Resource Center	8/4/2022	169.39
ACH	Rainbow Resource Center	8/4/2022	45.74
ACH	Rainbow Resource Center	8/4/2022	140.12
ACH	Rainbow Resource Center	8/4/2022	85.19
ACH	Rainbow Resource Center	8/4/2022	56.26
ACH	Rainbow Resource Center	8/4/2022	664.48
ACH	Rainbow Resource Center	8/4/2022	661.56
ACH	Rainbow Resource Center	8/4/2022	57.74
ACH	Rainbow Resource Center	8/4/2022	89.35
ACH	Rainbow Resource Center	8/4/2022	27.10
ACH	Rainbow Resource Center	8/4/2022	186.60
ACH	Rainbow Resource Center	8/4/2022	105.43
ACH	Rainbow Resource Center	8/4/2022	85.12
ACH	Rainbow Resource Center	8/4/2022	125.99
ACH	Rainbow Resource Center	8/4/2022	139.53
ACH	Rainbow Resource Center	8/4/2022	120.85
ACH	Rainbow Resource Center	8/4/2022	120.17
ACH	Rainbow Resource Center	8/4/2022	342.54
ACH	Rainbow Resource Center	8/4/2022	21.57
ACH	Rainbow Resource Center	8/4/2022	125.99
ACH	Rainbow Resource Center	8/4/2022	812.69
ACH	Rainbow Resource Center	8/4/2022	30.88
ACH	Rainbow Resource Center	8/4/2022	19.41
ACH	Rainbow Resource Center	8/4/2022	25.55
ACH	Amazon Capital Services	8/9/2022	6.56

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	8/9/2022	10,830.96
ACH	Amazon Capital Services	8/9/2022	18.20
ACH	Amazon Capital Services	8/9/2022	41.56
ACH	Amazon Capital Services	8/9/2022	32,094.89
ACH	All About Learning Press, Inc.	8/10/2022	132.68
ACH	All About Learning Press, Inc.	8/10/2022	91.67
ACH	All About Learning Press, Inc.	8/10/2022	79.38
ACH	All About Learning Press, Inc.	8/10/2022	105.69
ACH	All About Learning Press, Inc.	8/10/2022	182.30
ACH	All About Learning Press, Inc.	8/10/2022	182.30
ACH	Art of Problem Solving	8/10/2022	96.00
ACH	Art of Problem Solving	8/10/2022	63.59
ACH	Art of Problem Solving	8/10/2022	96.00
ACH	Art of Problem Solving	8/10/2022	167.92
ACH	Rainbow Resource Center	8/10/2022	92.81
ACH	Rainbow Resource Center	8/10/2022	33.32
ACH	Rainbow Resource Center	8/10/2022	131.08
ACH	Rainbow Resource Center	8/10/2022	22.69
ACH	Rainbow Resource Center	8/10/2022	188.50
ACH	Rainbow Resource Center	8/10/2022	107.87
ACH	Rainbow Resource Center	8/10/2022	107.87
ACH	Rainbow Resource Center	8/10/2022	21.28
ACH	Rainbow Resource Center	8/10/2022	114.70
ACH	Rainbow Resource Center	8/10/2022	22.13
ACH	Art of Problem Solving	8/10/2022	96.00
ACH	Rainbow Resource Center	8/10/2022	196.00
ACH	Rainbow Resource Center	8/10/2022	141.48
ACH	Rainbow Resource Center	8/10/2022	112.71
ACH	Rainbow Resource Center	8/10/2022	117.88
ACH	Rainbow Resource Center	8/10/2022	45.19
ACH	Rainbow Resource Center	8/10/2022	45.19
ACH	Rainbow Resource Center	8/10/2022	78.35
ACH	Rainbow Resource Center	8/10/2022	64.37
ACH	Rainbow Resource Center	8/10/2022	146.98
ACH	Rainbow Resource Center	8/10/2022	22.13
ACH	Art of Problem Solving	8/10/2022	96.00
ACH	Rainbow Resource Center	8/10/2022	40.07
ACH	Rainbow Resource Center	8/10/2022	42.20
ACH	Rainbow Resource Center	8/10/2022	40.13
ACH	Rainbow Resource Center	8/10/2022	21.23
ACH	Rainbow Resource Center	8/10/2022	122.91
ACH	Rainbow Resource Center	8/10/2022	39.73
ACH	Rainbow Resource Center	8/10/2022	108.89
ACH	Rainbow Resource Center	8/10/2022	265.04
ACH	Rainbow Resource Center	8/10/2022	232.14
ACH	Rainbow Resource Center	8/10/2022	120.76
ACH	Art of Problem Solving	8/10/2022	167.92
ACH	Rainbow Resource Center	8/10/2022	116.71
ACH	School Pathways, LLC	8/10/2022	54,213.69
ACH	Teacher Synergy, LLC	8/10/2022	845.60
ACH	Teacher Synergy, LLC	8/10/2022	27.90
ACH	Teacher Synergy, LLC	8/10/2022	16.16
ACH	Teacher Synergy, LLC	8/10/2022	55.15
ACH	Teacher Synergy, LLC	8/10/2022	6.00
ACH	Teacher Synergy, LLC	8/10/2022	12.60
ACH	Teacher Synergy, LLC	8/10/2022	13.50

Cabrillo Point Academy**Check Register**

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	8/10/2022	18.82
ACH	Art of Problem Solving	8/10/2022	167.00
ACH	Teacher Synergy, LLC	8/10/2022	36.00
ACH	Teacher Synergy, LLC	8/10/2022	26.00
ACH	Teacher Synergy, LLC	8/10/2022	107.49
ACH	Teacher Synergy, LLC	8/10/2022	26.00
ACH	Teacher Synergy, LLC	8/10/2022	159.85
ACH	Teacher Synergy, LLC	8/10/2022	467.94
ACH	Teacher Synergy, LLC	8/10/2022	134.10
ACH	Teacher Synergy, LLC	8/10/2022	104.20
ACH	Teacher Synergy, LLC	8/10/2022	81.00
ACH	Teacher Synergy, LLC	8/10/2022	52.00
ACH	CoVerified	8/10/2022	1,000.00
ACH	Timberdoodle.com	8/10/2022	229.82
ACH	Timberdoodle.com	8/10/2022	1,144.71
ACH	Timberdoodle.com	8/10/2022	1,083.13
ACH	Timberdoodle.com	8/10/2022	164.24
ACH	Timberdoodle.com	8/10/2022	376.68
ACH	Timberdoodle.com	8/10/2022	129.26
ACH	Timberdoodle.com	8/10/2022	335.54
ACH	Timberdoodle.com	8/10/2022	264.42
ACH	Timberdoodle.com	8/10/2022	1,228.51
ACH	Timberdoodle.com	8/10/2022	600.13
ACH	CoVerified	8/10/2022	1,000.00
ACH	Timberdoodle.com	8/10/2022	991.75
ACH	Timberdoodle.com	8/10/2022	89.80
ACH	Timberdoodle.com	8/10/2022	489.60
ACH	Timberdoodle.com	8/10/2022	590.97
ACH	Timberdoodle.com	8/10/2022	437.78
ACH	Timberdoodle.com	8/10/2022	623.96
ACH	Timberdoodle.com	8/10/2022	573.84
ACH	Timberdoodle.com	8/10/2022	251.36
ACH	Timberdoodle.com	8/10/2022	633.38
ACH	Timberdoodle.com	8/10/2022	325.72
ACH	History Unboxed LLC	8/10/2022	65.93
ACH	Time4Learning	8/10/2022	650.00
ACH	ULINE	8/10/2022	482.93
ACH	History Unboxed LLC	8/10/2022	262.21
ACH	History Unboxed LLC	8/10/2022	65.93
ACH	History Unboxed LLC	8/10/2022	65.93
ACH	History Unboxed LLC	8/10/2022	121.26
ACH	Homeschool Planet	8/10/2022	74.95
ACH	Hooked on Phonics	8/10/2022	215.49
ACH	Institute for Excellence in Writing	8/10/2022	26.47
ACH	Institute for Excellence in Writing	8/10/2022	324.33
ACH	Institute for Excellence in Writing	8/10/2022	93.63
ACH	Institute for Excellence in Writing	8/10/2022	66.34
ACH	Institute for Excellence in Writing	8/10/2022	44.59
ACH	Institute for Excellence in Writing	8/10/2022	44.18
ACH	Institute for Excellence in Writing	8/10/2022	26.94
ACH	Institute for Excellence in Writing	8/10/2022	58.73
ACH	Institute for Excellence in Writing	8/10/2022	47.85
ACH	Institute for Excellence in Writing	8/10/2022	65.73
ACH	Institute for Excellence in Writing	8/10/2022	44.06
ACH	Institute for Excellence in Writing	8/10/2022	43.71
ACH	Institute for Excellence in Writing	8/10/2022	194.10

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	8/10/2022	43.71
ACH	Institute for Excellence in Writing	8/10/2022	43.71
ACH	Institute for Excellence in Writing	8/10/2022	120.11
ACH	Institute for Excellence in Writing	8/10/2022	94.20
ACH	Institute for Excellence in Writing	8/10/2022	70.65
ACH	Institute for Excellence in Writing	8/10/2022	323.40
ACH	Institute for Excellence in Writing	8/10/2022	323.40
ACH	Institute for Excellence in Writing	8/10/2022	105.98
ACH	JamF Software, LLC	8/10/2022	6,930.00
ACH	Logic of English	8/10/2022	138.45
ACH	Logic of English	8/10/2022	70.75
ACH	Logic of English	8/10/2022	321.04
ACH	MEL Science U.S., LLC	8/10/2022	338.44
ACH	MEL Science U.S., LLC	8/10/2022	300.84
ACH	MEL Science U.S., LLC	8/10/2022	300.84
ACH	ODP Business Solutions, LLC	8/10/2022	99.88
ACH	ODP Business Solutions, LLC	8/10/2022	5.65
ACH	ODP Business Solutions, LLC	8/10/2022	411.52
ACH	ODP Business Solutions, LLC	8/10/2022	88.50
ACH	ODP Business Solutions, LLC	8/10/2022	33.25
ACH	ODP Business Solutions, LLC	8/10/2022	91.18
ACH	ODP Business Solutions, LLC	8/10/2022	6.62
ACH	ODP Business Solutions, LLC	8/10/2022	2.25
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/10/2022	82.75
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/10/2022	4,352.90
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/10/2022	118.50
ACH	Rainbow Resource Center	8/10/2022	335.56
ACH	Rainbow Resource Center	8/10/2022	376.21
ACH	Rainbow Resource Center	8/10/2022	117.79
ACH	Rainbow Resource Center	8/10/2022	21.51
ACH	Rainbow Resource Center	8/10/2022	166.85
ACH	Rainbow Resource Center	8/10/2022	73.58
ACH	Rainbow Resource Center	8/10/2022	153.13
ACH	Rainbow Resource Center	8/10/2022	267.97
ACH	Rainbow Resource Center	8/10/2022	81.06
ACH	Rainbow Resource Center	8/10/2022	57.28
ACH	Rainbow Resource Center	8/10/2022	199.00
ACH	Rainbow Resource Center	8/10/2022	315.06
ACH	Rainbow Resource Center	8/10/2022	96.39
ACH	Rainbow Resource Center	8/10/2022	92.20
ACH	Rainbow Resource Center	8/10/2022	22.13
ACH	Rainbow Resource Center	8/10/2022	48.79
ACH	Rainbow Resource Center	8/10/2022	78.06
ACH	Rainbow Resource Center	8/10/2022	88.13
ACH	Rainbow Resource Center	8/10/2022	200.99
ACH	Rainbow Resource Center	8/10/2022	124.12
ACH	Rainbow Resource Center	8/10/2022	138.37
ACH	Rainbow Resource Center	8/10/2022	73.88
ACH	Rainbow Resource Center	8/10/2022	33.47
ACH	Rainbow Resource Center	8/10/2022	41.25
ACH	Rainbow Resource Center	8/10/2022	183.69
ACH	Rainbow Resource Center	8/10/2022	859.54
ACH	Rainbow Resource Center	8/10/2022	93.96
ACH	Rainbow Resource Center	8/10/2022	412.26
ACH	Rainbow Resource Center	8/10/2022	107.54
ACH	Rainbow Resource Center	8/10/2022	40.31

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/10/2022	133.86
ACH	Rainbow Resource Center	8/10/2022	111.86
ACH	Rainbow Resource Center	8/10/2022	136.83
ACH	Rainbow Resource Center	8/10/2022	139.84
ACH	Rainbow Resource Center	8/10/2022	107.87
ACH	Rainbow Resource Center	8/10/2022	53.34
ACH	Rainbow Resource Center	8/10/2022	271.07
ACH	Amazon Capital Services	8/11/2022	516.12
ACH	Amazon Capital Services	8/11/2022	6.95
ACH	Amazon Capital Services	8/11/2022	28,815.35
ACH	Amazon Capital Services	8/16/2022	424.59
ACH	Amazon Capital Services	8/16/2022	330.74
ACH	Amazon Capital Services	8/16/2022	77.32
ACH	Amazon Capital Services	8/16/2022	25.05
ACH	Amazon Capital Services	8/16/2022	538.86
ACH	Amazon Capital Services	8/16/2022	39,710.51
ACH	All About Learning Press, Inc.	8/17/2022	182.30
ACH	All About Learning Press, Inc.	8/17/2022	182.30
ACH	All About Learning Press, Inc.	8/17/2022	83.11
ACH	All About Learning Press, Inc.	8/17/2022	210.03
ACH	All About Learning Press, Inc.	8/17/2022	117.65
ACH	All About Learning Press, Inc.	8/17/2022	225.06
ACH	All About Learning Press, Inc.	8/17/2022	182.30
ACH	All About Learning Press, Inc.	8/17/2022	32.91
ACH	Aqua Tots LA LLC	8/17/2022	450.00
ACH	Aqua Tots ORANGE LLC	8/17/2022	398.00
ACH	Rainbow Resource Center	8/17/2022	92.06
ACH	Rainbow Resource Center	8/17/2022	44.78
ACH	Rainbow Resource Center	8/17/2022	61.03
ACH	Rainbow Resource Center	8/17/2022	56.36
ACH	Rainbow Resource Center	8/17/2022	21.64
ACH	Rainbow Resource Center	8/17/2022	1,024.83
ACH	Rainbow Resource Center	8/17/2022	15.85
ACH	Rainbow Resource Center	8/17/2022	19.89
ACH	Rainbow Resource Center	8/17/2022	56.36
ACH	Rainbow Resource Center	8/17/2022	125.99
ACH	Aqua Tots ORANGE LLC	8/17/2022	236.00
ACH	Rainbow Resource Center	8/17/2022	231.92
ACH	Rainbow Resource Center	8/17/2022	189.61
ACH	Rainbow Resource Center	8/17/2022	89.38
ACH	Rainbow Resource Center	8/17/2022	67.51
ACH	Rainbow Resource Center	8/17/2022	73.39
ACH	Rainbow Resource Center	8/17/2022	171.80
ACH	Rainbow Resource Center	8/17/2022	16.15
ACH	Rainbow Resource Center	8/17/2022	200.00
ACH	Rainbow Resource Center	8/17/2022	282.48
ACH	Rainbow Resource Center	8/17/2022	152.43
ACH	Art of Problem Solving	8/17/2022	96.00
ACH	Rainbow Resource Center	8/17/2022	21.51
ACH	Rainbow Resource Center	8/17/2022	82.05
ACH	Rainbow Resource Center	8/17/2022	102.50
ACH	Rainbow Resource Center	8/17/2022	71.71
ACH	School Pathways, LLC	8/17/2022	260.00
ACH	Sydney Zuccolotto	8/17/2022	320.00
ACH	Sydney Zuccolotto	8/17/2022	320.00
ACH	Sydney Zuccolotto	8/17/2022	160.00

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Sydney Zuccolotto	8/17/2022	160.00
ACH	Sydney Zuccolotto	8/17/2022	320.00
ACH	Art of Problem Solving	8/17/2022	96.00
ACH	Sydney Zuccolotto	8/17/2022	320.00
ACH	Teacher Synergy, LLC	8/17/2022	7.50
ACH	Teacher Synergy, LLC	8/17/2022	74.99
ACH	Teacher Synergy, LLC	8/17/2022	18.00
ACH	Teacher Synergy, LLC	8/17/2022	195.00
ACH	Teacher Synergy, LLC	8/17/2022	24.00
ACH	Teacher Synergy, LLC	8/17/2022	28.80
ACH	Teacher Synergy, LLC	8/17/2022	56.00
ACH	Teacher Synergy, LLC	8/17/2022	8.00
ACH	Teacher Synergy, LLC	8/17/2022	40.00
ACH	AT Tustin, LLC	8/17/2022	248.00
ACH	Teacher Synergy, LLC	8/17/2022	581.62
ACH	Teacher Synergy, LLC	8/17/2022	54.00
ACH	Teacher Synergy, LLC	8/17/2022	45.92
ACH	Teacher Synergy, LLC	8/17/2022	4.00
ACH	Teacher Synergy, LLC	8/17/2022	15.12
ACH	Teacher Synergy, LLC	8/17/2022	8.99
ACH	Teacher Synergy, LLC	8/17/2022	59.25
ACH	Teacher Synergy, LLC	8/17/2022	17.47
ACH	Teacher Synergy, LLC	8/17/2022	12.80
ACH	Teacher Synergy, LLC	8/17/2022	24.00
ACH	Brenda Harp	8/17/2022	180.00
ACH	Teacher Synergy, LLC	8/17/2022	8.99
ACH	Teacher Synergy, LLC	8/17/2022	18.25
ACH	The Critical Thinking Co.	8/17/2022	47.23
ACH	The Critical Thinking Co.	8/17/2022	11.99
ACH	ULINE	8/17/2022	50.92
ACH	CoVerified	8/17/2022	1,000.00
ACH	Homeschool Planet	8/17/2022	103.80
ACH	Hooked on Phonics	8/17/2022	43.09
ACH	HopSkipDrive, Inc.	8/17/2022	1,132.45
ACH	Institute for Excellence in Writing	8/17/2022	216.58
ACH	Institute for Excellence in Writing	8/17/2022	26.94
ACH	Institute for Excellence in Writing	8/17/2022	26.94
ACH	Institute for Excellence in Writing	8/17/2022	75.86
ACH	Institute for Excellence in Writing	8/17/2022	44.18
ACH	Institute for Excellence in Writing	8/17/2022	64.65
ACH	Institute for Excellence in Writing	8/17/2022	37.71
ACH	Institute for Excellence in Writing	8/17/2022	43.71
ACH	Institute for Excellence in Writing	8/17/2022	95.00
ACH	Institute for Excellence in Writing	8/17/2022	71.25
ACH	Institute for Excellence in Writing	8/17/2022	65.26
ACH	Karate For All	8/17/2022	70.00
ACH	Karate For All	8/17/2022	75.00
ACH	Karate For All	8/17/2022	65.00
ACH	Karate For All	8/17/2022	65.00
ACH	KiwiCo, Inc.	8/17/2022	8,361.69
ACH	Logic of English	8/17/2022	138.45
ACH	Logic of English	8/17/2022	35.30
ACH	Logic of English	8/17/2022	204.85
ACH	Logic of English	8/17/2022	107.14
ACH	Logic of English	8/17/2022	27.99
ACH	ODP Business Solutions, LLC	8/17/2022	60.88

