

## REGULAR MEETING AGENDA

August 7, 2023 at 6:30PM

82 Second Street, Yuba City, CA 95991

A full Board packet is available for review at AeroSTEM Academy school office from 8am to 4pm, Monday through Friday (excluding legal holidays), and AeroSTEM Academics' website at [aerostem.org](http://aerostem.org).

### MISSION STATEMENT

*AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow.*

*By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy.*

*AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.*

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL OF MEMBERS

Present

Absent

Tony Barber, Board President

☐ ▾

☐ ▾

Marvin King, Treasurer

☐ ▾

☐ ▾

John Floe, Community Board Member

☐ ▾

☐ ▾

June McJunkin, SCSOS Representative

☐ ▾

☐ ▾

Rikki Shaffer, NCAI Representative

☐ ▾

☐ ▾

Jennifer Chaplin, Parent Representative

☐ ▾

☐ ▾

#### 4. APPROVAL OF BOARD AGENDA

*Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.*

##### 4.1. ITEM

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

#### 5. COMMENT FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA

*Members of the public are given an opportunity to address the Board regarding items not listed on the agenda. The California Government Code, Section 54954.3(a) states, ".....no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2."*

#### 6. CONSENT AGENDA

*All matters listed under the Consent Agenda are considered to be routine and all will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a member of the Board of Education, audience, or staff requests that specific items be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.*

##### 6.1. Approve Minutes for June 26, 2023 – Regular Meeting

6.2. Potential Disposal or Sale of Unused/Outdated Equipment/Furniture/E-Waste

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

7. DISCUSSION ITEMS

7.1. Executive Director's Report

7.1.1. Facilities

7.1.2. Food Services

7.1.3. Enrollment

7.1.4. Staffing

7.1.5. Schedule

7.1.6. Systems

7.1.7. Donations

7.1.8. Back to School Night

7.2. Comprehensive School Safety Plan

7.3. Employee Handbook

8. ACTION ITEMS

8.1. 23/24 Family Handbook

8.2. Food Service Kiosk

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

9. BOARD COMMENTS

10. FUTURE BOARD ITEMS

10.1.

11. ADJOURNMENT

11.1. Motion to adjourn

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Ayes:** \_\_\_\_\_ **Noes:** \_\_\_\_\_ **Abstain:** \_\_\_\_\_

*In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board Meeting room, to access written documents being discussed at the Board Meeting, or to otherwise participate at Board Meetings, please contact the school office at 530-742-2531 for assistance.*

*Notification at least 48 hours prior to the meeting will enable the school office to make reasonable arrangements to ensure accessibility to the Board Meeting and to provide any required accommodations, auxiliary aids or services.*

*All Open Session Agenda related documents, including materials distributed less than 72 hours prior to the scheduled meeting, are available to the public for viewing at the school office located at 82 Second Street, Yuba City, CA 95991*



BOARD OF DIRECTORS MEETING  
August 7, 2023 at 6:30p.m.  
82 Second Street, Yuba City, CA

**Minutes from June 26, 2023 at 6:30pm – Regular Meeting**

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Mission Statement

The AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow. By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technologic- intensive economy. The AeroSTEM Academy creates a culture of character and collaboration within the school, and in close partnership with college and professional communities. The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

*Dream. Discover. Design.*

Vision

Graduates from AeroSTEM Academy will have mastered a growth mindset, determined a college and/or career field, acquired an accompanying real-world STEM skill set, and will be prepared to successfully enter the next phase of their education.

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A. CALL TO ORDER

Time:6:31 PM

ROLL CALL OF GOVERNING BOARD:

	Present	Absent
1. Tony Barber, Board President, Parent Board Member	✓	<input type="checkbox"/>
2. Marvin King, Board Treasurer, Community Board Member	✓	<input type="checkbox"/>
3. Rikki Shaffer, Board Secretary, NCAI Representative	✓	<input type="checkbox"/>
4. John Floe, Community Board Member	✓	<input type="checkbox"/>
5. June McJunkin, Sutter County Board of Education Representative	<input type="checkbox"/>	✓
6. Jennifer Chaplin, Parent Board Member	✓	<input type="checkbox"/>

B. APPROVAL OF BOARD AGENDA:

Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of agenda.

Motion to approve the board agenda.

Motion: Floe      Second: King      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

C. COMMENTS FROM MEMBERS OF THE PUBLIC CONCERNING ITEMS NOT ON THE AGENDA:

Discussion: None

D. BOARD MEMBER REPORTS: Barber: New class portables delivery still in progress; kitchen equipment has been removed from the room at the fairgrounds.

E. DIRECTOR'S REPORT: None

F. CONSENT AGENDA:

1. Approve Minutes for June 19, 2023 – Regular Meeting
2. Approve Restructured MOU for Loan Payback to CORE Charter

Motion to approve all items on the consent agenda.

Motion: Floe                      Second: Shaffer                      Ayes: 5 Noes:0 Absent:1 Abstain:0

G. THE BOARD OF DIRECTORS WILL DISCUSS AND/OR TAKE ACTION ON THE FOLLOWING ITEMS:

1. 2023 Local Indicator Review (action):

Discussion: The Board discussed and reflected on the schools performance meeting the local indicators.

Motion to approve “met” status for reporting to AeroSTEM Academy’s dashboard for Fall 2023.

Motion: Shaffer                      Second: Floe                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

2. 2023-2024 Local Control Accountability Plan and 2023-2024 Parent Overview Adoption (action):

Motion to approve the AeroSTEM Academy’s 2023-2024 Local Control Accountability Plan (LCAP and 2023-2024 Parent Budget Overview as presented.

Motion: Floe                      Second: Barber                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

3. 2023-2024 Budget Adoption (action):

Motion to adopt the 2023-2024 Budget as presented.

Motion: Shaffer                      Second: Floe                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

4. Approve Additional Signers and a Viewer for AeroSTEM Academy’s River Valley Bank Account (action):

Motion to approve Pang Vue and Joe Clark as signers and Diana Borja as a viewer on AeroSTEM Academy’s River Valley Community Bank Account.

Motion: Shaffer                      Second: Floe                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

5. Establishment of Contract Review Committee (action):

Motion to establish an ad-hoc Contract Review Committee (committee members: Barber, King & Joe Clark)

Motion: Floe                      Second: Shaffer                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

6. 2023-2024 Board Calendar Adoption (action):

Motion to approve the 2023-2024 Board Calendar as follow:

August 7, 2023, September 11, 2023, October 9, 2023, December 11, 2023, January 29, 2024, March 11, 2024, May 13, 2024, June 10, 2024, and June 24, 2024.

Motion: Floe                      Second: Shaffer                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

7. Election of Officers: President, Secretary, and Treasurer (action):

Motion to election/re-election Tony Barber as the President, Rikki Shaffer as Secretary and Marvin King as Treasurer office to serve the AeroSTEM Academy Board of Directors for the 2023-2024 school year.

Motion: Floe                      Second: Shaffer                      Ayes: 5 Noes: 0 Absent: 1 Abstain:0

H. ITEMS FOR NEXT MEETING AGENDA:

1. Family Handbook
2. Employee Handbook

I. NEXT MEETING DATE, TIME AND LOCATION: August 7, 2023; 6:30 PM; 82 Second Street, Yuba City, CA

J. ADJOURNMENT:

Motion to adjourn at 6:35 PM

Motion: Floe

Second: King

Ayes: 5 Noes: 0 Absent: 1 Abstain:0

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TO: Board of Directors

AGENDA ITEM: 7.1

DATE: 8/7/2023

ITEM: Executive Director's Report

SUBMITTED FOR: Information

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**Background and Summary Information:** The executive director will update the board on the following items pertaining to the changes from the 22/23 school year and start of the 23/24 school year.

- Facilities
- Food Services
- Enrollment
- Staffing
- Schedule
- Systems
- Donations
- Back to School Night

**Financial/Educational Impact:** Decisions in all areas (except Back to School Night) were made with consideration for the approved budget to create the best program within the budget.

**Staff Recommendation:** No recommendation needed

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TO: Board of Directors

AGENDA ITEM: 7.2

DATE: 8/7/2023

ITEM: Comprehensive School Safety Plan

SUBMITTED FOR: Discussion

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**Background and Summary Information:** It was requested to have a discussion about the Comprehensive School Safety Plan at a previous meeting. Upon cursory review it was found by staff that the safety plan needs a full review to meet current safety best practices.

**Financial/Educational Impact:** No financial impacts. May impact the educational program in a positive manner.

**Staff Recommendation:** Staff recommends completing a review of current safety practices and completing a full update of the safety plan for discussion/action at a future meeting.

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TO: Board of Directors

AGENDA ITEM: 7.3

DATE: 8/7/2023

ITEM: Employee Handbook

SUBMITTED FOR: Discussion

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**Background and Summary Information:** It was requested to have a discussion about the employee handbook at a previous meeting. CORE has received a legal-reviewed updated handbook and is willing to share with AeroSTEM. Staff is recommending updating the handbook based on this version

**Financial/Educational Impact:** No impacts

**Staff Recommendation:** Staff recommends updating the employee handbook based off of the CORE provided handbook for the September meeting.



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TO: Board of Directors

AGENDA ITEM: 8.1

DATE: 8/7/2023

ITEM: 23/24 Family Handbook

SUBMITTED FOR: Action

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**Background and Summary Information:** The Family Handbook has been updated for the 23/24 school year. The format was updated to match branding for the school as well as an active table of contents. Minor updates to language to match current educational practices and to areas in which educational code may have changed from past versions.