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	ODP Business Solutions, LLC	8/17/2022	49.16
ACH	ODP Business Solutions, LLC	8/17/2022	269.27
ACH	ODP Business Solutions, LLC	8/17/2022	101.43
ACH	ODP Business Solutions, LLC	8/17/2022	49.56
ACH	Pacific Coast Academy	8/17/2022	87,157.39
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/17/2022	7.95
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/17/2022	8.95
ACH	Rainbow Resource Center	8/17/2022	77.78
ACH	Rainbow Resource Center	8/17/2022	113.06
ACH	Rainbow Resource Center	8/17/2022	93.23
ACH	Rainbow Resource Center	8/17/2022	104.96
ACH	Rainbow Resource Center	8/17/2022	123.76
ACH	Rainbow Resource Center	8/17/2022	78.44
ACH	Rainbow Resource Center	8/17/2022	45.70
ACH	Rainbow Resource Center	8/17/2022	25.22
ACH	Rainbow Resource Center	8/17/2022	121.34
ACH	Rainbow Resource Center	8/17/2022	113.98
ACH	Rainbow Resource Center	8/17/2022	99.76
ACH	Rainbow Resource Center	8/17/2022	216.72
ACH	Rainbow Resource Center	8/17/2022	154.32
ACH	Rainbow Resource Center	8/17/2022	95.25
ACH	Rainbow Resource Center	8/17/2022	79.19
ACH	Rainbow Resource Center	8/17/2022	106.30
ACH	Rainbow Resource Center	8/17/2022	120.93
ACH	Rainbow Resource Center	8/17/2022	75.67
ACH	Rainbow Resource Center	8/17/2022	69.93
ACH	Rainbow Resource Center	8/17/2022	196.76
ACH	Rainbow Resource Center	8/17/2022	19.89
ACH	Rainbow Resource Center	8/17/2022	19.89
ACH	Rainbow Resource Center	8/17/2022	182.64
ACH	Rainbow Resource Center	8/17/2022	377.19
ACH	Rainbow Resource Center	8/17/2022	458.83
ACH	Rainbow Resource Center	8/17/2022	114.09
ACH	Rainbow Resource Center	8/17/2022	149.54
ACH	Rainbow Resource Center	8/17/2022	34.38
ACH	Rainbow Resource Center	8/17/2022	122.93
ACH	Rainbow Resource Center	8/17/2022	21.51
ACH	Rainbow Resource Center	8/17/2022	27.97
ACH	Rainbow Resource Center	8/17/2022	67.87
ACH	Rainbow Resource Center	8/17/2022	45.70
ACH	Rainbow Resource Center	8/17/2022	88.69
ACH	Rainbow Resource Center	8/17/2022	139.53
ACH	Rainbow Resource Center	8/17/2022	38.80
ACH	Rainbow Resource Center	8/17/2022	30.60
ACH	Rainbow Resource Center	8/17/2022	25.97
ACH	Rainbow Resource Center	8/17/2022	25.97
ACH	Rainbow Resource Center	8/17/2022	239.05
ACH	Rainbow Resource Center	8/17/2022	32.17
ACH	Rainbow Resource Center	8/17/2022	34.38
ACH	Rainbow Resource Center	8/17/2022	70.00
ACH	Rainbow Resource Center	8/17/2022	26.40
ACH	Rainbow Resource Center	8/17/2022	162.45
ACH	Rainbow Resource Center	8/17/2022	21.45
ACH	Rainbow Resource Center	8/17/2022	99.31
ACH	Rainbow Resource Center	8/17/2022	144.17
ACH	Rainbow Resource Center	8/17/2022	16.51

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/17/2022	107.90
ACH	Rainbow Resource Center	8/17/2022	36.97
ACH	Amazon Capital Services	8/23/2022	128.00
ACH	Amazon Capital Services	8/23/2022	57.32
ACH	Amazon Capital Services	8/23/2022	26.91
ACH	Amazon Capital Services	8/23/2022	40,865.16
ACH	Amazon Capital Services	8/23/2022	26.91
ACH	Amazon Capital Services	8/23/2022	23.14
ACH	Activities for Learning, Inc.	8/24/2022	115.57
ACH	All About Learning Press, Inc.	8/24/2022	83.17
ACH	All About Learning Press, Inc.	8/24/2022	127.77
ACH	All About Learning Press, Inc.	8/24/2022	182.30
ACH	All About Learning Press, Inc.	8/24/2022	226.04
ACH	All About Learning Press, Inc.	8/24/2022	27.52
ACH	All About Learning Press, Inc.	8/24/2022	54.23
ACH	Aqua Tots ORANGE LLC	8/24/2022	124.00
ACH	Aqua Tots ORANGE LLC	8/24/2022	62.00
ACH	Aqua Tots ORANGE LLC	8/24/2022	62.00
ACH	Rainbow Resource Center	8/24/2022	41.93
ACH	Rainbow Resource Center	8/24/2022	34.38
ACH	Rainbow Resource Center	8/24/2022	242.26
ACH	Rainbow Resource Center	8/24/2022	120.51
ACH	Rainbow Resource Center	8/24/2022	646.96
ACH	Rainbow Resource Center	8/24/2022	161.26
ACH	Rainbow Resource Center	8/24/2022	37.95
ACH	Rainbow Resource Center	8/24/2022	79.35
ACH	Rainbow Resource Center	8/24/2022	61.26
ACH	Rainbow Resource Center	8/24/2022	13.16
ACH	Art of Problem Solving	8/24/2022	167.00
ACH	Rainbow Resource Center	8/24/2022	112.92
ACH	Rainbow Resource Center	8/24/2022	118.06
ACH	Rainbow Resource Center	8/24/2022	114.97
ACH	Rainbow Resource Center	8/24/2022	67.70
ACH	Rainbow Resource Center	8/24/2022	56.42
ACH	Rainbow Resource Center	8/24/2022	15.93
ACH	Rainbow Resource Center	8/24/2022	21.68
ACH	Rainbow Resource Center	8/24/2022	138.30
ACH	Rainbow Resource Center	8/24/2022	138.30
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Art of Problem Solving	8/24/2022	167.00
ACH	Rainbow Resource Center	8/24/2022	21.68
ACH	Rainbow Resource Center	8/24/2022	52.20
ACH	Rainbow Resource Center	8/24/2022	138.11
ACH	Rainbow Resource Center	8/24/2022	40.79
ACH	Rainbow Resource Center	8/24/2022	86.96
ACH	Rainbow Resource Center	8/24/2022	48.72
ACH	Rainbow Resource Center	8/24/2022	969.65
ACH	Rainbow Resource Center	8/24/2022	71.38
ACH	Rainbow Resource Center	8/24/2022	24.93
ACH	Rainbow Resource Center	8/24/2022	24.43
ACH	Art of Problem Solving	8/24/2022	96.00
ACH	Rainbow Resource Center	8/24/2022	43.12
ACH	Rainbow Resource Center	8/24/2022	75.99
ACH	Rainbow Resource Center	8/24/2022	393.80
ACH	Rainbow Resource Center	8/24/2022	97.76
ACH	Rainbow Resource Center	8/24/2022	49.91

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	61.98
ACH	Rainbow Resource Center	8/24/2022	527.01
ACH	Rainbow Resource Center	8/24/2022	49.74
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	161.38
ACH	Artistic Dance Academy	8/24/2022	55.00
ACH	Rainbow Resource Center	8/24/2022	253.83
ACH	Rainbow Resource Center	8/24/2022	21.65
ACH	Rainbow Resource Center	8/24/2022	72.30
ACH	Rainbow Resource Center	8/24/2022	68.97
ACH	Rainbow Resource Center	8/24/2022	492.90
ACH	Rainbow Resource Center	8/24/2022	34.98
ACH	Rainbow Resource Center	8/24/2022	119.13
ACH	Rainbow Resource Center	8/24/2022	81.26
ACH	Rainbow Resource Center	8/24/2022	87.15
ACH	Rainbow Resource Center	8/24/2022	127.60
ACH	Artistic Dance Academy	8/24/2022	55.00
ACH	Rainbow Resource Center	8/24/2022	87.15
ACH	Rainbow Resource Center	8/24/2022	234.88
ACH	Rainbow Resource Center	8/24/2022	22.78
ACH	Rainbow Resource Center	8/24/2022	191.15
ACH	Rainbow Resource Center	8/24/2022	13.25
ACH	Rainbow Resource Center	8/24/2022	125.99
ACH	Rainbow Resource Center	8/24/2022	125.99
ACH	Rainbow Resource Center	8/24/2022	125.99
ACH	Rainbow Resource Center	8/24/2022	23.29
ACH	Rainbow Resource Center	8/24/2022	23.29
ACH	AT Tustin, LLC	8/24/2022	199.00
ACH	Rainbow Resource Center	8/24/2022	139.53
ACH	Rainbow Resource Center	8/24/2022	54.63
ACH	Rainbow Resource Center	8/24/2022	107.77
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	24.43
ACH	Rainbow Resource Center	8/24/2022	24.93
ACH	Riverside Insights	8/24/2022	278.55
ACH	Sydney Zuccolotto	8/24/2022	320.00
ACH	Teacher Synergy, LLC	8/24/2022	8.00
ACH	Teacher Synergy, LLC	8/24/2022	39.99
ACH	Gracie Barra RSM	8/24/2022	1,120.00
ACH	Teacher Synergy, LLC	8/24/2022	16.99
ACH	Teacher Synergy, LLC	8/24/2022	53.60
ACH	Teacher Synergy, LLC	8/24/2022	7.00
ACH	Teacher Synergy, LLC	8/24/2022	1.06
ACH	Teacher Synergy, LLC	8/24/2022	22.99
ACH	Teacher Synergy, LLC	8/24/2022	36.00
ACH	Teacher Synergy, LLC	8/24/2022	5.00
ACH	Teacher Synergy, LLC	8/24/2022	9.95
ACH	Teacher Synergy, LLC	8/24/2022	1.00
ACH	Teacher Synergy, LLC	8/24/2022	17.50
ACH	Groundwork Jiu-Jitsu	8/24/2022	430.00
ACH	Teacher Synergy, LLC	8/24/2022	8.40
ACH	Teacher Synergy, LLC	8/24/2022	11.95
ACH	Teacher Synergy, LLC	8/24/2022	16.65
ACH	Teacher Synergy, LLC	8/24/2022	7.50
ACH	Teacher Synergy, LLC	8/24/2022	11.00
ACH	Teacher Synergy, LLC	8/24/2022	20.00

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	8/24/2022	63.00
ACH	Teacher Synergy, LLC	8/24/2022	57.60
ACH	Teacher Synergy, LLC	8/24/2022	115.72
ACH	Teacher Synergy, LLC	8/24/2022	75.83
ACH	Head, Heart, and Hands	8/24/2022	9,800.00
ACH	Teacher Synergy, LLC	8/24/2022	53.00
ACH	Teacher Synergy, LLC	8/24/2022	10.00
ACH	Teacher Synergy, LLC	8/24/2022	28.80
ACH	The Critical Thinking Co.	8/24/2022	32.24
ACH	The Critical Thinking Co.	8/24/2022	53.23
ACH	ULINE	8/24/2022	1,013.83
ACH	Institute for Excellence in Writing	8/24/2022	215.65
ACH	Institute for Excellence in Writing	8/24/2022	43.71
ACH	Institute for Excellence in Writing	8/24/2022	203.80
ACH	Institute for Excellence in Writing	8/24/2022	65.73
ACH	Institute for Excellence in Writing	8/24/2022	44.18
ACH	Institute for Excellence in Writing	8/24/2022	26.94
ACH	Institute for Excellence in Writing	8/24/2022	37.71
ACH	Karate For All	8/24/2022	100.00
ACH	Katie Kohn	8/24/2022	300.00
ACH	Logic of English	8/24/2022	27.77
ACH	Logic of English	8/24/2022	46.20
ACH	Logic of English	8/24/2022	203.10
ACH	Logic of English	8/24/2022	203.10
ACH	Logic of English	8/24/2022	203.10
ACH	Logic of English	8/24/2022	27.77
ACH	Logic of English	8/24/2022	205.72
ACH	Logic of English	8/24/2022	26.80
ACH	Logic of English	8/24/2022	45.06
ACH	Logic of English	8/24/2022	203.10
ACH	Logic of English	8/24/2022	45.90
ACH	MEL Science U.S., LLC	8/24/2022	338.44
ACH	MusicPaige Studio	8/24/2022	230.00
ACH	ODP Business Solutions, LLC	8/24/2022	82.96
ACH	ODP Business Solutions, LLC	8/24/2022	23.47
ACH	Pacific Coast Academy	8/24/2022	4,343.46
ACH	Pacific Coast Academy	8/24/2022	302.00
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/24/2022	53.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/24/2022	11.95
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/24/2022	44.90
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/24/2022	25.83
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/24/2022	503.00
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/24/2022	4,712.35
ACH	Rainbow Resource Center	8/24/2022	80.41
ACH	Rainbow Resource Center	8/24/2022	177.63
ACH	Rainbow Resource Center	8/24/2022	295.56
ACH	Rainbow Resource Center	8/24/2022	132.47
ACH	Rainbow Resource Center	8/24/2022	177.63
ACH	Rainbow Resource Center	8/24/2022	83.72
ACH	Rainbow Resource Center	8/24/2022	73.39
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Rainbow Resource Center	8/24/2022	21.51
ACH	Rainbow Resource Center	8/24/2022	88.08
ACH	Rainbow Resource Center	8/24/2022	56.54
ACH	Rainbow Resource Center	8/24/2022	45.54
ACH	Rainbow Resource Center	8/24/2022	127.87

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/24/2022	48.43
ACH	Rainbow Resource Center	8/24/2022	177.63
ACH	Rainbow Resource Center	8/24/2022	98.16
ACH	Rainbow Resource Center	8/24/2022	13.16
ACH	Rainbow Resource Center	8/24/2022	65.54
ACH	Rainbow Resource Center	8/24/2022	319.08
ACH	Rainbow Resource Center	8/24/2022	110.42
ACH	Rainbow Resource Center	8/24/2022	108.27
ACH	Rainbow Resource Center	8/24/2022	120.17
ACH	Rainbow Resource Center	8/24/2022	89.30
ACH	Rainbow Resource Center	8/24/2022	126.62
ACH	Rainbow Resource Center	8/24/2022	13.16
ACH	Rainbow Resource Center	8/24/2022	92.81
ACH	Rainbow Resource Center	8/24/2022	45.56
ACH	Rainbow Resource Center	8/24/2022	151.45
ACH	Rainbow Resource Center	8/24/2022	30.66
ACH	Rainbow Resource Center	8/24/2022	329.36
ACH	Rainbow Resource Center	8/24/2022	31.10
ACH	Rainbow Resource Center	8/24/2022	164.38
ACH	Rainbow Resource Center	8/24/2022	173.79
ACH	Rainbow Resource Center	8/24/2022	59.22
ACH	Rainbow Resource Center	8/24/2022	170.50
ACH	Rainbow Resource Center	8/24/2022	111.98
ACH	Rainbow Resource Center	8/24/2022	24.20
ACH	Rainbow Resource Center	8/24/2022	19.89
ACH	Rainbow Resource Center	8/24/2022	453.86
ACH	Rainbow Resource Center	8/24/2022	65.67
ACH	Rainbow Resource Center	8/24/2022	73.60
ACH	Rainbow Resource Center	8/24/2022	60.18
ACH	Rainbow Resource Center	8/24/2022	83.25
ACH	Rainbow Resource Center	8/24/2022	26.63
ACH	Rainbow Resource Center	8/24/2022	113.17
ACH	Rainbow Resource Center	8/24/2022	122.26
ACH	Rainbow Resource Center	8/24/2022	111.26
ACH	Rainbow Resource Center	8/24/2022	106.61
ACH	Activities for Learning, Inc.	8/31/2022	135.12
ACH	Activities for Learning, Inc.	8/31/2022	373.96
ACH	Activities for Learning, Inc.	8/31/2022	27.27
ACH	Activities for Learning, Inc.	8/31/2022	115.57
ACH	Activities for Learning, Inc.	8/31/2022	21.05
ACH	All About Learning Press, Inc.	8/31/2022	107.90
ACH	All About Learning Press, Inc.	8/31/2022	183.90
ACH	All About Learning Press, Inc.	8/31/2022	117.65
ACH	All About Learning Press, Inc.	8/31/2022	91.67
ACH	All About Learning Press, Inc.	8/31/2022	98.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	40.95
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	10.95
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	95.15
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	54.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	10.35
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	10.35
ACH	Procopio, Cory, Hargreaves & Savitch LLP	8/31/2022	304.15
ACH	Rainbow Resource Center	8/31/2022	21.51
ACH	Rainbow Resource Center	8/31/2022	129.24
ACH	Rainbow Resource Center	8/31/2022	37.40
ACH	All About Learning Press, Inc.	8/31/2022	182.30

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/31/2022	107.77
ACH	Rainbow Resource Center	8/31/2022	399.21
ACH	Rainbow Resource Center	8/31/2022	22.42
ACH	Rainbow Resource Center	8/31/2022	34.85
ACH	Rainbow Resource Center	8/31/2022	33.20
ACH	Rainbow Resource Center	8/31/2022	119.50
ACH	Rainbow Resource Center	8/31/2022	129.41
ACH	Rainbow Resource Center	8/31/2022	330.18
ACH	Rainbow Resource Center	8/31/2022	42.03
ACH	Rainbow Resource Center	8/31/2022	24.50
ACH	All About Learning Press, Inc.	8/31/2022	211.86
ACH	Rainbow Resource Center	8/31/2022	105.50
ACH	Rainbow Resource Center	8/31/2022	24.93
ACH	Rainbow Resource Center	8/31/2022	50.95
ACH	Rainbow Resource Center	8/31/2022	48.44
ACH	Rainbow Resource Center	8/31/2022	107.90
ACH	Rainbow Resource Center	8/31/2022	126.47
ACH	Rainbow Resource Center	8/31/2022	142.89
ACH	Rainbow Resource Center	8/31/2022	109.95
ACH	Rainbow Resource Center	8/31/2022	85.29
ACH	Rainbow Resource Center	8/31/2022	139.53
ACH	All About Learning Press, Inc.	8/31/2022	197.33
ACH	Rainbow Resource Center	8/31/2022	139.53
ACH	Rainbow Resource Center	8/31/2022	19.89
ACH	Rainbow Resource Center	8/31/2022	47.85
ACH	Rainbow Resource Center	8/31/2022	27.91
ACH	Rainbow Resource Center	8/31/2022	175.39
ACH	Rainbow Resource Center	8/31/2022	27.16
ACH	Rainbow Resource Center	8/31/2022	19.89
ACH	Rainbow Resource Center	8/31/2022	135.49
ACH	Rainbow Resource Center	8/31/2022	22.59
ACH	Rainbow Resource Center	8/31/2022	33.04
ACH	All About Learning Press, Inc.	8/31/2022	183.90
ACH	Rainbow Resource Center	8/31/2022	239.77
ACH	Rainbow Resource Center	8/31/2022	78.50
ACH	Rainbow Resource Center	8/31/2022	94.70
ACH	Rainbow Resource Center	8/31/2022	103.15
ACH	Rainbow Resource Center	8/31/2022	52.33
ACH	Rainbow Resource Center	8/31/2022	82.18
ACH	Rainbow Resource Center	8/31/2022	98.70
ACH	Rainbow Resource Center	8/31/2022	272.55
ACH	Rainbow Resource Center	8/31/2022	31.15
ACH	Rainbow Resource Center	8/31/2022	92.43
ACH	All About Learning Press, Inc.	8/31/2022	61.62
ACH	Rainbow Resource Center	8/31/2022	41.93
ACH	Rainbow Resource Center	8/31/2022	303.56
ACH	Rainbow Resource Center	8/31/2022	85.77
ACH	Rainbow Resource Center	8/31/2022	71.69
ACH	Rainbow Resource Center	8/31/2022	110.42
ACH	Rainbow Resource Center	8/31/2022	97.15
ACH	Rainbow Resource Center	8/31/2022	42.29
ACH	Rainbow Resource Center	8/31/2022	42.29
ACH	Rainbow Resource Center	8/31/2022	317.16
ACH	Rainbow Resource Center	8/31/2022	48.93
ACH	All About Learning Press, Inc.	8/31/2022	182.30
ACH	Rainbow Resource Center	8/31/2022	29.00

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	8/31/2022	597.02
ACH	Rainbow Resource Center	8/31/2022	124.19
ACH	Rainbow Resource Center	8/31/2022	35.36
ACH	Rainbow Resource Center	8/31/2022	719.17
ACH	Rainbow Resource Center	8/31/2022	129.35
ACH	Rainbow Resource Center	8/31/2022	28.73
ACH	Rainbow Resource Center	8/31/2022	25.28
ACH	Rainbow Resource Center	8/31/2022	60.78
ACH	Rainbow Resource Center	8/31/2022	112.62
ACH	All About Learning Press, Inc.	8/31/2022	83.17
ACH	Rainbow Resource Center	8/31/2022	95.50
ACH	Rainbow Resource Center	8/31/2022	43.60
ACH	Rainbow Resource Center	8/31/2022	203.01
ACH	Rainbow Resource Center	8/31/2022	174.86
ACH	Rainbow Resource Center	8/31/2022	51.38
ACH	Rainbow Resource Center	8/31/2022	114.04
ACH	Rainbow Resource Center	8/31/2022	21.51
ACH	Rainbow Resource Center	8/31/2022	143.60
ACH	Teacher Synergy, LLC	8/31/2022	16.40
ACH	Teacher Synergy, LLC	8/31/2022	9.00
ACH	All About Learning Press, Inc.	8/31/2022	84.14
ACH	Teacher Synergy, LLC	8/31/2022	28.80
ACH	Teacher Synergy, LLC	8/31/2022	12.00
ACH	Teacher Synergy, LLC	8/31/2022	97.20
ACH	Teacher Synergy, LLC	8/31/2022	104.27
ACH	Teacher Synergy, LLC	8/31/2022	5.25
ACH	Teacher Synergy, LLC	8/31/2022	9.50
ACH	Teacher Synergy, LLC	8/31/2022	46.99
ACH	Teacher Synergy, LLC	8/31/2022	13.00
ACH	Teacher Synergy, LLC	8/31/2022	12.00
ACH	Teacher Synergy, LLC	8/31/2022	268.32
ACH	All About Learning Press, Inc.	8/31/2022	54.23
ACH	Teacher Synergy, LLC	8/31/2022	44.80
ACH	Teacher Synergy, LLC	8/31/2022	63.00
ACH	Teacher Synergy, LLC	8/31/2022	11.70
ACH	Teacher Synergy, LLC	8/31/2022	100.95
ACH	Teacher Synergy, LLC	8/31/2022	24.10
ACH	Teacher Synergy, LLC	8/31/2022	97.65
ACH	Teacher Synergy, LLC	8/31/2022	62.95
ACH	Teacher Synergy, LLC	8/31/2022	15.00
ACH	Teacher Synergy, LLC	8/31/2022	4.50
ACH	The Critical Thinking Co.	8/31/2022	224.99
ACH	All About Learning Press, Inc.	8/31/2022	47.76
ACH	The Critical Thinking Co.	8/31/2022	16.48
ACH	Timberdoodle.com	8/31/2022	235.80
ACH	Timberdoodle.com	8/31/2022	645.80
ACH	Timberdoodle.com	8/31/2022	1,236.06
ACH	Timberdoodle.com	8/31/2022	122.98
ACH	Timberdoodle.com	8/31/2022	563.86
ACH	Timberdoodle.com	8/31/2022	110.58
ACH	Timberdoodle.com	8/31/2022	1,796.25
ACH	Timberdoodle.com	8/31/2022	983.50
ACH	Timberdoodle.com	8/31/2022	204.88
ACH	All About Learning Press, Inc.	8/31/2022	185.10
ACH	Timberdoodle.com	8/31/2022	96.08
ACH	Timberdoodle.com	8/31/2022	84.23

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Timberdoodle.com	8/31/2022	1,102.32
ACH	Timberdoodle.com	8/31/2022	1,061.74
ACH	Timberdoodle.com	8/31/2022	366.61
ACH	Timberdoodle.com	8/31/2022	1,308.82
ACH	Timberdoodle.com	8/31/2022	749.29
ACH	Tutorloo, Inc. dba Mathnasium of Seal Beach	8/31/2022	339.00
ACH	White Dragon Martial Arts	8/31/2022	159.00
ACH	All About Learning Press, Inc.	8/31/2022	18.90
ACH	All About Learning Press, Inc.	8/31/2022	27.52
ACH	All About Learning Press, Inc.	8/31/2022	117.65
ACH	Aqua Tots ORANGE LLC	8/31/2022	224.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	167.00
ACH	Art of Problem Solving	8/31/2022	167.92
ACH	Art of Problem Solving	8/31/2022	116.40
ACH	Art of Problem Solving	8/31/2022	167.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	Art of Problem Solving	8/31/2022	96.00
ACH	AT Tustin, LLC	8/31/2022	25.00
ACH	Checkmat Fallbrook Brazilian Jiu Jitsu	8/31/2022	240.00
ACH	Dancing Keys Music Studio	8/31/2022	232.00
ACH	Dancing Keys Music Studio	8/31/2022	132.54
ACH	Dancing Keys Music Studio	8/31/2022	119.28
ACH	eat2explore	8/31/2022	117.75
ACH	Head, Heart, and Hands	8/31/2022	8,400.00
ACH	History Unboxed LLC	8/31/2022	177.75
ACH	History Unboxed LLC	8/31/2022	285.62
ACH	Hooked on Phonics	8/31/2022	54.61
ACH	Institute for Excellence in Writing	8/31/2022	26.94
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	66.34
ACH	Institute for Excellence in Writing	8/31/2022	65.73
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	324.33
ACH	Institute for Excellence in Writing	8/31/2022	154.08
ACH	Institute for Excellence in Writing	8/31/2022	117.34
ACH	Institute for Excellence in Writing	8/31/2022	83.74
ACH	Institute for Excellence in Writing	8/31/2022	93.63
ACH	Institute for Excellence in Writing	8/31/2022	215.50
ACH	Institute for Excellence in Writing	8/31/2022	64.65
ACH	Institute for Excellence in Writing	8/31/2022	64.65
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	216.58
ACH	Institute for Excellence in Writing	8/31/2022	195.03
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	205.80
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	44.18
ACH	Institute for Excellence in Writing	8/31/2022	324.33
ACH	Jenny Del Greco	8/31/2022	720.00
ACH	Jenny Tu	8/31/2022	1,690.00

Cabrillo Point Academy**Check Register**

For the period ended August 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Karate For All	8/31/2022	75.00
ACH	Karate For All	8/31/2022	70.00
ACH	Karate For All	8/31/2022	75.00
ACH	Katie Kohn	8/31/2022	50.00
ACH	Katie Kohn	8/31/2022	350.00
ACH	Katie Kohn	8/31/2022	350.00
ACH	Law Office of Jennifer McQuarrie	8/31/2022	631.40
ACH	MEL Science U.S., LLC	8/31/2022	217.51
ACH	Mission Vista Academy	8/31/2022	34.62
ACH	Miwako Watanabe of Studio Mieux-Mieux	8/31/2022	248.00
ACH	MusicPaige Studio	8/31/2022	348.00
ACH	NJA Therapy Services, Inc.	8/31/2022	5,397.00
ACH	ODP Business Solutions, LLC	8/31/2022	35.53
ACH	ODP Business Solutions, LLC	8/31/2022	49.26
ACH	ODP Business Solutions, LLC	8/31/2022	18.02
ACH	ODP Business Solutions, LLC	8/31/2022	29.12
ACH	ODP Business Solutions, LLC	8/31/2022	22.84
ACH	ODP Business Solutions, LLC	8/31/2022	6.45
ACH	ODP Business Solutions, LLC	8/31/2022	98.63
ACH	ODP Business Solutions, LLC	8/31/2022	32.97
ACH	ODP Business Solutions, LLC	8/31/2022	109.72
ACH	ODP Business Solutions, LLC	8/31/2022	80.73
ACH	Optimus Brazilian JiuJitsu	8/31/2022	115.00
ACH	Pacific Coast Academy	8/31/2022	97,595.85
ACH	Pacific Coast Academy	8/31/2022	2,709.37
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	100.15
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	49.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	49.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	8/31/2022	25.00

Total Disbursements in August \$ 145,505.39

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
23717	Voya Financial FBO CalSTRS Pension2	9/1/2022	\$ 21,405.00
23720	Amazon Capital Services	9/6/2022	39,403.85
23721	Orange Coast College Planetarium	9/8/2022	305.00
23722	A Creative Learner	9/8/2022	3,530.00
23723	Academics In A Box Inc	9/8/2022	119.85
23724	Beautiful Feet Books, Inc.	9/8/2022	2,526.99
23728	Blackbird & Co	9/8/2022	20,150.02
23729	Camulos Farm	9/8/2022	750.00
23730	Child & Adolescent Behavioral Health Center	9/8/2022	3,800.00
23731	Cornerstone Therapies	9/8/2022	727.36
23732	Delta Dental Insurance Company	9/8/2022	12,602.61
23733	Discount School Supply	9/8/2022	101.88
23734	E C E 4 Autism	9/8/2022	4,935.00
23735	Evan-Moor	9/8/2022	1,504.81
23736	Fidelity Security Life Insurance Co.	9/8/2022	2,329.46
23737	Home Science Tools	9/8/2022	752.23
23738	IXL Learning	9/8/2022	11,000.00
23739	JA Foodservice Corporation	9/8/2022	804.99
23740	Jackris Publishing, LLC	9/8/2022	149.00
23741	Lakeshore	9/8/2022	474.01
23742	Learn and Create DBA Crafty School Crates	9/8/2022	271.10
23743	Learning Without Tears	9/8/2022	139.59
23744	Lisa M Palmer	9/8/2022	80.00
23745	Little Passports	9/8/2022	495.48
23746	Math-U-See Inc.	9/8/2022	508.12
23747	McGraw Hill LLC	9/8/2022	210.05
23748	Moving Beyond the Page	9/8/2022	3,268.22
23749	Mystery Science Inc.	9/8/2022	316.00
23750	NCS Pearson, Inc.	9/8/2022	217.01
23751	Oak Meadow Inc.	9/8/2022	1,985.32
23752	Orange County Dept of Education	9/8/2022	5,093.33
23753	Outschool, Inc.	9/8/2022	27.00
23754	Pliha Speech & Learning Center	9/8/2022	3,040.00
23755	SKY Pediatric Inc.	9/8/2022	1,820.00
23756	Specialized Therapy Services, Inc.	9/8/2022	84,589.10
23757	Starfall Education Foundation	9/8/2022	53.70
23758	Studies Weekly	9/8/2022	550.39
23759	Teaching Textbooks	9/8/2022	596.78
23760	Academy of Wrestling, Inc.	9/8/2022	150.00
23761	Christine Echeverri	9/8/2022	203.63
23762	Hope4Families	9/8/2022	10,400.00
23763	TeachTown	9/8/2022	17,766.00
23764	Temecula Music Academy	9/8/2022	320.00
23765	Cindy A. Galvez	9/13/2022	3,110.71
23766	100 Mile Club, Inc	9/15/2022	100.92
23767	A Plan in Place	9/15/2022	130.03
23768	Academics In A Box Inc	9/15/2022	39.95
23769	Academy of Wrestling, Inc.	9/15/2022	150.00
23770	Achieve Inc.	9/15/2022	208.00
23771	AMAA	9/15/2022	398.00
23772	April Simpson	9/15/2022	41.06
23773	Asenza Education YL, LLC	9/15/2022	966.00
23774	Bailey Dillard	9/15/2022	180.00
23775	Beautiful Feet Books, Inc.	9/15/2022	772.78
23776	BioBox Labs LLC	9/15/2022	402.49