**Financial/Educational Impact:** No financial impacts.

**Staff Recommendation:** The Board is asked to approve the 2023/2024 Family Handbook.



# Family Handbook

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82 Second Street, Yuba City, CA 95991

(530) 742-2531

[info@aerostem.org](mailto:info@aerostem.org)

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## Mission

AeroSTEM Academy prepares students of today for the growing college and career opportunities of tomorrow.

By exploring Science, Technology, Engineering, and Mathematics (STEM) through the lens of aerospace, students gain the knowledge and skills necessary to contribute to a dynamic, technology-intensive economy.

AeroSTEM Academy creates a culture of character and collaboration in close partnership with college and professional communities.

The educational program encourages imagination, incorporates experiential learning, and provides opportunities to engineer solutions.

## Vision

Graduates from AeroSTEM Academy will have a growth mindset, have determined a college and/or career field, acquired an accompanying real-world STEM skill set, and will be prepared to successfully enter the next phase of their post-secondary education and/or career pathway.

## Desired Character Traits

AeroSTEM Academy expects students and staff to be ACES by demonstrating the following character traits while a part of our community.

- **Adaptable** (able to adjust to new conditions)
- **Collaborative** (work with others towards a common goal)
- **Empathetic** (aware of others)
- **Steadfast** (firm in purpose and determination)

## **HANDBOOK DISCLAIMER**

To assist families in understanding their rights, AeroSTEM Academy has included summaries of some current laws in this handbook. Of course, as those rights change due to revisions in applicable law, AeroSTEM Academy will comply with the revisions in applicable law. This handbook will be deemed to be revised to be consistent with applicable legal revisions whenever such legal revisions become effective even though the handbook language has not been changed. This handbook does not create rights beyond those required by applicable law.

This handbook refers to many AeroSTEM Academy policies. Some of the policies are included in this handbook. To view the policies in their entirety please contact the main office.

## **Nondiscrimination Statement:**

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

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

AeroSTEM Academy is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). AeroSTEM Academy also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. AeroSTEM Academy does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which AeroSTEM Academy does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. AeroSTEM Academy will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the AeroSTEM Academy Uniform Complaint Procedures (“UCP”) Compliance Officer.

## **Student Enrollment**

### **Admission**

AeroSTEM Academy is a 5th through 12th grade public charter school. As such, we admit any student who applies provided the student meets California State residency requirements.

AeroSTEM Academy is nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics).

AeroSTEM Academy shall admit all pupils who wish to attend the Charter School to the extent that space allows. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School.

AeroSTEM Academy will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission shall be limited to students who reside in Sutter County or adjacent counties as required by Education Code Section 51747.3.

### **Enrollment Process**

Basic student contact information will be collected through the school's website from families who are interested in enrolling in AeroSTEM Academy. Following a publicly advertised enrollment period, interested students will be counted to determine if a public lottery is needed. If the number of applications for admission exceeds the number of available openings in an area or program, admission is determined by a random public drawing (or "lottery"). Please ask to see our Charter document for information regarding enrollment preferences and process.

Enrollment is completed by:

- Submitting student registration information online or by paper
- Submitting requested documents according to law requirements
- Signing a Master Agreement (Independent study students only)
- Signing an Acknowledgement of Responsibilities (Independent study students only)

## Learning Through AeroSTEM Academy

The role of an AeroSTEM Academy teacher is to support instruction, guidance, accountability, documentation and oversight through the curriculum.

AeroSTEM Academy Teachers will:

- Explain the following:
  - ◆ Curriculum
  - ◆ Support options
  - ◆ Class schedule and structures
  - ◆ At-home learning
  - ◆ High School graduation requirements
  - ◆ Portfolio management
  - ◆ Parent training
  - ◆ Online learning platforms
  - ◆ Field trips and events
  - ◆ Acknowledgement of Responsibilities and accountability system
  - ◆ Assist the family in completing all the enrollment forms
- Refer the family to the Student and Parent Handbook found on AeroSTEM Academy's website (or provide a paper copy)
- Coordinate and assess the student's current academic levels
- Provide assistance in how to monitor daily learning
- Respond to questions during business hours
- Act as a liaison between other certificated staff (i.e. HS Counselor, Director of Special Education, etc.)
- Conduct parent meetings, when needed) to maintain current communication
- Provide direct instruction through core and STEM classes conducted at the school
- Post assignments, assignment evaluations and assignment resources through online learning platform
- Provide learning feedback as appropriate through online learning platform
- Attend IEP meetings of students under direct supervision
- Verify student attendance records



## **Honor Code**

The honor code dates back as far as 1779 and was first established at The College of William and Mary at the directive of Thomas Jefferson. An honor code is a set of rules and ideals that express the school's principles and standards. Focused mainly, but not solely, on academic honesty, an honor code allows for a standard that students can hold to when attending AeroSTEM Academy. The Honor Code will articulate the interest to the school community in maintaining our high standards. The goal of AeroSTEM Academy is to help every student reach his or her highest potential.