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
23777	Bitsbox	9/15/2022	86.85
23778	Blackbird & Co	9/15/2022	1,790.86
23779	Blue Buoy Swim School, Inc.	9/15/2022	499.50
23780	Blue Shield of California	9/15/2022	115,904.46
23781	Brain and Body Music Studio dba B&B Music School	9/15/2022	150.00
23782	Brave Writer LLC	9/15/2022	398.00
23783	Cadenza Music Academy	9/15/2022	180.00
23784	Camulos Farm	9/15/2022	2,412.50
23785	Christina Ranes	9/15/2022	300.00
23786	Christine Echeverri	9/15/2022	24.17
23787	Cox Business	9/15/2022	440.39
23788	Curriculum That Matters, Inc.	9/15/2022	395.95
23789	Dehesa School District	9/15/2022	3,598.00
23790	Delaney Bautista	9/15/2022	450.00
23791	Discount School Supply	9/15/2022	43.97
23792	Effectual Educational Consulting Services	9/15/2022	365.00
23793	Eiki Paik Worcester	9/15/2022	190.00
23794	Elemental Science	9/15/2022	156.73
23795	Ereflect Inc.	9/15/2022	67.00
23796	Evan-Moor	9/15/2022	848.09
23797	Hart Academy of Dance	9/15/2022	501.50
23798	Historical Conquest	9/15/2022	111.56
23799	Home Science Tools	9/15/2022	889.11
23800	IL-Do Taekwondo	9/15/2022	190.00
23801	Image IV Systems	9/15/2022	98.37
23802	Jacaranda Music Studios, LLC	9/15/2022	2,100.00
23803	Jackris Publishing, LLC	9/15/2022	403.05
23804	Janet Ho	9/15/2022	187.96
23805	JDI Dance Company	9/15/2022	480.00
23806	Jimella Abouzedan	9/15/2022	1,183.60
23807	Julia Gilbert	9/15/2022	240.00
23808	Karin Leonard	9/15/2022	245.00
23809	Kumon of Brea	9/15/2022	300.00
23810	Lakeshore	9/15/2022	794.90
23811	Learn To Rip	9/15/2022	120.00
23812	Learning A-Z	9/15/2022	228.00
23813	Learning Without Tears	9/15/2022	125.01
23814	Lee's Tae Kwon Do	9/15/2022	747.00
23815	Lisa M Palmer	9/15/2022	320.00
23816	Little Passports	9/15/2022	3,210.13
23817	Lorie Susan Suntree	9/15/2022	750.00
23818	Mad Dog Math	9/15/2022	83.74
23819	Marnie Cooper School of Acting	9/15/2022	240.00
23820	Math-U-See Inc.	9/15/2022	1,805.04
23821	Mathnasium of Mission Viejo	9/15/2022	280.00
23822	McColgan & Associates INC	9/15/2022	1,040.00
23823	McGraw Hill LLC	9/15/2022	924.34
23824	Miaplaza Inc.	9/15/2022	258.00
23825	Michelle Diniakos	9/15/2022	800.00
23826	Mike Slayen	9/15/2022	123.00
23827	Mosaic Music	9/15/2022	354.00
23828	Moving Beyond the Page	9/15/2022	3,247.79
23829	MoxieBox Art, Inc	9/15/2022	275.93
23830	Mystery Science Inc.	9/15/2022	415.00
23831	NCS Pearson, Inc.	9/15/2022	1,572.89
23832	Newport Mesa Riding Center	9/15/2022	800.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
23833	Nicole the Math Lady, LLC	9/15/2022	395.00
23834	No Hawaiki Nui	9/15/2022	415.00
23835	Noemi Cienega-Ovando	9/15/2022	220.00
23836	Noonan Family Swim School, Inc.	9/15/2022	121.30
23837	Oak Meadow Inc.	9/15/2022	1,630.44
23838	Orange County Surf Coaching	9/15/2022	960.00
23839	Outschool, Inc.	9/15/2022	54.00
23840	Pamela Y. Worcester	9/15/2022	210.00
23841	Pianoforte Music Studio	9/15/2022	576.00
23842	Portal Languages - Mission Viejo	9/15/2022	90.00
23843	Power of Leverage Brazilian Jiu Jitsu	9/15/2022	130.00
23844	Pure Joy Basketball	9/15/2022	175.00
23845	Renaissance	9/15/2022	8,934.00
23846	Riffs Music	9/15/2022	160.00
23847	Russian School of Mathematics	9/15/2022	780.00
23848	Russian School of Mathematics	9/15/2022	1,008.00
23849	San Diego Gas & Electric	9/15/2022	382.94
23850	Scholastic Inc.	9/15/2022	380.33
23851	School of Rock Huntington Beach	9/15/2022	883.00
23852	Sherry Johnson	9/15/2022	157.20
23853	Shih-Yin Lee	9/15/2022	320.00
23857	Singapore Math Inc.	9/15/2022	13,522.12
23858	SOR Schools VI, LLC	9/15/2022	230.00
23859	Specialized Therapy Services, Inc.	9/15/2022	1,700.00
23860	Stagelight Performing Arts	9/15/2022	120.00
23861	Starfall Education Foundation	9/15/2022	105.00
23866	Studies Weekly	9/15/2022	6,029.92
23867	Studio H Fine Art	9/15/2022	120.00
23868	Supercharged Science	9/15/2022	373.00
23869	TalkBox.Mom, Inc	9/15/2022	351.60
23870	Taylor Karate	9/15/2022	158.00
23871	Teaching Textbooks	9/15/2022	617.88
23872	TeachTown	9/15/2022	12,422.00
23873	Temecula Music Teacher, LLC	9/15/2022	125.00
23874	Terry Tsang Optometry	9/15/2022	625.00
23875	The Collective Movements	9/15/2022	170.00
23876	Thinkwell Corporation	9/15/2022	283.29
23877	Tutoring Club	9/15/2022	350.00
23878	Young Music, LLC.	9/15/2022	167.00
23879	Zaner-Bloser, Inc.	9/15/2022	19.40
23880	Rockstars of Tomorrow	9/16/2022	145.00
23881	Solinger Consulting & Mediation LLC	9/16/2022	625.00
23882	Voya Financial FBO CalSTRS Pension2	9/22/2022	24,062.00
23883	A Creative Learner	9/23/2022	260.00
23884	Agility Kids, LLC	9/23/2022	564.00
23885	Amanda Gifford	9/23/2022	1,020.00
23886	Amy Martinez	9/23/2022	240.00
23887	Amy Roncevich	9/23/2022	1,000.00
23888	Angela Box	9/23/2022	250.00
23889	April Lipsky	9/23/2022	192.00
23890	Art & Design Studio of Janna Geary	9/23/2022	189.00
23891	Art Steps, Inc.	9/23/2022	587.50
23892	Bay Alarm Company	9/23/2022	129.84
23893	Bay Alarm Company	9/23/2022	165.00
23894	Bay Alarm Company	9/23/2022	178.53
23895	Bay Alarm Company	9/23/2022	178.53

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
23896	Bay Alarm Company	9/23/2022	185.31
23897	Bay Alarm Company	9/23/2022	151.62
23898	Bay Alarm Company	9/23/2022	151.59
23899	Beautiful Feet Books, Inc.	9/23/2022	894.79
23900	Bitsbox	9/23/2022	86.85
23902	Blackbird & Co	9/23/2022	18,249.96
23903	BYU Independent Study	9/23/2022	2,635.00
23904	Camulos Farm	9/23/2022	1,050.00
23905	Charter Communications	9/23/2022	117.97
23906	CharterSafe	9/23/2022	54,599.00
23907	Childhood Drowning Prevention Foundation	9/23/2022	186.00
23908	Code Ninjas	9/23/2022	199.00
23909	Companion Corporation	9/23/2022	1,522.00
23910	Creative Outlet PAC	9/23/2022	315.00
23911	Edmentum Inc	9/23/2022	2,390.00
23912	Educational Development Corporation	9/23/2022	67.23
23913	Evan-Moor	9/23/2022	276.42
23914	Express Yourself Therapy	9/23/2022	1,530.00
23915	Firestorm Freerunning and Acrobatics	9/23/2022	4,655.00
23916	GamED Academy LLC	9/23/2022	60.00
23917	Georganne Gould	9/23/2022	930.00
23918	Gravitas Publications, Inc.	9/23/2022	20.25
23919	Harbottle Law Group	9/23/2022	9,043.50
23920	HB Gracie JiuJitsu	9/23/2022	380.00
23921	HBCO LLC	9/23/2022	94.82
23922	IXL Learning	9/23/2022	14,850.00
23923	J.E.M.S. Dance Center	9/23/2022	455.00
23924	JackKris Publishing, LLC	9/23/2022	79.96
23925	JDI Dance Company	9/23/2022	630.00
23926	Joy Harris	9/23/2022	316.91
23927	Katyanne Downing	9/23/2022	163.13
23928	Kumon of Brea	9/23/2022	405.00
23929	Lakeshore	9/23/2022	693.64
23930	Learning Without Tears	9/23/2022	182.84
23931	Lee's Tae Kwon Do	9/23/2022	135.00
23932	Lizette Winter	9/23/2022	200.00
23933	Macie Sweeney-Slick	9/23/2022	220.00
23934	Mad Dog Math	9/23/2022	213.64
23935	Mary-Jane Smith	9/23/2022	747.88
23936	Math-U-See Inc.	9/23/2022	386.60
23937	Mathnasium of Temecula	9/23/2022	329.00
23938	McGraw Hill LLC	9/23/2022	207.53
23939	Moving Beyond the Page	9/23/2022	315.08
23940	MoxieBox Art, Inc	9/23/2022	190.97
23941	Natalie Shohdy	9/23/2022	1,417.50
23942	Oak Meadow Inc.	9/23/2022	101.20
23943	OC All-Stars	9/23/2022	1,704.00
23944	OC Allstars	9/23/2022	104.00
23945	On Pointe Productions, LLC	9/23/2022	65.00
23946	Orange County Riding Academy	9/23/2022	930.00
23947	Orange County Surf Coaching	9/23/2022	1,280.00
23948	Outschool, Inc.	9/23/2022	45.00
23949	Pacific Ballet Conservatory	9/23/2022	1,729.60
23950	Patrick Hinke	9/23/2022	1,000.00
23951	PDGA USA, Inc.	9/23/2022	1,430.00
23952	Power of Leverage Brazilian Jiu Jitsu	9/23/2022	1,440.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
23953	Pure Joy Basketball	9/23/2022	610.00
23954	Russian School of Mathematics	9/23/2022	780.00
23955	Samantha Fuentes	9/23/2022	418.00
23956	San Diego Gas & Electric	9/23/2022	261.84
23957	San Diego Gas & Electric	9/23/2022	33.92
23958	San Diego Gas & Electric	9/23/2022	87.53
23959	Scholastic Inc.	9/23/2022	140.60
23960	School of Rock Santa Ana	9/23/2022	339.00
23962	Singapore Math Inc.	9/23/2022	3,391.21
23964	Studies Weekly	9/23/2022	1,491.62
23965	Teaching Textbooks	9/23/2022	486.58
23966	The Music Lair	9/23/2022	150.00
23967	The Performer's Academy	9/23/2022	310.00
23968	Tustin Dance and Music Center, LLC	9/23/2022	207.50
23969	Twist N U	9/23/2022	360.00
23970	Veronica Anne Richards	9/23/2022	564.00
23971	Write On! Webb	9/23/2022	975.00
23972	Ricardo Robledo	9/23/2022	320.00
23973	Tayha M. Lopez	9/23/2022	1,067.97
23974	Modern Development Company	9/27/2022	7,266.60
23975	Poway Executive Plaza, LLC	9/27/2022	16,910.33
23976	Allen ESQ	9/27/2022	7,250.00
23978	Amazon Capital Services	9/29/2022	265.69
23979	Alicia M Ferreira	9/29/2022	750.00
23980	Amanda Holiday	9/29/2022	1,650.00
23981	Amber E Schreckengaust	9/29/2022	2,500.00
23982	Amy Roncevich	9/29/2022	200.00
23983	Aquatic Explorations	9/29/2022	75.00
23984	Art Steps, Inc.	9/29/2022	194.00
23985	Beautiful Feet Books, Inc.	9/29/2022	1,128.93
23986	Beehively	9/29/2022	4,860.00
23987	Blue Shield of California	9/29/2022	322,101.03
23988	Brain and Body Music Studio dba B&B Music School	9/29/2022	1,300.00
23989	Brain Builders STEM Education, Inc	9/29/2022	38,784.94
23990	Camulos Farm	9/29/2022	700.00
23991	Carlson Gracie Westminster	9/29/2022	375.00
23992	Caroline Moon	9/29/2022	71.00
23993	Celeste Haueter	9/29/2022	8,770.00
23994	Cengage Learning	9/29/2022	367.81
23995	Center for the Collaborative Classroom	9/29/2022	839.19
23996	CharterSafe	9/29/2022	19,611.47
23997	CM School Supply Inc.	9/29/2022	53.81
23998	Devon Ohlwiler	9/29/2022	896.00
23999	Devon Roseli	9/29/2022	71.00
24000	Dmitri Kulev Classical Ballet Academy	9/29/2022	350.00
24001	Don Johnston	9/29/2022	1,944.00
24002	Elizabeth Blackmore	9/29/2022	705.00
24003	Ereflect Inc.	9/29/2022	134.00
24004	Evan-Moor	9/29/2022	99.99
24005	Firestorm Galaxy	9/29/2022	775.00
24006	Glee Music Academy	9/29/2022	1,854.00
24007	Guo's Elite dba World Elite Gymnastics RSM	9/29/2022	746.90
24008	HBCO LLC	9/29/2022	348.95
24009	Home Science Tools	9/29/2022	598.74
24010	IL-Do Taekwondo	9/29/2022	190.00
24011	Intro 2 Skateboarding	9/29/2022	1,665.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
24012	Jacaranda Music Studios, LLC	9/29/2022	650.00
24013	Jackris Publishing, LLC	9/29/2022	459.86
24014	Joycelyn Choo	9/29/2022	250.00
24015	Julie and Jared McBride	9/29/2022	10,952.02
24016	Justyna Ponulak	9/29/2022	200.00
24017	Kumon Math and Reading At The Market Place	9/29/2022	585.00
24018	Kumon Mission Viejo-Civic Center	9/29/2022	610.00
24019	Kumon of Brea	9/29/2022	450.00
24020	Lakeshore	9/29/2022	232.98
24021	Language Door, Inc.	9/29/2022	65.00
24022	Lanterns Global	9/29/2022	6,975.00
24023	Learning Without Tears	9/29/2022	39.56
24024	LegalShield	9/29/2022	977.50
24025	Lewis Brisbois Bisgaard & Smith	9/29/2022	1,961.00
24026	Lisa K. Clark-Burnell	9/29/2022	3,970.00
24027	Little Passports	9/29/2022	2,912.05
24028	Live Education Inc.	9/29/2022	563.71
24029	Lorie Susan Suntree	9/29/2022	1,550.00
24030	Maestro Performance Products	9/29/2022	181.25
24031	Mari G. Haig	9/29/2022	65.00
24032	Math-U-See Inc.	9/29/2022	574.28
24033	McGraw Hill LLC	9/29/2022	84.00
24034	Melinda J. Beebe	9/29/2022	80.00
24035	Mercurius Inc.	9/29/2022	154.29
24036	Momentum Dance Center Llc 2	9/29/2022	88.75
24037	Moving Beyond the Page	9/29/2022	1,954.66
24038	MoxieBox Art, Inc	9/29/2022	880.85
24039	Mubashera Chaudhry	9/29/2022	1,831.25
24040	Music Vault Academy	9/29/2022	2,036.00
24041	Mystery Science Inc.	9/29/2022	237.00
24042	Natasha Brunstetter	9/29/2022	71.00
24043	Nicole the Math Lady, LLC	9/29/2022	217.00
24044	Noemi Cienega-Ovando	9/29/2022	330.00
24045	Noonan Family Swim School, Inc	9/29/2022	112.00
24046	Noonan Family Swim School, Inc.	9/29/2022	339.60
24047	Oak Meadow Inc.	9/29/2022	45.26
24048	OC Next Act	9/29/2022	1,260.00
24049	Orange County Surf Coaching	9/29/2022	740.00
24050	Oscar Azucena	9/29/2022	5,350.00
24051	Outschool, Inc.	9/29/2022	534.00
24052	Pacific Ballet Conservatory	9/29/2022	88.00
24053	Portal Languages - Mission Viejo	9/29/2022	1,280.25
24054	Power of Leverage Brazilian Jiu Jitsu	9/29/2022	495.00
24055	Pure Joy Basketball	9/29/2022	150.00
24056	Ramona Brazilian Jiu-Jitsu/MMA	9/29/2022	1,050.00
24057	Ramsey Solutions	9/29/2022	29.99
24058	Samantha Scukanec	9/29/2022	107.75
24059	San Diego Gas & Electric	9/29/2022	2,155.25
24060	San Diego Gas & Electric	9/29/2022	340.87
24061	Sand n Straw, LLC	9/29/2022	570.00
24063	Scholastic Inc.	9/29/2022	838.05
24064	Science 2 U	9/29/2022	23,940.00
24065	Seegerstrom Center for the Arts	9/29/2022	350.00
24066	Shanelle Gray Studios	9/29/2022	300.00
24067	Sherry Johnson	9/29/2022	75.00
24069	Singapore Math Inc.	9/29/2022	6,330.48

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
24070	Southland Ballet Academy Inc.	9/29/2022	1,397.00
24071	Starfall Education Foundation	9/29/2022	35.00
24072	Starlight Dance Center	9/29/2022	128.00
24076	Studies Weekly	9/29/2022	3,656.41
24077	Supercharged Science	9/29/2022	563.00
24078	Teaching Textbooks	9/29/2022	572.78
24079	The Writtenburg Door	9/29/2022	81,843.00
24080	TOCA Training Centers	9/29/2022	494.00
24081	TWT Sprouts	9/29/2022	2,175.00
24082	U.S. Music Lessons	9/29/2022	760.00
24083	USSD Yorba Linda	9/29/2022	1,270.50
24084	Watersafe Swim School	9/29/2022	1,990.00
24085	White Dragon of East County	9/29/2022	678.00
ACH	Charter Impact, Inc.	9/1/2022	81,176.00
ACH	Amazon Capital Services	9/6/2022	13.86
ACH	Amazon Capital Services	9/6/2022	25.74
ACH	Amazon Capital Services	9/6/2022	67,127.81
ACH	Amazon Capital Services	9/8/2022	3,039.30
ACH	Activities for Learning, Inc.	9/8/2022	27.57
ACH	All About Learning Press, Inc.	9/8/2022	188.60
ACH	All About Learning Press, Inc.	9/8/2022	212.87
ACH	All About Learning Press, Inc.	9/8/2022	27.83
ACH	All About Learning Press, Inc.	9/8/2022	183.90
ACH	Aqua Tots ORANGE LLC	9/8/2022	186.00
ACH	Art of Problem Solving	9/8/2022	167.00
ACH	Art of Problem Solving	9/8/2022	167.00
ACH	EMH Sports USA, Inc.	9/8/2022	150.00
ACH	Teacher Synergy, LLC	9/8/2022	11.25
ACH	Teacher Synergy, LLC	9/8/2022	19.80
ACH	Teacher Synergy, LLC	9/8/2022	3.60
ACH	Teacher Synergy, LLC	9/8/2022	4.00
ACH	Teacher Synergy, LLC	9/8/2022	2.00
ACH	Teacher Synergy, LLC	9/8/2022	7.65
ACH	Teacher Synergy, LLC	9/8/2022	5.99
ACH	The Critical Thinking Co.	9/8/2022	387.59
ACH	The Critical Thinking Co.	9/8/2022	67.48
ACH	ULINE	9/8/2022	28.83
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Artistic Dance Academy	9/8/2022	55.00
ACH	ODP Business Solutions, LLC	9/8/2022	14.92
ACH	ODP Business Solutions, LLC	9/8/2022	15.62
ACH	ODP Business Solutions, LLC	9/8/2022	60.43
ACH	ODP Business Solutions, LLC	9/8/2022	54.02
ACH	ODP Business Solutions, LLC	9/8/2022	13.62
ACH	ODP Business Solutions, LLC	9/8/2022	200.15
ACH	ODP Business Solutions, LLC	9/8/2022	7.40
ACH	ODP Business Solutions, LLC	9/8/2022	8.81
ACH	ODP Business Solutions, LLC	9/8/2022	52.68
ACH	Institute for Excellence in Writing	9/8/2022	37.71
ACH	ODP Business Solutions, LLC	9/8/2022	61.13
ACH	Institute for Excellence in Writing	9/8/2022	44.18
ACH	Institute for Excellence in Writing	9/8/2022	65.73
ACH	Institute for Excellence in Writing	9/8/2022	37.71
ACH	Institute for Excellence in Writing	9/8/2022	75.86
ACH	Institute for Excellence in Writing	9/8/2022	75.86
ACH	KiwiCo, Inc.	9/8/2022	11,276.25