One of the goals of AeroSTEM Academy is to support students in developing wisdom and leadership. Our Honor Code is tied to that goal. It is our intention that students, at home, at school, and on field trips will demonstrate character and respect for themselves, others and the environment by:

- Choosing their speech carefully and thoughtfully, eliminating profane and vulgar language.
- Choosing to conduct themselves with honesty and integrity by not engaging in theft, cheating, plagiarism, or untruthful statements.
- Choosing to exhibit a positive attitude about themselves and the world around them.
- Choosing to respect others' boundaries, both physical and psychological, so that the environment is safe and free from violence and harassment.
- Choosing to respect others' possessions.
- Choosing to be kind and considerate at all times, using acceptable problem solving skills to work out differences.
- Choosing a healthy lifestyle that would preclude the use, possession or distribution of drugs, alcohol or tobacco.
- Choosing to care for the buildings and locations made available to our school, eliminating vandalism or careless neglect.
- Choosing to respect the natural environment and the issues surrounding the stewardship of our planet.

## **Honor Code Pledge**

As an AeroSTEM Academy student, I pledge to be a person of integrity. I will not give or receive unapproved assistance in any academic exercise. I will commit myself to honesty, respect, responsibility, and trust.

## **Explanation of the Honor Code**

Responsibility, respect for self and others, regard for the welfare of the community, pride in accomplishments, and the rights of everyone, involve each of us being persons of integrity whose actions demonstrate the honor code commitment.

Any actions, whether intentional or unintentional, which disregard honesty and diminish the integrity of both the individual and the community go against the established honor code. Moreover, such actions do not give the teacher the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience, which is crucial to educating the whole person. While a member of the AeroSTEM Academy community, each student is expected to conduct himself/herself with integrity and to uphold the Honor Code.

Though not exhaustive, the following represent examples of actions that may violate the Honor Code:

- Cheating: Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after the test
- Plagiarism: Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit
- Falsifying data/ citations: Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source including the Internet
- Fabricating academic documentation (e.g., letters of reference, transcript, etc.)
- Abuse of Media Center privileges: Defacing books or any item belonging to the school thus depriving others of their use
- Purposeful destruction, theft, or misuse of electronic media (computer hardware or software)
- Lying to an administrator or teacher during investigations of academic dishonesty

### **Procedures / Sanctions for Honor Code Violations**

With regard to issues concerning the Honor Code, the teacher will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be recorded. All materials pertinent to the situation will be given to the Administration. Administration will meet with the student to make a determination regarding the upholding of the Honor Code Pledge.

Students are expected to abide by the Honor Code, Suspension and Expulsion Policy, and all other Policies outlined in the Student/Parent Handbook. Parents will be notified of any difficulties. Repetitive or severe infractions may result in suspension of school privileges. Please find policies on our website or request a copy at the main office.

## **Parent Responsibilities**

Parents play a key role in the success of their students. By enrolling at AeroSTEM Academy, parents are showing a desire to take a greater part in their student's educational program than is common in many traditional school programs. AeroSTEM Academy parents can expect to undertake the following responsibilities:

- Supply cost of replacement or repair for willfully damaged, lost or destroyed books, computers, software and other school property loaned to my child
- Acknowledge that learning resources including: print, non-print, technology, etc., is property of the school and all materials must be returned to the school upon proper notice
- Contact the Teacher prior to the due date to make alternative arrangements if special or extenuating circumstances prohibit student from turning in the assigned work by the due date
- Ensure daily attendance of their children
- Ensure that homework is completed and turned in on time
- Encourage their children to participate in extracurricular and curricular activities
- Monitor and regulate device use and viewing by their children
- Volunteer at their children's school or other school activities to the extent feasible
- Participate in decisions related to the education of their own children or the total school program as appropriate

## **School Campus Use**

The school campus provides opportunities for students to reinforce academic skills, borrow materials, access computers, receive individualized tutoring, attend class instruction, participate in special events, and attend assessment sessions.

The school campus is a closed campus. All students must remain on campus until the end of their learning day. A parent/guardian may sign a student out of school at any time.

## **Technology and Internet Use**

AeroSTEM Academy relies on technology as a primary function of education. Each student is issued a computer for educational use and access to the Internet as a means of enriching educational goals, and reaching technological proficiency as outlined by The National Education Technology Standards (NETS).

In order for this school to continue making these resources available, students must take responsibility for appropriate and lawful use of these resources. Student misconduct will result in consequences such as temporary or permanent ban from such resources or possible removal from the school. The signatures on the contract are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Policies, guidelines and rules described below refer but are not limited to, all technological devices and peripherals including computers, digital cameras, video equipment, software, sound equipment, the internet, MP3 players, calculators, printers etc. that are owned by, leased to, and/or on loan to AeroSTEM Academy.

Policies, guidelines and rules also include use of student's personal technology devices used on site.

## **Terms and Conditions (for Technology and Internet Use)**

### **Acceptable uses of Technology**

The use of school computers or other technological equipment must be in support of education and is consistent with the educational objectives of this district. Use of another organization's network or computing resources must comply with the rules appropriate for that network including:

- Class work or assignments as directed by and supervised by a teacher
- Complete homework assignments as instructed by a teacher but independently conducted
- Research for education purposes
- Use of approved educational software
- Training or development of computer use skills supervised by a teacher or computer technician.
- Personal discovery of an acceptable nature ("surfing the Internet")
- Appropriate behavior and common courtesy are expected at all times.
- Print or copy assignments or documents with specific permission only.

### **Prohibited uses of Technology**

- Transmission of material in violation of any US or state regulation. This includes, but is not limited to: copyrighted material; illegal, threatening, harassing, violent or obscene material, and matters protected by trade secrets.

- Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind
- Use for commercial activities
- Use for product advertisement or political lobbying
- Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of computer privileges.
- Change of Internet Browser settings or any computer preferences or settings
- Attempt to steal or learn others' passwords including the administrator's passwords or internet passwords
- Use of any "hacking software" or possession and distribution of any software tool
- Transmitting spyware, viruses, or other malware to computers
- Transmitting inappropriate messages or comments through use of common messaging or social networking sites
- Violating any other building, classroom or student conduct rules through the use of technology.
- Food and drink are not allowed in any computer area.
- Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
- Pirated software (warez) and MP3s are not to be downloaded or stored on any computer or in any user's account.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission.
- Do not move or disconnect any affixed computer or peripheral device or piece/part of any equipment. Contact the Technology Director or teacher concerning problems with any of the equipment.
- Do not read, delete, copy, modify or attempt to access other's emails.
- Do not give out personal identification information about yourself or others, including personal address, social security number, and phone number.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, notify your teacher or the School Director. You are not permitted to use another individual's account, and you should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the Technology Support staff member immediately to have your password changed. You are responsible

for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

## **Vandalism**

Vandalism will result in the cancellation of your computer privileges, which could also result in release from the school program. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

## **Restitution and Consequences of Contract Violation**

Students may be suspended or subject to other disciplinary actions for violation of this contract as provided in the current school Student/Parent Handbook under the provisions of Education Code 48900 (k): disruption of school activities and willful defiance of the valid authority of the school.

Students will be required to provide restitution for damages to school equipment while the student is logged into any computer. In the case of no physical damage, but the requirement of staff or student aide time to reconfigure a system, students will be charged at the rate of \$50/hour for a minimum of one hour.

## **Privileges and Consequences**

The use of school computers and the use of the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The School Director may revoke privileges at any time and for an extended period of time as deemed appropriate. A student who has his/her computer privileges revoked may also be subject to release from the school program entirely.

## **Indemnification**

AeroSTEM Academy makes no guarantees of any kind, whether expressed or implied, for the service they are providing. AeroSTEM Academy will not be responsible for any damages suffered. This includes loss of electronic data resulting from faulty software or equipment, delays, non-deliveries, miss-deliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the school computers and/or the Internet is at your own risk.

## **Duration of Agreement**

The duration of the computer use agreement begins at time of signing and ends when the computer has been returned and cleared of damages. This agreement is binding. Please find policies on our website or request a copy at the main office.

## **State Assessment**

In order to continue to offer innovative educational programs, charter schools must abide by the laws that govern them. According to California charter school law, we must demonstrate that our students are learning at a level equivalent to or greater than that of children in traditional schools. If we cannot, we risk losing our charter and the students risk losing this option.

We recognize that standardized tests do not always accurately reflect a student's knowledge and skills. However, we know that academic progress is one of the many benefits of programs like ours. And while we have the opportunity to see, first hand, how much our children are learning, testing creates an avenue with which we can demonstrate to the California Department of Education, and to the Western Association of Schools and Colleges and the California Charter School Association, our accrediting institutions, what we already know to be true.

With this in mind, we urge you to prepare your student to participate in the standardized state testing assessment program mandated by the State. The individual results will not be used by the state to track or label the students in any way.

## **California Assessment of Student Performance and Progress (“CAASPP”)**

The School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

## **Teacher Qualification Information**

All parents may request information regarding the professional qualifications of AeroSTEM Academy teachers.