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Logic of English	9/8/2022	204.85
ACH	Logic of English	9/8/2022	167.85
ACH	Logic of English	9/8/2022	27.77
ACH	Logic of English	9/8/2022	138.45
ACH	Pacific Coast Academy	9/8/2022	4,120.79
ACH	Pacific Coast Academy	9/8/2022	13,932.98
ACH	Pakua LLC	9/8/2022	120.00
ACH	Pakua LLC	9/8/2022	120.00
ACH	Pakua LLC	9/8/2022	120.00
ACH	Pakua LLC	9/8/2022	120.00
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/8/2022	29.50
ACH	Rainbow Resource Center	9/8/2022	332.08
ACH	Rainbow Resource Center	9/8/2022	73.22
ACH	Rainbow Resource Center	9/8/2022	46.28
ACH	Rainbow Resource Center	9/8/2022	56.61
ACH	Rainbow Resource Center	9/8/2022	56.38
ACH	Rainbow Resource Center	9/8/2022	74.35
ACH	Rainbow Resource Center	9/8/2022	19.68
ACH	Rainbow Resource Center	9/8/2022	19.68
ACH	Rainbow Resource Center	9/8/2022	39.42
ACH	Rainbow Resource Center	9/8/2022	40.34
ACH	Rainbow Resource Center	9/8/2022	56.38
ACH	Rainbow Resource Center	9/8/2022	25.72
ACH	Rainbow Resource Center	9/8/2022	35.46
ACH	Rainbow Resource Center	9/8/2022	52.00
ACH	Rainbow Resource Center	9/8/2022	29.34
ACH	Rainbow Resource Center	9/8/2022	22.80
ACH	Rainbow Resource Center	9/8/2022	224.85
ACH	Rainbow Resource Center	9/8/2022	44.62
ACH	Rainbow Resource Center	9/8/2022	44.08
ACH	Rainbow Resource Center	9/8/2022	82.91
ACH	Rainbow Resource Center	9/8/2022	39.45
ACH	Rainbow Resource Center	9/8/2022	26.80
ACH	Rainbow Resource Center	9/8/2022	27.33
ACH	Rainbow Resource Center	9/8/2022	38.32
ACH	Rainbow Resource Center	9/8/2022	103.64
ACH	Rainbow Resource Center	9/8/2022	62.19
ACH	Rainbow Resource Center	9/8/2022	48.55
ACH	Rainbow Resource Center	9/8/2022	23.88
ACH	Rainbow Resource Center	9/8/2022	74.70
ACH	Rainbow Resource Center	9/8/2022	145.84
ACH	Rainbow Resource Center	9/8/2022	143.60
ACH	Rainbow Resource Center	9/8/2022	43.93
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	79.52
ACH	Rainbow Resource Center	9/8/2022	85.65
ACH	Rainbow Resource Center	9/8/2022	68.06
ACH	Rainbow Resource Center	9/8/2022	188.35
ACH	Rainbow Resource Center	9/8/2022	22.56
ACH	Rainbow Resource Center	9/8/2022	159.81
ACH	Rainbow Resource Center	9/8/2022	188.69
ACH	Rainbow Resource Center	9/8/2022	13.09
ACH	Rainbow Resource Center	9/8/2022	68.06
ACH	Rainbow Resource Center	9/8/2022	19.89
ACH	Rainbow Resource Center	9/8/2022	192.00
ACH	Rainbow Resource Center	9/8/2022	22.56

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	39.02
ACH	Rainbow Resource Center	9/8/2022	123.92
ACH	Rainbow Resource Center	9/8/2022	35.63
ACH	Rainbow Resource Center	9/8/2022	173.32
ACH	Rainbow Resource Center	9/8/2022	22.63
ACH	Rainbow Resource Center	9/8/2022	78.38
ACH	Rainbow Resource Center	9/8/2022	813.83
ACH	Rainbow Resource Center	9/8/2022	155.07
ACH	Rainbow Resource Center	9/8/2022	39.72
ACH	Rainbow Resource Center	9/8/2022	121.84
ACH	Rainbow Resource Center	9/8/2022	125.99
ACH	Rainbow Resource Center	9/8/2022	83.67
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	27.97
ACH	Rainbow Resource Center	9/8/2022	143.07
ACH	Rainbow Resource Center	9/8/2022	21.51
ACH	Rainbow Resource Center	9/8/2022	20.18
ACH	Rainbow Resource Center	9/8/2022	20.18
ACH	Rainbow Resource Center	9/8/2022	30.87
ACH	Rainbow Resource Center	9/8/2022	22.63
ACH	Rainbow Resource Center	9/8/2022	22.56
ACH	Roos Music	9/8/2022	3,797.50
ACH	Roos Music	9/8/2022	1,614.00
ACH	Teacher Synergy, LLC	9/8/2022	35.10
ACH	Activities for Learning, Inc.	9/15/2022	373.96
ACH	All About Learning Press, Inc.	9/15/2022	103.53
ACH	All About Learning Press, Inc.	9/15/2022	225.06
ACH	All About Learning Press, Inc.	9/15/2022	182.30
ACH	All About Learning Press, Inc.	9/15/2022	25.37
ACH	All About Learning Press, Inc.	9/15/2022	76.64
ACH	All About Learning Press, Inc.	9/15/2022	54.66
ACH	All About Learning Press, Inc.	9/15/2022	225.06
ACH	All About Learning Press, Inc.	9/15/2022	122.93
ACH	All About Learning Press, Inc.	9/15/2022	91.67
ACH	OC Piano Program	9/15/2022	135.00
ACH	OC Piano Program	9/15/2022	135.00
ACH	ODP Business Solutions, LLC	9/15/2022	77.83
ACH	ODP Business Solutions, LLC	9/15/2022	38.35
ACH	ODP Business Solutions, LLC	9/15/2022	1.45
ACH	ODP Business Solutions, LLC	9/15/2022	258.40
ACH	ODP Business Solutions, LLC	9/15/2022	12.91
ACH	ODP Business Solutions, LLC	9/15/2022	27.50
ACH	ODP Business Solutions, LLC	9/15/2022	7.64
ACH	ODP Business Solutions, LLC	9/15/2022	54.70
ACH	All About Learning Press, Inc.	9/15/2022	34.26
ACH	ODP Business Solutions, LLC	9/15/2022	83.81
ACH	ODP Business Solutions, LLC	9/15/2022	22.55
ACH	Optimus Brazilian JiuJitsu	9/15/2022	180.00
ACH	Pacific Coast Academy	9/15/2022	31.55
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/15/2022	82.10
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/15/2022	70.15
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/15/2022	53.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/15/2022	89.10
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/15/2022	94.95
ACH	Phoenix Feather Academy of Music	9/15/2022	249.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Apple Inc.	9/15/2022	49.00
ACH	Rainbow Resource Center	9/15/2022	27.86
ACH	Rainbow Resource Center	9/15/2022	25.11
ACH	Rainbow Resource Center	9/15/2022	71.13
ACH	Rainbow Resource Center	9/15/2022	288.68
ACH	Rainbow Resource Center	9/15/2022	126.53
ACH	Rainbow Resource Center	9/15/2022	577.52
ACH	Rainbow Resource Center	9/15/2022	36.43
ACH	Rainbow Resource Center	9/15/2022	577.52
ACH	Rainbow Resource Center	9/15/2022	99.91
ACH	Rainbow Resource Center	9/15/2022	19.23
ACH	Aqua Tots LA LLC	9/15/2022	660.00
ACH	Rainbow Resource Center	9/15/2022	48.12
ACH	Rainbow Resource Center	9/15/2022	61.32
ACH	Rainbow Resource Center	9/15/2022	22.42
ACH	Rainbow Resource Center	9/15/2022	45.21
ACH	Rainbow Resource Center	9/15/2022	22.53
ACH	Rainbow Resource Center	9/15/2022	153.13
ACH	Rainbow Resource Center	9/15/2022	49.52
ACH	Rainbow Resource Center	9/15/2022	80.50
ACH	Rainbow Resource Center	9/15/2022	18.22
ACH	Rainbow Resource Center	9/15/2022	49.48
ACH	Aqua Tots LA LLC	9/15/2022	149.00
ACH	Rainbow Resource Center	9/15/2022	42.29
ACH	Rainbow Resource Center	9/15/2022	169.73
ACH	Rainbow Resource Center	9/15/2022	111.70
ACH	Rainbow Resource Center	9/15/2022	19.62
ACH	Rainbow Resource Center	9/15/2022	134.13
ACH	Rainbow Resource Center	9/15/2022	74.81
ACH	Rainbow Resource Center	9/15/2022	124.76
ACH	Rainbow Resource Center	9/15/2022	67.45
ACH	Rainbow Resource Center	9/15/2022	29.00
ACH	Rainbow Resource Center	9/15/2022	72.18
ACH	Aqua Tots LA LLC	9/15/2022	372.00
ACH	Rainbow Resource Center	9/15/2022	56.38
ACH	Rainbow Resource Center	9/15/2022	69.35
ACH	Rainbow Resource Center	9/15/2022	57.60
ACH	Rainbow Resource Center	9/15/2022	45.74
ACH	Rainbow Resource Center	9/15/2022	175.57
ACH	Rainbow Resource Center	9/15/2022	33.44
ACH	Rainbow Resource Center	9/15/2022	23.76
ACH	Rainbow Resource Center	9/15/2022	82.73
ACH	Rainbow Resource Center	9/15/2022	187.58
ACH	Rainbow Resource Center	9/15/2022	57.28
ACH	Aqua Tots LA LLC	9/15/2022	124.00
ACH	Rainbow Resource Center	9/15/2022	71.08
ACH	Rainbow Resource Center	9/15/2022	120.42
ACH	Rainbow Resource Center	9/15/2022	212.54
ACH	Rainbow Resource Center	9/15/2022	124.76
ACH	Rainbow Resource Center	9/15/2022	21.64
ACH	Rainbow Resource Center	9/15/2022	26.14
ACH	Rainbow Resource Center	9/15/2022	21.45
ACH	Rainbow Resource Center	9/15/2022	127.12
ACH	Rainbow Resource Center	9/15/2022	19.89
ACH	Rainbow Resource Center	9/15/2022	19.89
ACH	Aqua Tots LA LLC	9/15/2022	199.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/15/2022	100.67
ACH	Rainbow Resource Center	9/15/2022	21.51
ACH	Rainbow Resource Center	9/15/2022	19.89
ACH	Rainbow Resource Center	9/15/2022	24.20
ACH	Rainbow Resource Center	9/15/2022	191.15
ACH	Rainbow Resource Center	9/15/2022	31.37
ACH	Rainbow Resource Center	9/15/2022	55.24
ACH	Rainbow Resource Center	9/15/2022	36.00
ACH	Rainbow Resource Center	9/15/2022	266.54
ACH	Rainbow Resource Center	9/15/2022	37.66
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	Rainbow Resource Center	9/15/2022	40.73
ACH	Rainbow Resource Center	9/15/2022	16.08
ACH	Rainbow Resource Center	9/15/2022	30.29
ACH	Rainbow Resource Center	9/15/2022	35.01
ACH	Rainbow Resource Center	9/15/2022	127.41
ACH	Rainbow Resource Center	9/15/2022	121.24
ACH	Rainbow Resource Center	9/15/2022	195.34
ACH	Rainbow Resource Center	9/15/2022	32.93
ACH	Rainbow Resource Center	9/15/2022	47.31
ACH	Rainbow Resource Center	9/15/2022	32.46
ACH	Aqua Tots ORANGE LLC	9/15/2022	236.00
ACH	Rainbow Resource Center	9/15/2022	125.82
ACH	Rainbow Resource Center	9/15/2022	55.87
ACH	Rainbow Resource Center	9/15/2022	20.27
ACH	Rainbow Resource Center	9/15/2022	43.33
ACH	Rainbow Resource Center	9/15/2022	66.74
ACH	Rainbow Resource Center	9/15/2022	20.27
ACH	Savvas Learning Company LLC	9/15/2022	109.22
ACH	Singapore Math Live	9/15/2022	75.00
ACH	Singapore Math Live	9/15/2022	115.00
ACH	Singapore Math Live	9/15/2022	115.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	323.00
ACH	Singapore Math Live	9/15/2022	85.00
ACH	Spanish Time 123	9/15/2022	30.00
ACH	Sue Lee	9/15/2022	200.00
ACH	Sydney Zuccolotto	9/15/2022	160.00
ACH	Sydney Zuccolotto	9/15/2022	160.00
ACH	Sydney Zuccolotto	9/15/2022	320.00
ACH	Sydney Zuccolotto	9/15/2022	320.00
ACH	Sydney Zuccolotto	9/15/2022	320.00
ACH	Teacher Synergy, LLC	9/15/2022	84.84
ACH	Teacher Synergy, LLC	9/15/2022	45.95
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	Teacher Synergy, LLC	9/15/2022	10.00
ACH	Teacher Synergy, LLC	9/15/2022	12.00
ACH	Teacher Synergy, LLC	9/15/2022	37.00
ACH	Teacher Synergy, LLC	9/15/2022	52.35
ACH	Teacher Synergy, LLC	9/15/2022	2.00
ACH	Teacher Synergy, LLC	9/15/2022	12.93
ACH	Teacher Synergy, LLC	9/15/2022	9.00
ACH	Teacher Synergy, LLC	9/15/2022	5.75
ACH	Teacher Synergy, LLC	9/15/2022	2.00
ACH	Teacher Synergy, LLC	9/15/2022	7.61
ACH	Aqua Tots ORANGE LLC	9/15/2022	398.00
ACH	Teacher Synergy, LLC	9/15/2022	6.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	9/15/2022	28.80
ACH	Teacher Synergy, LLC	9/15/2022	7.00
ACH	Teacher Synergy, LLC	9/15/2022	32.64
ACH	Teacher Synergy, LLC	9/15/2022	24.00
ACH	Teacher Synergy, LLC	9/15/2022	110.00
ACH	Teacher Synergy, LLC	9/15/2022	46.80
ACH	Teacher Synergy, LLC	9/15/2022	7.00
ACH	Teacher Synergy, LLC	9/15/2022	52.80
ACH	Teacher Synergy, LLC	9/15/2022	20.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	Teacher Synergy, LLC	9/15/2022	18.72
ACH	Teacher Synergy, LLC	9/15/2022	1.58
ACH	Teacher Synergy, LLC	9/15/2022	57.44
ACH	Teacher Synergy, LLC	9/15/2022	6.40
ACH	Teacher Synergy, LLC	9/15/2022	79.20
ACH	Teacher Synergy, LLC	9/15/2022	3.40
ACH	Teacher Synergy, LLC	9/15/2022	15.60
ACH	Teacher Synergy, LLC	9/15/2022	13.20
ACH	Teacher Synergy, LLC	9/15/2022	10.79
ACH	The Critical Thinking Co.	9/15/2022	80.19
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	The Critical Thinking Co.	9/15/2022	11.99
ACH	TLP Education	9/15/2022	180.00
ACH	TLP Education	9/15/2022	180.00
ACH	TLP Education	9/15/2022	180.00
ACH	Webreak Hip-Hop Dance Company	9/15/2022	305.00
ACH	WM Tutoring Services	9/15/2022	75.00
ACH	Wonder Crate	9/15/2022	72.85
ACH	Amazon Capital Services	9/15/2022	72.64
ACH	Amazon Capital Services	9/15/2022	150.30
ACH	Amazon Capital Services	9/15/2022	393.29
ACH	Aqua Tots ORANGE LLC	9/15/2022	472.00
ACH	Amazon Capital Services	9/15/2022	302.95
ACH	Amazon Capital Services	9/15/2022	278.15
ACH	Amazon Capital Services	9/15/2022	31,670.21
ACH	Amazon Capital Services	9/15/2022	651.47
ACH	Aqua Tots ORANGE LLC	9/15/2022	660.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	224.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	372.00
ACH	Aqua Tots ORANGE LLC	9/15/2022	124.00
ACH	Art of Problem Solving	9/15/2022	96.00
ACH	Art of Problem Solving	9/15/2022	167.92
ACH	AT Tustin, LLC	9/15/2022	124.00
ACH	AT Tustin, LLC	9/15/2022	348.00
ACH	AT Tustin, LLC	9/15/2022	248.00
ACH	AT Tustin, LLC	9/15/2022	124.00
ACH	Brenda Harp	9/15/2022	40.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	280.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	120.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	350.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	350.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	350.00
ACH	Creative Academy Tutoring Center LLC	9/15/2022	350.00
ACH	Dance Works	9/15/2022	70.00
ACH	Dejitaru Karate Dojo	9/15/2022	310.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	eat2explore	9/15/2022	187.50
ACH	eat2explore	9/15/2022	104.85
ACH	eat2explore	9/15/2022	99.75
ACH	Frazier Martial Arts	9/15/2022	79.50
ACH	Gavin Witzer Golf	9/15/2022	1,700.00
ACH	Gavin Witzer Golf	9/15/2022	1,900.00
ACH	Groundwork Jiu-Jitsu	9/15/2022	880.00
ACH	Groundwork Jiu-Jitsu	9/15/2022	150.00
ACH	Groundwork Jiu-Jitsu	9/15/2022	150.00
ACH	Gymnastics Pacifica	9/15/2022	50.00
ACH	Gymnastics Pacifica	9/15/2022	50.00
ACH	History Unboxed LLC	9/15/2022	594.25
ACH	HopSkipDrive, Inc.	9/15/2022	2,653.26
ACH	Institute for Excellence in Writing	9/15/2022	324.32
ACH	Institute for Excellence in Writing	9/15/2022	37.71
ACH	Institute for Excellence in Writing	9/15/2022	39.81
ACH	Institute for Excellence in Writing	9/15/2022	44.18
ACH	Institute for Excellence in Writing	9/15/2022	77.04
ACH	Institute for Excellence in Writing	9/15/2022	64.65
ACH	Jenny Tu	9/15/2022	1,545.00
ACH	Kara A. Ahmann	9/15/2022	450.00
ACH	Karate For All	9/15/2022	140.00
ACH	Karate For All	9/15/2022	130.00
ACH	Karate For All	9/15/2022	150.00
ACH	Karate For All	9/15/2022	130.00
ACH	Karate For All	9/15/2022	150.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Katie Kohn	9/15/2022	350.00
ACH	Kim Nguyen	9/15/2022	350.00
ACH	Kumon Center of Mission Viejo-North	9/15/2022	450.00
ACH	Kumon Huntington Beach South	9/15/2022	180.00
ACH	LEGO Education	9/15/2022	145.41
ACH	Liliana Harris	9/15/2022	200.00
ACH	Liliana Harris	9/15/2022	200.00
ACH	Logic of English	9/15/2022	71.13
ACH	Logic of English	9/15/2022	92.91
ACH	Logic of English	9/15/2022	27.92
ACH	Logic of English	9/15/2022	203.10
ACH	Logic of English	9/15/2022	230.04
ACH	Logic of English	9/15/2022	63.00
ACH	Logic of English	9/15/2022	203.10
ACH	Logic of English	9/15/2022	45.82
ACH	Mark Howard	9/15/2022	230.00
ACH	MEL Science U.S., LLC	9/15/2022	338.44
ACH	MEL Science U.S., LLC	9/15/2022	338.44
ACH	MEL Science U.S., LLC	9/15/2022	225.63
ACH	Mission Vista Academy	9/15/2022	19.38
ACH	MusicPaige Studio	9/15/2022	290.00
ACH	New California Conservatory	9/15/2022	140.00
ACH	OC Piano Program	9/15/2022	90.00
ACH	Amazon Capital Services	9/22/2022	10.83
ACH	Amazon Capital Services	9/22/2022	35,118.66