## **Educational Materials**

Students are issued the materials they need to begin study at the beginning of the school year. Parents may review the catalog(s) and curriculum for each course of study at any time.

All materials provided to the student are the property of the school. Families must return the materials when the student is finished using them. If these materials are not accounted for at the end of the school year, the teacher must submit a missing materials form that will be used to charge the families for the missing resources where appropriate.

## **Grading Practices**

AeroSTEM Academy values both academic and learning behaviors. We want to provide students, parents, and staff with honest and clear communication about how a student is progressing academically, as well as how their learning behaviors impact their progress.

The goal of standards-focused grading is to improve student learning by reporting grades that are accurate, meaningful, consistent, support learning, and that provide students more details on what they are expected to learn and the progress they have made in their learning.

By changing our mindset around how we respond to assessments and by shifting our grading practices to reflect what students know and are able to do, student achievement will improve.

Teachers will base a student's grade solely on the quality of the student's academic work and his/her mastery of course content based on the standards.

Students will have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to: tests, projects, portfolios, and/or class discussion as appropriate.

Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade, but may be reported separately.

## **Differences from Traditional Grading Practices**

- Grades are reported as A, B, C, D, F not percentage on report card
  - ◆ Assignments will continue to have a percentage grade reflecting the level of mastery
- Shift from how many points do I have to what knowledge did I demonstrate
- Separate academic and learning behavior grade scales
- No extra credit
- Formative and summative assignments
  - ◆ Only summative assignments count for final grades
- No mark down on late assignments
- Assignment questions will have standards attached to them
- Relies heavily on rubrics



## **Formative Assessments (for learning)**

Formative data collection occurs during learning and is used as feedback for students and teachers. These assessments are used to promote student growth and reflect progress towards the learning goal. It is used by teachers to adjust instruction to improve student achievement.

- To learn more
- During learning
- Practice
- Tells students about their learning, and teachers about their teaching
- Tells students and teachers direction of where they need to go
- Part of the improvement process
- Indicator (to teacher and student) of how student will perform on future summative assessments

## **Summative Assessments (of learning)**

Summative scores are used to determine whether students have learned what they were expected to learn. Students can demonstrate their understanding by applying their knowledge through a varied process or product.

- Standards-aligned assessments (Learning targets on formative assessments match those that will be assessed on summative assessment)
- After formative learning has occurred
- Sufficient Practice (practice aligned to the learning target)
- Feedback (timely, specific, aligned to the learning target)
- Opportunity to improve learning based on feedback from the teacher

## Grading Scales

Academic Scale			
Grade	Scale %	Rubric	Outcome
A	90 - 100	9 - 10	Student demonstrates a deep understanding of knowledge/skills and applies them to new situations
B	80 - 89	8	Student consistently understands and applies knowledge/skills.
C	70 - 79	7	Student inconsistently understands and applies knowledge/skills.
D	60 - 69	6	Student has shown minimal signs of understanding and ability to apply knowledge/skills
F	0 - 59	0 - 5	Student has not submitted the requisite amount of evidence to justify a passing level. Either whole pieces of evidence are missing or the submitted evidence is incomplete

Learning Behaviors Scale				
Grade	Description	Rubric	Behavior	Outcome
A/B Consistently		8 - 10	Engagement	Student consistently engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
			Work Completion	Student consistently completes quality work in a timely manner.
C Sometimes		7	Engagement	Student sometimes engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
			Work Completion	Student sometimes completes quality work in a timely manner.
D/F Rarely		0 - 6	Engagement	Student rarely engages in learning across multiple settings (one-on-one, in groups, teacher-led, class discussions, etc.).
			Work Completion	Student rarely completes quality work in a timely manner.

## **Dual Enrollment**

Students may, when deemed appropriate, take Community College courses while concurrently enrolled in AeroSTEM Academy. In order to do this, a teacher and high school counselor must verify that a student has the ability to be successful in this environment and adhere to the following process:

- Contact the community college to verify its concurrent enrollment process
- Complete the college concurrent enrollment form
- Register for classes
- Inform the teacher of the required text

Charter law states that a student may not be concurrently enrolled full time in two schools. Therefore students enrolled in AeroSTEM Academy may not take more than the number of allowed units per semester at a Community College and must concurrently carry no less than 20 units with AeroSTEM Academy.

## **General Information**

### **Attendance**

Absences and tardies affect the learning of all students on campus. Please ensure students are at school and on time every day. Consistent attendance is a key factor in your child's success at school. Please try to schedule appointments before/after school and vacations during school breaks.

Students must attend school daily and remain in school the entire instructional day. Absences are only excused for health reasons, attendance at a family member's funeral (one day in California and three days out of state or country), court appearances, or religious holidays.