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2022	65.35
ACH	Activities for Learning, Inc.	9/23/2022	347.05
ACH	All About Learning Press, Inc.	9/23/2022	61.62
ACH	All About Learning Press, Inc.	9/23/2022	26.45
ACH	All About Learning Press, Inc.	9/23/2022	211.86
ACH	All About Learning Press, Inc.	9/23/2022	227.03
ACH	All About Learning Press, Inc.	9/23/2022	199.07
ACH	Aqua Tots LA LLC	9/23/2022	124.00
ACH	Aqua Tots LA LLC	9/23/2022	124.00
ACH	Aqua Tots LA LLC	9/23/2022	124.00
ACH	Aqua Tots ORANGE LLC	9/23/2022	236.00
ACH	Rainbow Resource Center	9/23/2022	81.96
ACH	Rainbow Resource Center	9/23/2022	24.69
ACH	Rainbow Resource Center	9/23/2022	231.97
ACH	Rainbow Resource Center	9/23/2022	11.00
ACH	Rainbow Resource Center	9/23/2022	59.44
ACH	Rainbow Resource Center	9/23/2022	62.91
ACH	Rainbow Resource Center	9/23/2022	19.89
ACH	Rainbow Resource Center	9/23/2022	22.42
ACH	Rainbow Resource Center	9/23/2022	50.40
ACH	Rainbow Resource Center	9/23/2022	53.94
ACH	Aqua Tots ORANGE LLC	9/23/2022	299.00
ACH	Rainbow Resource Center	9/23/2022	39.33
ACH	Rainbow Resource Center	9/23/2022	19.51
ACH	Rainbow Resource Center	9/23/2022	29.32
ACH	Rainbow Resource Center	9/23/2022	208.25
ACH	Rainbow Resource Center	9/23/2022	23.22
ACH	Rainbow Resource Center	9/23/2022	43.78
ACH	Rainbow Resource Center	9/23/2022	151.84
ACH	Rainbow Resource Center	9/23/2022	83.95
ACH	Rainbow Resource Center	9/23/2022	18.98
ACH	Rainbow Resource Center	9/23/2022	53.56
ACH	Aqua Tots ORANGE LLC	9/23/2022	149.00
ACH	Rainbow Resource Center	9/23/2022	57.23
ACH	Rainbow Resource Center	9/23/2022	134.98
ACH	Rainbow Resource Center	9/23/2022	54.86
ACH	Rainbow Resource Center	9/23/2022	76.48
ACH	Rainbow Resource Center	9/23/2022	21.45
ACH	Rainbow Resource Center	9/23/2022	30.17
ACH	Rainbow Resource Center	9/23/2022	263.74
ACH	Rainbow Resource Center	9/23/2022	73.22
ACH	Sara Burdge Tutoring	9/23/2022	350.00
ACH	Sara Burdge Tutoring	9/23/2022	270.00
ACH	Aqua Tots ORANGE LLC	9/23/2022	199.00
ACH	Sara Burdge Tutoring	9/23/2022	350.00
ACH	Singapore Math Live	9/23/2022	55.00
ACH	Suzanne Silvio	9/23/2022	300.00
ACH	Sydney Zuccolotto	9/23/2022	320.00
ACH	Sydney Zuccolotto	9/23/2022	80.00
ACH	Teacher Synergy, LLC	9/23/2022	235.49
ACH	Teacher Synergy, LLC	9/23/2022	10.00
ACH	Teacher Synergy, LLC	9/23/2022	36.00
ACH	Teacher Synergy, LLC	9/23/2022	5.00
ACH	Teacher Synergy, LLC	9/23/2022	25.00
ACH	Art of Problem Solving	9/23/2022	96.00
ACH	Teacher Synergy, LLC	9/23/2022	89.60

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	9/23/2022	25.00
ACH	Teacher Synergy, LLC	9/23/2022	90.00
ACH	Teacher Synergy, LLC	9/23/2022	20.00
ACH	Teacher Synergy, LLC	9/23/2022	7.50
ACH	Teacher Synergy, LLC	9/23/2022	16.00
ACH	Teacher Synergy, LLC	9/23/2022	43.50
ACH	Teacher Synergy, LLC	9/23/2022	5.39
ACH	Teacher Synergy, LLC	9/23/2022	26.55
ACH	Teacher Synergy, LLC	9/23/2022	109.80
ACH	Art of Problem Solving	9/23/2022	116.40
ACH	Teacher Synergy, LLC	9/23/2022	63.00
ACH	The Critical Thinking Co.	9/23/2022	32.24
ACH	The Stronghold	9/23/2022	255.00
ACH	The Stronghold	9/23/2022	255.00
ACH	Timberdoodle.com	9/23/2022	495.45
ACH	Timberdoodle.com	9/23/2022	561.10
ACH	Timberdoodle.com	9/23/2022	1,365.43
ACH	Timberdoodle.com	9/23/2022	1,796.25
ACH	Timberdoodle.com	9/23/2022	254.32
ACH	Timberdoodle.com	9/23/2022	567.38
ACH	Artistic Dance Academy	9/23/2022	55.00
ACH	Timberdoodle.com	9/23/2022	204.30
ACH	Timberdoodle.com	9/23/2022	1,319.86
ACH	Timberdoodle.com	9/23/2022	1,717.14
ACH	Timberdoodle.com	9/23/2022	1,034.69
ACH	Timberdoodle.com	9/23/2022	251.17
ACH	Timberdoodle.com	9/23/2022	708.65
ACH	Timberdoodle.com	9/23/2022	1,208.68
ACH	Timberdoodle.com	9/23/2022	1,061.74
ACH	Timberdoodle.com	9/23/2022	1,236.06
ACH	Timberdoodle.com	9/23/2022	700.21
ACH	Artistic Dance Academy	9/23/2022	55.00
ACH	TLP Education	9/23/2022	185.75
ACH	Touch-it Productions	9/23/2022	120.00
ACH	Touch-it Productions	9/23/2022	40.00
ACH	Touch-it Productions	9/23/2022	80.00
ACH	WM Music Lessons	9/23/2022	1,560.00
ACH	Artistic Dance Academy	9/23/2022	60.00
ACH	Blake Litschke	9/23/2022	120.00
ACH	Blake Litschke	9/23/2022	90.00
ACH	Blake Litschke	9/23/2022	210.00
ACH	Coastal Music Studios	9/23/2022	240.00
ACH	Code Ninjas Newport Beach	9/23/2022	199.00
ACH	Code Ninjas Newport Beach	9/23/2022	299.00
ACH	Code Ninjas Newport Beach	9/23/2022	199.00
ACH	CoVerified	9/23/2022	1,000.00
ACH	Creative Academy Tutoring Center LLC	9/23/2022	300.00
ACH	eat2explore	9/23/2022	12.50
ACH	eat2explore	9/23/2022	351.00
ACH	eat2explore	9/23/2022	315.90
ACH	Fashion Camp - Create Design Sew LLC	9/23/2022	2,275.00
ACH	Head, Heart, and Hands	9/23/2022	2,800.00
ACH	Head, Heart, and Hands	9/23/2022	9,100.00
ACH	Hooked on Phonics	9/23/2022	43.05
ACH	Institute for Excellence in Writing	9/23/2022	26.94
ACH	Institute for Excellence in Writing	9/23/2022	82.99

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Institute for Excellence in Writing	9/23/2022	44.18
ACH	Jenny Del Greco	9/23/2022	1,480.00
ACH	Jenny Tu	9/23/2022	170.00
ACH	Karate For All	9/23/2022	200.00
ACH	Karate For All	9/23/2022	150.00
ACH	KiwiCo, Inc.	9/23/2022	10,208.74
ACH	Kumon Math & Reading Center of Garden Grove - West	9/23/2022	175.00
ACH	Kumon Math & Reading Center of Garden Grove - West	9/23/2022	160.00
ACH	Laura Guerrero	9/23/2022	70.00
ACH	Lee's Taekwondo-Laguna Hills	9/23/2022	444.00
ACH	Logic of English	9/23/2022	181.52
ACH	Logic of English	9/23/2022	56.53
ACH	Logic of English	9/23/2022	203.10
ACH	Mark Howard	9/23/2022	1,163.00
ACH	MEL Science U.S., LLC	9/23/2022	225.63
ACH	Miwako Watanabe of Studio Mieux-Mieux	9/23/2022	310.00
ACH	MusicPaige Studio	9/23/2022	1,062.50
ACH	ODP Business Solutions, LLC	9/23/2022	48.86
ACH	ODP Business Solutions, LLC	9/23/2022	18.31
ACH	ODP Business Solutions, LLC	9/23/2022	5.05
ACH	ODP Business Solutions, LLC	9/23/2022	12.38
ACH	ODP Business Solutions, LLC	9/23/2022	11.63
ACH	ODP Business Solutions, LLC	9/23/2022	8.00
ACH	ODP Business Solutions, LLC	9/23/2022	32.37
ACH	ODP Business Solutions, LLC	9/23/2022	11.63
ACH	ODP Business Solutions, LLC	9/23/2022	8.00
ACH	ODP Business Solutions, LLC	9/23/2022	107.11
ACH	ODP Business Solutions, LLC	9/23/2022	173.70
ACH	ODP Business Solutions, LLC	9/23/2022	30.30
ACH	ODP Business Solutions, LLC	9/23/2022	41.99
ACH	ODP Business Solutions, LLC	9/23/2022	63.20
ACH	ODP Business Solutions, LLC	9/23/2022	7.10
ACH	ODP Business Solutions, LLC	9/23/2022	8.00
ACH	ODP Business Solutions, LLC	9/23/2022	53.95
ACH	Olympia Training Center	9/23/2022	5,797.00
ACH	One-on-One Tutoring	9/23/2022	350.00
ACH	One-on-One Tutoring	9/23/2022	350.00
ACH	One-on-One Tutoring	9/23/2022	350.00
ACH	One-on-One Tutoring	9/23/2022	350.00
ACH	One-on-One Tutoring	9/23/2022	350.00
ACH	Pacific Coast Academy	9/23/2022	4,408.63
ACH	Pakua LLC	9/23/2022	120.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	275.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	375.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	2,800.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	400.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	472.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	200.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	200.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	275.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	292.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	550.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	275.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	275.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	567.00
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	950.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Peace Hill Classical Co-Op LLC	9/23/2022	367.00
ACH	Rainbow Resource Center	9/23/2022	98.82
ACH	Rainbow Resource Center	9/23/2022	79.51
ACH	Rainbow Resource Center	9/23/2022	60.14
ACH	Rainbow Resource Center	9/23/2022	110.41
ACH	Rainbow Resource Center	9/23/2022	90.16
ACH	Rainbow Resource Center	9/23/2022	298.03
ACH	All About Learning Press, Inc.	9/29/2022	29.68
ACH	All About Learning Press, Inc.	9/29/2022	27.52
ACH	All About Learning Press, Inc.	9/29/2022	19.98
ACH	All About Learning Press, Inc.	9/29/2022	19.98
ACH	All About Learning Press, Inc.	9/29/2022	117.65
ACH	All About Learning Press, Inc.	9/29/2022	182.30
ACH	All About Learning Press, Inc.	9/29/2022	31.95
ACH	All About Learning Press, Inc.	9/29/2022	31.95
ACH	All About Learning Press, Inc.	9/29/2022	19.98
ACH	All About Learning Press, Inc.	9/29/2022	182.30
ACH	Logic of English	9/29/2022	203.10
ACH	Logic of English	9/29/2022	127.66
ACH	MEL Science U.S., LLC	9/29/2022	338.44
ACH	MEL Science U.S., LLC	9/29/2022	214.42
ACH	Mikala JrR	9/29/2022	600.00
ACH	Mikala JrR	9/29/2022	300.00
ACH	MusicPaige Studio	9/29/2022	183.00
ACH	N2Y, LLC	9/29/2022	3,563.85
ACH	ODP Business Solutions, LLC	9/29/2022	69.47
ACH	ODP Business Solutions, LLC	9/29/2022	11.63
ACH	All About Learning Press, Inc.	9/29/2022	70.45
ACH	ODP Business Solutions, LLC	9/29/2022	69.76
ACH	ODP Business Solutions, LLC	9/29/2022	411.52
ACH	ODP Business Solutions, LLC	9/29/2022	28.00
ACH	ODP Business Solutions, LLC	9/29/2022	74.58
ACH	One-on-One Tutoring	9/29/2022	350.00
ACH	Pacific Coast Academy	9/29/2022	5,250.08
ACH	Pakua LLC	9/29/2022	149.00
ACH	Pakua LLC	9/29/2022	240.00
ACH	Pakua LLC	9/29/2022	240.00
ACH	Pakua LLC	9/29/2022	240.00
ACH	Amazon Capital Services	9/29/2022	28,600.00
ACH	Peace Hill Classical Co-Op LLC	9/29/2022	530.00
ACH	Peace Hill Classical Co-Op LLC	9/29/2022	372.00
ACH	Peace Hill Classical Co-Op LLC	9/29/2022	292.00
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/29/2022	27.20
ACH	Peace Hill Press, Inc. dba Well Trained Mind Press	9/29/2022	66.15
ACH	Portal Languages - Costa Mesa	9/29/2022	255.00
ACH	Rainbow Resource Center	9/29/2022	39.68
ACH	Rainbow Resource Center	9/29/2022	45.56
ACH	Rainbow Resource Center	9/29/2022	52.72
ACH	Rainbow Resource Center	9/29/2022	64.07
ACH	Amazon Capital Services	9/29/2022	18.09
ACH	Rainbow Resource Center	9/29/2022	96.14
ACH	Rainbow Resource Center	9/29/2022	81.60
ACH	Rainbow Resource Center	9/29/2022	26.14
ACH	Rainbow Resource Center	9/29/2022	57.69
ACH	Rainbow Resource Center	9/29/2022	31.15
ACH	Rainbow Resource Center	9/29/2022	148.01

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Rainbow Resource Center	9/29/2022	43.50
ACH	Rainbow Resource Center	9/29/2022	40.22
ACH	Rainbow Resource Center	9/29/2022	63.61
ACH	Rainbow Resource Center	9/29/2022	37.53
ACH	Amazon Capital Services	9/29/2022	3,070.50
ACH	Rainbow Resource Center	9/29/2022	65.52
ACH	Rainbow Resource Center	9/29/2022	55.02
ACH	Rainbow Resource Center	9/29/2022	132.94
ACH	Rainbow Resource Center	9/29/2022	107.32
ACH	Rainbow Resource Center	9/29/2022	72.18
ACH	Rainbow Resource Center	9/29/2022	66.06
ACH	Rainbow Resource Center	9/29/2022	75.12
ACH	Rainbow Resource Center	9/29/2022	19.23
ACH	Rainbow Resource Center	9/29/2022	68.72
ACH	Rainbow Resource Center	9/29/2022	50.55
ACH	Amazon Capital Services	9/29/2022	116.57
ACH	Rainbow Resource Center	9/29/2022	122.37
ACH	Rainbow Resource Center	9/29/2022	25.72
ACH	Rainbow Resource Center	9/29/2022	25.72
ACH	Rainbow Resource Center	9/29/2022	35.72
ACH	Rainbow Resource Center	9/29/2022	140.07
ACH	Rainbow Resource Center	9/29/2022	42.29
ACH	Rainbow Resource Center	9/29/2022	125.82
ACH	Rainbow Resource Center	9/29/2022	38.59
ACH	Rainbow Resource Center	9/29/2022	39.04
ACH	Rainbow Resource Center	9/29/2022	22.63
ACH	Amazon Capital Services	9/29/2022	21.54
ACH	Rainbow Resource Center	9/29/2022	153.13
ACH	Rainbow Resource Center	9/29/2022	13.91
ACH	Rainbow Resource Center	9/29/2022	40.34
ACH	Rainbow Resource Center	9/29/2022	40.34
ACH	Rainbow Resource Center	9/29/2022	41.16
ACH	Rainbow Resource Center	9/29/2022	25.72
ACH	Rainbow Resource Center	9/29/2022	20.38
ACH	Rainbow Resource Center	9/29/2022	25.72
ACH	Rainbow Resource Center	9/29/2022	71.78
ACH	Rainbow Resource Center	9/29/2022	80.95
ACH	Art of Problem Solving	9/29/2022	96.00
ACH	Roos Music	9/29/2022	4,550.00
ACH	Roos Music	9/29/2022	4,526.00
ACH	Roos Music	9/29/2022	3,804.00
ACH	Roos Music	9/29/2022	2,674.00
ACH	Roos Music	9/29/2022	1,925.00
ACH	RSM Singers Company	9/29/2022	1,250.00
ACH	SoCal Stem	9/29/2022	4,630.00
ACH	Stacy Coronado	9/29/2022	1,330.00
ACH	Suzanne Silvio	9/29/2022	60.00
ACH	Teacher Synergy, LLC	9/29/2022	80.00
ACH	AT Tustin, LLC	9/29/2022	124.00
ACH	Teacher Synergy, LLC	9/29/2022	23.10
ACH	Teacher Synergy, LLC	9/29/2022	28.00
ACH	Teacher Synergy, LLC	9/29/2022	32.20
ACH	Teacher Synergy, LLC	9/29/2022	105.00
ACH	Teacher Synergy, LLC	9/29/2022	16.16
ACH	Teacher Synergy, LLC	9/29/2022	29.00
ACH	Teacher Synergy, LLC	9/29/2022	34.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Teacher Synergy, LLC	9/29/2022	18.00
ACH	Teacher Synergy, LLC	9/29/2022	9.00
ACH	Teacher Synergy, LLC	9/29/2022	17.00
ACH	ATG, Inc. DBA Urban Workshop	9/29/2022	21,575.00
ACH	Teacher Synergy, LLC	9/29/2022	5.84
ACH	Teacher Synergy, LLC	9/29/2022	34.16
ACH	Teacher Synergy, LLC	9/29/2022	20.00
ACH	Teacher Synergy, LLC	9/29/2022	2.75
ACH	Teacher Synergy, LLC	9/29/2022	22.00
ACH	Teacher Synergy, LLC	9/29/2022	29.99
ACH	Teacher Synergy, LLC	9/29/2022	8.50
ACH	Teacher Synergy, LLC	9/29/2022	81.00
ACH	Teacher Synergy, LLC	9/29/2022	56.70
ACH	Teacher Synergy, LLC	9/29/2022	26.50
ACH	Blake Litschke	9/29/2022	120.00
ACH	The Critical Thinking Co.	9/29/2022	221.05
ACH	Time4Learning	9/29/2022	7,845.00
ACH	Touch-it Productions	9/29/2022	210.00
ACH	Touch-it Productions	9/29/2022	40.00
ACH	Touch-it Productions	9/29/2022	40.00
ACH	Tutorloo, Inc. dba Mathnasium of Seal Beach	9/29/2022	339.00
ACH	Wieser Educational	9/29/2022	56.93
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	255.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	280.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Breakthrough Sports	9/29/2022	285.00
ACH	Brenda Harp	9/29/2022	240.00
ACH	California Music Lessons	9/29/2022	180.00
ACH	California Music Lessons	9/29/2022	50.00
ACH	California Music Lessons	9/29/2022	180.00
ACH	California Music Lessons	9/29/2022	50.00
ACH	California Music Lessons	9/29/2022	180.00
ACH	California Music Lessons	9/29/2022	360.00
ACH	Cassandra Jones	9/29/2022	900.00
ACH	Checkmat Fallbrook Brazilian Jiu Jitsu	9/29/2022	240.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2022

Check Number	Vendor Name	Check Date	Check Amount
ACH	Creative Academy Tutoring Center LLC	9/29/2022	325.00
ACH	Dancing Keys Music Studio	9/29/2022	232.00
ACH	Dancing Keys Music Studio	9/29/2022	162.00
ACH	Dancing Keys Music Studio	9/29/2022	145.80
ACH	Dancing Keys Music Studio	9/29/2022	272.00
ACH	Dancing Keys Music Studio	9/29/2022	162.00
ACH	Dancing Keys Music Studio	9/29/2022	162.00
ACH	Drama Kids	9/29/2022	675.00
ACH	Focus Dance Center	9/29/2022	95.00
ACH	Frazier Martial Arts	9/29/2022	159.00
ACH	Head, Heart, and Hands	9/29/2022	8,750.00
ACH	History Unboxed LLC	9/29/2022	182.70
ACH	History Unboxed LLC	9/29/2022	68.41
ACH	History Unboxed LLC	9/29/2022	182.70
ACH	History Unboxed LLC	9/29/2022	68.41
ACH	Institute for Excellence in Writing	9/29/2022	44.59
ACH	Institute for Excellence in Writing	9/29/2022	26.94
ACH	Institute for Excellence in Writing	9/29/2022	44.79
ACH	Institute for Excellence in Writing	9/29/2022	44.18
ACH	Institute for Excellence in Writing	9/29/2022	37.71
ACH	Institute for Excellence in Writing	9/29/2022	71.12
ACH	Institute for Excellence in Writing	9/29/2022	157.32
ACH	Institute for Excellence in Writing	9/29/2022	167.01
ACH	Institute for Excellence in Writing	9/29/2022	37.71
ACH	Institute for Excellence in Writing	9/29/2022	37.71
ACH	Jennifer Guitron	9/29/2022	320.00
ACH	Jennifer Guitron	9/29/2022	60.00
ACH	Jenny Tu	9/29/2022	90.00
ACH	Joobilo LLC	9/29/2022	7,475.00
ACH	Joobilo LLC	9/29/2022	6,685.00
ACH	Joobilo LLC	9/29/2022	6,074.00
ACH	Joobilo LLC	9/29/2022	8,705.00
ACH	Joobilo LLC	9/29/2022	9,235.00
ACH	Joobilo LLC	9/29/2022	8,005.00
ACH	Joobilo LLC	9/29/2022	8,985.00
ACH	Julie Bryden	9/29/2022	440.00
ACH	Katie Kohn	9/29/2022	350.00
ACH	Katie Kohn	9/29/2022	350.00
ACH	Katie Kohn	9/29/2022	350.00
ACH	Kumon of Mira Mesa	9/29/2022	890.00
ACH	Law Office of Jennifer McQuarrie	9/29/2022	146.67
ACH	Logic of English	9/29/2022	78.89
ACH	Logic of English	9/29/2022	203.75
ACH	Logic of English	9/29/2022	61.63
ACH	Logic of English	9/29/2022	18.84

Total Disbursements in September \$ 137,333.89

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
All About Learning Press, Inc.	913207	9/20/2022	10/20/2022	\$ 182	\$ -	\$ -	\$ -	\$ -	\$ 182
ArcheryChamps dba Champs Universal	0900	9/20/2022	10/20/2022	8,392	-	-	-	-	8,392
Art of Problem Solving	INV227323	9/21/2022	10/21/2022	64	-	-	-	-	64
Art of Problem Solving	INV227324	9/21/2022	10/21/2022	64	-	-	-	-	64
Art of Problem Solving	INV227325	9/21/2022	10/21/2022	116	-	-	-	-	116
Art of Problem Solving	INV227326	9/21/2022	10/21/2022	96	-	-	-	-	96
Art of Problem Solving	INV227327	9/21/2022	10/21/2022	96	-	-	-	-	96
Bay Alarm Company	19947920	9/15/2022	10/15/2022	215	-	-	-	-	215
Bay Alarm Company	19949540	9/15/2022	10/15/2022	182	-	-	-	-	182
BB Enterprises, Inc.	2022d	9/21/2022	10/21/2022	70	-	-	-	-	70
Beautiful Feet Books, Inc.	18304	9/19/2022	10/19/2022	31	-	-	-	-	31
Bertrand's Music	746655-092022	9/20/2022	10/20/2022	54	-	-	-	-	54
BookShark	BI0007280	7/21/2022	8/20/2022	-	22	-	-	-	22
BookShark	BI0007297	7/21/2022	8/20/2022	-	964	-	-	-	964
BookShark	BI0007298	7/21/2022	8/20/2022	-	269	-	-	-	269
BookShark	BI0007299	7/21/2022	8/20/2022	-	115	-	-	-	115
BookShark	BI0007301	7/21/2022	8/20/2022	-	937	-	-	-	937
BookShark	BI0007304	7/21/2022	8/20/2022	-	877	-	-	-	877
BookShark	BI0007313	7/21/2022	8/20/2022	-	243	-	-	-	243
BookShark	BI0007327	7/21/2022	8/20/2022	-	406	-	-	-	406
BookShark	BI0007348	7/21/2022	8/20/2022	-	21	-	-	-	21
BookShark	BI0007361	7/21/2022	8/20/2022	-	137	-	-	-	137
BookShark	BI0007367	7/21/2022	8/20/2022	-	112	-	-	-	112
BookShark	BI0007464	7/22/2022	8/21/2022	-	1,187	-	-	-	1,187
BookShark	BI0007518	7/22/2022	8/21/2022	-	275	-	-	-	275
BookShark	BI0007575	7/22/2022	8/21/2022	-	643	-	-	-	643
BookShark	BI0007593	7/22/2022	8/21/2022	-	908	-	-	-	908
BookShark	BI0007597	7/22/2022	8/21/2022	-	1,068	-	-	-	1,068
BookShark	BI0007656	7/25/2022	8/24/2022	-	70	-	-	-	70
BookShark	BI0007835	7/27/2022	8/26/2022	-	7	-	-	-	7
BookShark	BI0008887	8/8/2022	9/7/2022	73	-	-	-	-	73
Breakthrough Sports	92022a	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92022b	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92022d	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92022e	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022f	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022g	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022h	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022i	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022j	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022k	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022l	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022m	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92022n	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92022o	9/20/2022	10/20/2022	280	-	-	-	-	280

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Breakthrough Sports	92022p	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92022q	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92022r	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92022s	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92022t	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92022u	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022v	9/20/2022	10/20/2022	220	-	-	-	-	220
Breakthrough Sports	92022w	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022x	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022y	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92022z	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122a	9/20/2022	10/20/2022	280	-	-	-	-	280
Breakthrough Sports	92122b	9/20/2022	10/20/2022	255	-	-	-	-	255
Breakthrough Sports	92122c	9/20/2022	10/20/2022	310	-	-	-	-	310
Breakthrough Sports	92122d	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122e	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122f	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122g	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122h	9/20/2022	10/20/2022	285	-	-	-	-	285
Breakthrough Sports	92122i	9/20/2022	10/20/2022	120	-	-	-	-	120
Breakthrough Sports	92122j	9/20/2022	10/20/2022	120	-	-	-	-	120
Breakthrough Sports	92122k	9/20/2022	10/20/2022	120	-	-	-	-	120
Breakthrough Sports	92122l	9/20/2022	10/20/2022	120	-	-	-	-	120
California Music Lessons	JO1002MaqZ	9/20/2022	10/20/2022	90	-	-	-	-	90
Caroline Moon	MOON092022	9/20/2022	9/20/2022	71	-	-	-	-	71
Christy Burke	BURK080422	8/4/2022	8/4/2022	-	203	-	-	-	203
Code Ninjas Newport Beach	202209-004	9/20/2022	9/20/2022	199	-	-	-	-	199
Cornerstone Therapies	61085A	8/31/2022	9/30/2022	364	-	-	-	-	364
Cornerstone Therapies	61086A	8/31/2022	9/30/2022	182	-	-	-	-	182
Cornerstone Therapies	61087A	8/31/2022	9/30/2022	1,273	-	-	-	-	1,273
Cornerstone Therapies	61088A	8/31/2022	9/30/2022	227	-	-	-	-	227
Creative Academy Tutoring Center LLC	1905	9/21/2022	10/21/2022	320	-	-	-	-	320
Creative Academy Tutoring Center LLC	1906	9/21/2022	10/21/2022	300	-	-	-	-	300
Creative Academy Tutoring Center LLC	1908	9/21/2022	10/21/2022	350	-	-	-	-	350
Creative Academy Tutoring Center LLC	1909	9/21/2022	10/21/2022	120	-	-	-	-	120
Creative Creatures & Co.	CBA-SEPT-22	9/17/2022	10/17/2022	20,206	-	-	-	-	20,206
Daniel Rooney	ROON092022	9/20/2022	10/20/2022	71	-	-	-	-	71
Devon Roseli	ROSE092022	9/20/2022	10/20/2022	71	-	-	-	-	71
Dmitri Kulev Classical Ballet Academy	2022-0919TA	9/20/2022	10/20/2022	80	-	-	-	-	80
Dmitri Kulev Classical Ballet Academy	2022-0920TA	9/20/2022	10/20/2022	80	-	-	-	-	80
Dmitri Kulev Classical Ballet Academy	2022-09AA	9/20/2022	10/20/2022	350	-	-	-	-	350
Dmitri Kulev Classical Ballet Academy	2022-09EG	9/20/2022	10/20/2022	350	-	-	-	-	350
E C E 4 Autism	02202888	8/31/2022	9/30/2022	5,450	-	-	-	-	5,450
E C E 4 Autism	02202895	8/31/2022	9/30/2022	6,870	-	-	-	-	6,870
E3 Diagnostics Inc.	SRV-29121	9/21/2022	10/21/2022	225	-	-	-	-	225
EMH Sports USA, Inc.	167-249813-8	9/8/2022	10/8/2022	4,080	-	-	-	-	4,080

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Express Yourself Therapy	2205	8/15/2022	8/15/2022	-	180	-	-	-	180
Express Yourself Therapy	2206	8/15/2022	8/15/2022	-	90	-	-	-	90
Express Yourself Therapy	2207	8/15/2022	8/15/2022	-	150	-	-	-	150
Express Yourself Therapy	2213	8/16/2022	8/16/2022	-	180	-	-	-	180
Express Yourself Therapy	2217	8/17/2022	8/17/2022	-	180	-	-	-	180
Express Yourself Therapy	2226	8/22/2022	8/22/2022	-	150	-	-	-	150
Express Yourself Therapy	2247	8/29/2022	9/28/2022	150	-	-	-	-	150
Express Yourself Therapy	2270	9/6/2022	10/6/2022	180	-	-	-	-	180
Express Yourself Therapy	2271	9/6/2022	10/6/2022	90	-	-	-	-	90
Express Yourself Therapy	2278	9/8/2022	10/8/2022	180	-	-	-	-	180
Express Yourself Therapy	2281	9/12/2022	10/12/2022	180	-	-	-	-	180
Express Yourself Therapy	2282	9/12/2022	10/12/2022	90	-	-	-	-	90
Express Yourself Therapy	2283	9/12/2022	10/12/2022	150	-	-	-	-	150
Express Yourself Therapy	2284	9/13/2022	10/13/2022	180	-	-	-	-	180
Express Yourself Therapy	2285	9/13/2022	10/13/2022	90	-	-	-	-	90
Express Yourself Therapy	2296	9/15/2022	10/15/2022	180	-	-	-	-	180
Head, Heart, and Hands	0020	9/21/2022	10/21/2022	4,967	-	-	-	-	4,967
Home Science Tools	000448840	9/19/2022	10/19/2022	40	-	-	-	-	40
Home Science Tools	000448843	9/19/2022	10/19/2022	73	-	-	-	-	73
Homeschool Concierge	690	9/26/2019	10/26/2019	-	-	-	-	(15,640)	(15,640)
Imagine Learning, LLC	899663	9/21/2022	10/21/2022	3,300	-	-	-	-	3,300
Institute for Excellence in Writing	948188	9/21/2022	10/19/2022	66	-	-	-	-	66
Institute for Excellence in Writing	948557	9/21/2022	10/20/2022	27	-	-	-	-	27
James Boran	100206-C016	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	104917-C001	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105260-C003	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105260-C004	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105265-C003	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105265-C004	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105274-C003	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	105274-C004	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	93742-C016	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	93742-C017	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	93743-C022	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	93743-C023	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	93745-C019	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	93745-C020	9/19/2022	10/19/2022	100	-	-	-	-	100
James Boran	99272-C012	9/19/2022	10/19/2022	120	-	-	-	-	120
James Boran	99285-C012	9/19/2022	10/19/2022	120	-	-	-	-	120
Jessica Solis	SOLI092022	9/20/2022	10/20/2022	71	-	-	-	-	71
Jump and Schout Therapy, Inc.	31770	8/31/2022	9/30/2022	650	-	-	-	-	650
Jump and Schout Therapy, Inc.	31771	8/31/2022	9/30/2022	650	-	-	-	-	650
Jump and Schout Therapy, Inc.	31864	8/31/2022	9/30/2022	293	-	-	-	-	293
Jump and Schout Therapy, Inc.	31865	8/31/2022	9/30/2022	390	-	-	-	-	390
Kitchen Stewardship, LLC	478	9/21/2022	10/21/2022	150	-	-	-	-	150
KiwiCo, Inc.	500	9/15/2022	10/30/2022	7,015	-	-	-	-	7,015