Students must arrive at school on time. Please check your child's arrival time and help them to be at school on time. Students must check in at the office before class if they arrive after the official start time.

If your child is absent, you must notify office personnel of the absence and the reason for the absence. If a student is absent 14 days or more for illness in a school year, further absences must be verified by a physician. Excessive unexcused absences will be reported to the Student Attendance Review Board.

### **Drop Off/Pick Up**

Students must be dropped off, at the school, no earlier than 15 minutes before their program/activity begins and picked up no later than 15 minutes after their program/activity ends.

If a student is going to be picked up by anyone other than his/her parent, the parent must add the name(s) to the emergency card.

## **Breakfast and Lunches**

Breakfast and lunch will be available for purchase and provided to students who qualify for free or reduced lunch. Students may also bring their own sack lunches.

## **Volunteering**

AeroASTEM Academy values our family volunteers. The needs of each classroom teacher differ when it comes to classroom volunteers. Please follow these guidelines when planning to support your classroom or speciality teacher:

- Connect with your classroom teacher at least 24 hours prior to coming in to volunteer in the classroom. This will give the teacher a chance to be prepared and make your volunteer time as efficient as possible.
- Check in at the front office to receive a volunteer badge.
- If volunteering in a classroom, support all students in the classroom, or your group, as instructed by the classroom teacher.
- If volunteering to prepare materials, please respect the teacher workroom shared space.

## **Social Media Use**

AeroASTEM Academy recognizes the rights of students, faculty, staff, and employees who want to participate in online social networking. These guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. AeroSTEM Academy students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to school policies. When accessing, creating, or contributing to blogs, wikis, podcasts, or other social media forms for classroom or independent study use, adherence to these guidelines is expected. Failure to meet or follow these guidelines may result in disciplinary action.

Compliance with the following rules and guidelines when participating in social media activities is required. Violation of these guidelines may result in disciplinary action.

- In the online environment, students must follow AeroSTEM Academy's Student Honor Code and conduct themselves online as on campus.
- Students will maintain confidentiality regarding both school related and personal information.
- Students will ensure honest and accurate posts to the Internet.
- Students will be respectful and avoid comments that may be hurtful when responding to others.

- Students will not engage in any discriminatory, harassing, or retaliatory behavior in violation of school policy.
- Unless authorized, students will not represent themselves as spokespersons for AeroSTEM Academy. The school reserves the right to request school-related posted content without permission to be removed from the Internet.
- Students will use discretion and be conscious of long-lasting impressions on many varied audiences.
- Students will respect copyright, fair use, and financial disclosure rules and regulations.
- Students should keep their passwords secure and never share them with others.

## **Personal Technology**

We recognize that cell phones and electronics have become common tools for communication. However, they can also significantly distract the learning environment and are vulnerable to theft.

Students are allowed to carry cell phones and electronics to school. As AeroSTEM Academy provides devices for learning, cell phones must be silenced and stored in the student's backpacks before entering classrooms. Smart watches must be silenced and not utilized as a communication tool (send or receive messages) during school hours. The school accepts no responsibility for lost, stolen, or damaged cell phones or electronics.

Any violation of the cell phone/electronic device policy may result in the phone/watch being held until the end of the day, and staff will communicate with parents/guardians.

## **Visitors**

All visitors must check in at the front office. Visitors will be asked to present a valid state-issued ID. All visitors who enter the school intending to travel beyond the main office, or stay for a meeting in the office, etc., will be issued a badge. The visitor badges must be returned to the office after the visit.

## **Medication at School**

Students may not have medications (including over-the-counter medications such as Tylenol and cough drops) in their possession on school grounds or during any school-sponsored event unless indicated by the student's physician on a medication form.

Policy requires that medications must be stored in the school office and that both parent/guardian and physician sign a form specifying dosage and administration time.

Some medications (e.g., inhalers for asthma) may be carried by the student if indicated by the student's physician on a medication form and cleared by the school personnel .

## **Dress Code**

Parents or guardians of students are primarily responsible for establishing and implementing appropriate dress and grooming standards. AeroSTEM Academy is responsible for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. The dress code aims to optimize a productive learning environment, protect all students' health, safety, and welfare, allow for self-expression, and ensure all students are treated equitably.

Clothing worn on campus must promote a safe atmosphere conducive to learning. Certain body parts and undergarments must be covered for all students at all times.