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LaChrisha Randle	231	9/20/2022	10/20/2022	255	-	-	-	-	255
Lakeshore	510459091922	9/19/2022	10/19/2022	116	-	-	-	-	116
Lakeshore	517026092022	9/20/2022	10/20/2022	62	-	-	-	-	62
Lakeshore	517741091922	9/19/2022	10/19/2022	162	-	-	-	-	162
Language Tree Online	1209	9/8/2022	10/8/2022	3,400	-	-	-	-	3,400
Laura DeSoto	2022Fall001	9/15/2022	10/15/2022	5,300	-	-	-	-	5,300
Learning Without Tears	INV159522	9/19/2022	10/19/2022	34	-	-	-	-	34
Learning Without Tears	INV159532	9/19/2022	10/19/2022	20	-	-	-	-	20
Learning Without Tears	INV159583	9/19/2022	10/19/2022	20	-	-	-	-	20
Logic of English	SI-161000	9/9/2022	10/9/2022	33	-	-	-	-	33
Logic of English	SI-161202	9/12/2022	10/12/2022	57	-	-	-	-	57
Math-U-See Inc.	0796380-IN	9/21/2022	11/20/2022	223	-	-	-	-	223
McKee Music Therapy Services LLC	1641	9/6/2022	10/6/2022	185	-	-	-	-	185
Newport Mesa Riding Center	10478	9/20/2022	9/20/2022	285	-	-	-	-	285
Newport Mesa Riding Center	10479	9/20/2022	9/20/2022	285	-	-	-	-	285
Newport Mesa Riding Center	10480	9/20/2022	9/20/2022	95	-	-	-	-	95
Newport Mesa Riding Center	10482	9/20/2022	9/20/2022	95	-	-	-	-	95
Newport Mesa Riding Center	10484	9/20/2022	9/20/2022	95	-	-	-	-	95
Newport Mesa Riding Center	10485	9/20/2022	9/20/2022	95	-	-	-	-	95
Newport Mesa Riding Center	10486	9/20/2022	9/20/2022	95	-	-	-	-	95
Newport Mesa Riding Center	10488	9/20/2022	9/20/2022	105	-	-	-	-	105
Newport Mesa Riding Center	10489	9/20/2022	9/20/2022	285	-	-	-	-	285
Newport Mesa Riding Center	10490	9/20/2022	9/20/2022	340	-	-	-	-	340
Newport Mesa Riding Center	10492	9/20/2022	9/20/2022	340	-	-	-	-	340
Newport Mesa Riding Center	10493	9/20/2022	9/20/2022	340	-	-	-	-	340
No Hawaiki Nui	0027	9/8/2022	10/8/2022	415	-	-	-	-	415
Oak Meadow Inc.	135148	9/21/2022	10/21/2022	839	-	-	-	-	839
Pakua LLC	10102	9/1/2022	9/1/2022	249	-	-	-	-	249
Pakua LLC	10103	9/1/2022	9/1/2022	249	-	-	-	-	249
Peace Hill Classical Co-Op LLC	1672	9/19/2022	10/19/2022	375	-	-	-	-	375
Peace Hill Press, Inc. dba Well Trained Mind Pre	55831	9/20/2022	10/20/2022	64	-	-	-	-	64
Pearson Education Inc.	16072679	9/21/2021	10/21/2021	-	-	-	-	261	261
Pearson Education Inc.	6001566092	4/6/2020	5/6/2020	-	-	-	-	(357)	(357)
Portal Languages - Costa Mesa	INV-6142	9/20/2022	9/30/2022	255	-	-	-	-	255
Portal Languages - Costa Mesa	INV-6143	9/20/2022	9/30/2022	265	-	-	-	-	265
Portal Languages - Costa Mesa	INV-6144	9/20/2022	9/30/2022	265	-	-	-	-	265
Portal Languages - Costa Mesa	INV-6145	9/20/2022	9/30/2022	250	-	-	-	-	250
Portal Languages - Costa Mesa	INV-6146	9/20/2022	9/30/2022	255	-	-	-	-	255
Portal Languages - Costa Mesa	INV-6147	9/20/2022	9/30/2022	255	-	-	-	-	255
Portal Languages - Costa Mesa	INV-6148	9/20/2022	9/30/2022	255	-	-	-	-	255
Portal Languages - Costa Mesa	INV-6149	9/20/2022	9/30/2022	255	-	-	-	-	255
Portal Languages - Costa Mesa	INV-6150	9/20/2022	9/30/2022	265	-	-	-	-	265
Portview Preparatory, Inc.	11184	7/29/2022	9/12/2022	7,030	-	-	-	-	7,030
Portview Preparatory, Inc.	11362	8/26/2022	10/14/2022	13,465	-	-	-	-	13,465
Poway Executive Plaza, LLC	POWA100122-03	10/1/2022	10/1/2022	(767)	-	-	-	-	(767)
PowerSchool Group LLC	INV325044	9/23/2022	10/23/2022	11,171	-	-	-	-	11,171

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Pro-Ed, Inc.	2955628	9/12/2022	10/12/2022	347	-	-	-	-	347
Provenance	1388	5/22/2020	5/22/2020	-	-	-	-	6,601	6,601
Provenance	1390	5/22/2020	5/22/2020	-	-	-	-	4,986	4,986
Provenance	1775	5/18/2020	5/18/2020	-	-	-	-	31,403	31,403
Provenance	1893	6/25/2020	6/25/2020	-	-	-	-	65,183	65,183
Provenance	1939	9/15/2020	9/15/2020	-	-	-	-	1,904	1,904
Provenance	2697	6/15/2020	6/15/2020	-	-	-	-	17,194	17,194
Provenance	2947	7/2/2020	7/2/2020	-	-	-	-	8,606	8,606
Provenance	3063	7/15/2020	7/15/2020	-	-	-	-	68,463	68,463
Provenance	3102	7/30/2020	7/30/2020	-	-	-	-	1,590	1,590
Provenance	3146	8/11/2020	8/11/2020	-	-	-	-	3,076	3,076
Provenance	3154	8/11/2020	8/11/2020	-	-	-	-	41,325	41,325
Provenance	3542	9/22/2020	9/22/2020	-	-	-	-	1,374	1,374
Provenance	3699	10/1/2020	10/30/2020	-	-	-	-	1,400	1,400
Provenance	3713	11/3/2020	12/3/2020	-	-	-	-	2,963	2,963
Provenance	3782	10/27/2020	10/27/2020	-	-	-	-	11,497	11,497
Provenance	3791	11/5/2020	12/5/2020	-	-	-	-	1,248	1,248
Provenance	3806	10/30/2020	10/29/2020	-	-	-	-	8,959	8,959
Provenance	3827	11/6/2020	12/6/2020	-	-	-	-	2,208	2,208
Provenance	3901	11/16/2020	12/16/2020	-	-	-	-	400	400
Provenance	3914	11/16/2020	12/16/2020	-	-	-	-	56,508	56,508
Provenance	3964	11/17/2020	12/17/2020	-	-	-	-	1,524	1,524
Provenance	3965	11/17/2020	12/17/2020	-	-	-	-	7,059	7,059
Provenance	3966	11/17/2020	12/17/2020	-	-	-	-	736	736
Provenance	3967	11/17/2020	12/17/2020	-	-	-	-	637	637
Provenance	3969	11/18/2020	12/18/2020	-	-	-	-	682	682
Provenance	3979	11/19/2020	12/19/2020	-	-	-	-	51	51
Provenance	3985	11/19/2020	12/19/2020	-	-	-	-	36	36
Provenance	3986	11/19/2020	12/19/2020	-	-	-	-	451	451
Provenance	3989	11/19/2020	12/19/2020	-	-	-	-	4,373	4,373
Provenance	4005	11/20/2020	12/20/2020	-	-	-	-	512	512
Provenance	4023	11/20/2020	11/20/2020	-	-	-	-	(37,375)	(37,375)
Provenance	4024	12/1/2020	12/1/2020	-	-	-	-	(37,375)	(37,375)
Provenance	4131	1/19/2021	2/18/2021	-	-	-	-	300	300
Provenance	4171	12/18/2020	1/17/2021	-	-	-	-	5,906	5,906
Provenance	4311	1/19/2021	2/18/2021	-	-	-	-	124	124
Provenance	4313	1/19/2021	2/18/2021	-	-	-	-	100	100
Provenance	4327	1/19/2021	2/18/2021	-	-	-	-	3,073	3,073
Provenance	4333	1/19/2021	2/18/2021	-	-	-	-	341	341
Provenance	4352	1/20/2021	2/19/2021	-	-	-	-	16,250	16,250
Provenance	4358	1/20/2021	2/19/2021	-	-	-	-	230	230
Provenance	4368	1/20/2021	2/19/2021	-	-	-	-	2,796	2,796
Provenance	4410	1/28/2021	2/27/2021	-	-	-	-	1,709	1,709
Provenance	4418	1/28/2021	2/27/2021	-	-	-	-	223	223
Provenance	4428	1/28/2021	2/27/2021	-	-	-	-	14,300	14,300
Provenance	4437	1/29/2021	2/28/2021	-	-	-	-	1,950	1,950

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Provenance	4445	1/29/2021	2/28/2021	-	-	-	-	1,925	1,925
Provenance	4447	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4448	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4449	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4450	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4451	2/1/2021	3/3/2021	-	-	-	-	1,925	1,925
Provenance	4452	2/2/2021	3/4/2021	-	-	-	-	12,180	12,180
Provenance	4469	2/4/2021	3/6/2021	-	-	-	-	275	275
Provenance	4485	2/11/2021	3/13/2021	-	-	-	-	8,400	8,400
Provenance	4578	2/18/2021	3/20/2021	-	-	-	-	1,709	1,709
Provenance	4600	2/24/2021	3/26/2021	-	-	-	-	1,478	1,478
Provenance	4618	2/25/2021	3/26/2021	-	-	-	-	90	90
Provenance	4620	2/25/2021	3/27/2021	-	-	-	-	73	73
Provenance	4627	3/3/2021	4/2/2021	-	-	-	-	239	239
Provenance	4628	3/3/2021	4/2/2021	-	-	-	-	72	72
Provenance	4629	3/3/2021	4/2/2021	-	-	-	-	277	277
Provenance	4631	3/3/2021	4/2/2021	-	-	-	-	86	86
Provenance	4634	3/5/2021	4/4/2021	-	-	-	-	200	200
Provenance	4666	3/16/2021	4/15/2021	-	-	-	-	123	123
Provenance	4672	3/16/2021	4/15/2021	-	-	-	-	300	300
Provenance	4756	3/23/2021	4/22/2021	-	-	-	-	24	24
Provenance	4758	3/23/2021	4/22/2021	-	-	-	-	2,635	2,635

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Provenance	4763	3/24/2021	4/23/2021	-	-	-	-	18	18
Provenance	4768	3/26/2021	4/25/2021	-	-	-	-	14,625	14,625
Provenance	4790	3/30/2021	4/29/2021	-	-	-	-	930	930
Provenance	4795	3/31/2021	4/30/2021	-	-	-	-	2,600	2,600
Provenance	4801	3/31/2021	4/30/2021	-	-	-	-	2,370	2,370
Provenance	4928	4/21/2021	5/21/2021	-	-	-	-	14	14
Provenance	4935	4/30/2021	5/30/2021	-	-	-	-	83	83
Provenance	4936	5/3/2021	6/2/2021	-	-	-	-	140	140
Provenance	5032	5/18/2021	6/17/2021	-	-	-	-	1,949	1,949
Provenance	PROV041321	4/13/2021	4/13/2021	-	-	-	-	3,250	3,250
Rainbow Resource Center	3883294	9/20/2022	10/20/2022	38	-	-	-	-	38
Rainbow Resource Center	3883350	9/20/2022	10/20/2022	14	-	-	-	-	14
Rainbow Resource Center	3883354	9/20/2022	10/20/2022	24	-	-	-	-	24
Rainbow Resource Center	3883358	9/20/2022	10/20/2022	21	-	-	-	-	21
Rainbow Resource Center	3884410	9/21/2022	10/21/2022	26	-	-	-	-	26
Rainbow Resource Center	3885259	9/21/2022	10/21/2022	190	-	-	-	-	190
Riverside County Office of Education	2023 / 242	9/16/2022	9/16/2022	100	-	-	-	-	100
S.T.A.R Academy	SAI3344-01	9/15/2022	10/15/2022	300	-	-	-	-	300
Sandy Pines, LLC	KC070822	9/23/2022	10/23/2022	25,465	-	-	-	-	25,465
Scholastic Inc.	M7333153 0	9/20/2022	10/20/2022	16	-	-	-	-	16
Scholastic Inc.	M7333159 7	9/20/2022	10/20/2022	18	-	-	-	-	18
SHI International Corp	B15856284	9/21/2022	10/21/2022	4,650	-	-	-	-	4,650
Singapore Math Inc.	S242485	8/25/2022	9/24/2022	85	-	-	-	-	85
Singapore Math Inc.	S247725	9/20/2022	10/20/2022	100	-	-	-	-	100
SKY Pediatric Inc.	CPA - 220831	9/5/2022	10/5/2022	1,040	-	-	-	-	1,040
Small Talk OC	2376	9/12/2022	9/30/2022	2,760	-	-	-	-	2,760
Southland Ballet Academy Inc.	7016	9/20/2022	10/20/2022	85	-	-	-	-	85
Spanish for You!	2022 - 0816A	8/16/2022	9/15/2022	52	-	-	-	-	52
Teacher Synergy, LLC	204844909	9/20/2022	10/11/2022	7	-	-	-	-	7
Teacher Synergy, LLC	204845198	9/20/2022	10/11/2022	27	-	-	-	-	27
Teacher Synergy, LLC	204845506	9/20/2022	10/11/2022	72	-	-	-	-	72
Teacher Synergy, LLC	204987246	9/21/2022	10/12/2022	20	-	-	-	-	20
Teacher Synergy, LLC	205002487	9/21/2022	10/12/2022	11	-	-	-	-	11
Teaching Textbooks	46484	9/21/2022	10/21/2022	55	-	-	-	-	55
The Music Factory LLC	M080122	9/19/2022	10/19/2022	348	-	-	-	-	348
The School of Sandy Toes	1014	9/20/2022	10/20/2022	225	-	-	-	-	225
The School of Sandy Toes	1015	9/20/2022	10/20/2022	630	-	-	-	-	630
TSW Therapy, Inc	1202	9/3/2022	10/3/2022	1,969	-	-	-	-	1,969
Western Psychological Services	WPS-439822	9/6/2022	10/6/2022	507	-	-	-	-	507
Western Psychological Services	WPS-440772	9/15/2022	10/15/2022	257	-	-	-	-	257
WM Music Lessons	071CPA	9/19/2022	10/19/2022	5,770	-	-	-	-	5,770
Ziggy's Tutoring	22201004-C	9/21/2022	10/21/2022	640	-	-	-	-	640
Total Outstanding Payables in September				\$ 175,155	\$ 9,396	\$ -	\$ -	\$ 375,453	\$ 560,003



Civility Policy

This policy promotes mutual respect, civility, and orderly conduct among Cabrillo Point Academy (“CPA”) employees (including vendors and/or contract service providers), parents, and the public. This policy is not intended to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly, or to discourage communication between and among students, parents, employees, and the public, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. CPA encourages positive communication and will not tolerate hostile or aggressive actions, including but not limited to hostile or aggressive email communication or conduct during meetings with CPA employees. CPA seeks public cooperation with this endeavor.

CPA is committed to maintain orderly educational and administrative processes, keeping all virtual classrooms, virtual and in-person meetings, school facilities, vendor service locations, contracted service provider locations, and any other location at which school business takes place (hereinafter "school grounds") free from disruptions, and preventing unauthorized persons from entering school grounds. Employees of CPA will treat parents and members of the public with respect and expect the same in return. Violations of this policy may result in a consultation with a CPA administrator, appropriate legal action, and/or referral to law enforcement.

Legal References:

EDUCATION CODE

32210 Willful Disturbance of Public School or Meeting, Misdemeanor

32211 Request to Leave for Disruption or Interference

44810 Willful Interference with Classroom Conduct

44811 Disruption or Disorder

PENAL CODE

243.5 Assault and Battery on School Grounds

243.6 Battery Against School Employee in Retaliation for Performance of Duties; Injury; Punishment

626.4 Withdrawal of Consent for Person to Remain on Campus

626.6 Power to Direct Person to Leave Campus, Punishment for Refusal to Comply

626.7 Failure to Obey Direction to leave Campus or Re-Entry After Direction to Leave

626.8 Disruptive Entry or Entry Upon School Grounds by Person Not on Lawful Business

627.7 First Offenses in Refusal to Leave School Grounds