### **Students Must Wear:**

- A shirt (with opaque fabric in the front, back, and on the sides under the arms) that covers the majority of the torso
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts)
- Shoes

### **Students May Wear:**

(as long as these items do not violate the General Dress Code policy above)

- Hats (including beanies) must allow the face to be visible to staff at all times and can be worn inside at the discretion of staff
- Religious headwear
- Ripped jeans, as long as undergarments are not exposed
- Tank tops and shorts
- Slides or sandals, as long as appropriate footwear for PE is worn

### **Students Cannot Wear:**

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments
- The head may not be covered indoors by a hood/hoodie
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for health purposes)
- Blankets in replacement of jackets or sweatshirts

If a student's attire, clothing, jewelry, accessories, or appearance violates the dress code outlined above, or becomes a distraction to the learning environment, they may be asked to change and/or a parent/guardian may be contacted. Repeated offenses may result in disciplinary action.

## **Behavior Management**

AeroSTEM Academy follows the Positive Behavior Intervention and Supports (PBIS) framework. Students need to have clear expectations for their behavior and be acknowledged for their positive behavior. Expectations for the rules are defined on all areas of the campus and are in effect while on campus, during all school-sponsored activities, and during transportation.

When students violate the expectations, behavior is managed by all school staff, including paraeducators, clerical, teachers, and administrators. Staff may provide appropriate consequences. More serious behavior errors will be referred to the office, and the student will conference with an administrator. If a more serious behavior occurs and your child is sent to the office, you will be notified by a school administrator promptly with either a phone call or email.

## **Discrimination & Sexual Harassment**

AeroSTEM Academy has strict policies against harassment, discrimination, and sexual harassment. Teachers will discuss these policies and reporting procedures with their students in an age-appropriate way. All harassment reports will be evaluated for Title IX violations if appropriate. If sexual harassment is found following an investigation, the Title IX Coordinator or designee, in consultation with the Coordinator, shall promptly stop the sexual harassment, prevent a recurrence, implement remedies, and address any continuing effects.

## **Bullying Prevention**

AeroSTEM Academy promotes a safe environment for all students and staff. Bullying is recognized as targeted behaviors that are ongoing and pervasive after being reported. Issues of reported bullying will be dealt with immediately to support student and staff safety.

AeroSTEM Academy recognizes the harmful effects of bullying on student well-being, learning, and attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel or retaliate against them for filing a complaint or participating in the complaint resolution process.

## **Conflict Resolution**

AeroSTEM Academy believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, AeroSTEM Academy will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, accepting differing values and cultures within the school community and ensuring a safe and healthy learning environment.

AeroSTEM Academy will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict.

Conflict Resolution includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students are encouraged to help fellow students resolve problems peaceably.
- Students can rely on staff trained in conflict resolution to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact a staff member.
- Students and/or employees engaging in harassment or bullying are subject to disciplinary action.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the School Director/ designee within five (5) school days. An appeal may be filed directly with the Executive Director within that timeline.

Note that when harassment or bullying is based upon one of the legally protected characteristics, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

## **Uniform Complaint Procedures**

AeroSTEM Academy has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful



discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

AeroSTEM Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any AeroSTEM Academy program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Foster and Homeless Youth Services
- Career Technical and Technical Education and Training Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Executive Director, AeroSTEM Academy  
82 Second Street, Yuba City, CA 95991

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or his or her designee in writing.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the AeroSTEM Academy's procedures.

The complainant has a right to appeal AeroSTEM Academy's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of AeroSTEM Academy's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of AeroSTEM Academy's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Please find policies on our website or request a copy at the main office.

## **Child Find**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the El Dorado County Office of Education Charter SELPA.

These services are available for special education students enrolled at the School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

## **Section 504**

The School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability, which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the School Director. A copy of the School’s Section 504 policies and procedures is available upon request.

## **Homeless Students**

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

School Liaison: The Executive Director or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Executive Director, AeroSTEM Academy  
82 Second Street, Yuba City, CA 95991

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

- Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
- Homeless students enroll in, and have a full and equal opportunity to succeed at AeroSTEM Academy.
- Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Academy, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
- Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
- Enrollment/admissions disputes are mediated in accordance with law, AeroSTEM Academy charter, and Board policy.
- Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
- School personnel providing services receive professional development and other support.
- The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
- Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

Please find policies on our website or request a copy at the main office.

## **Emergency Procedures**

In the event of an emergency (fire, earthquake, storm, etc.), AeroSTEM Academy staff will follow the safety guidelines outlined in the AeroSTEM Academy Safety Plan. This plan can be produced upon request in our front office. Typically, during a safety emergency, all staff will remain at the school until all children have safely exited the site, in a place of safety, or released to parents/guardians, unless directed otherwise. Teachers will keep their classes in their rooms unless directed otherwise by an administrator or designee. Teachers will remain with their classes and are responsible for accounting for each child in their class. Teachers will be responsible for signing out children to parents/guardians or other designated adults.

## **Suicide Prevention**

AeroSTEM Academy recognizes that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, AeroSTEM Academy has developed strategies for suicide prevention, intervention, postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior.

## **Relationship with the Sutter County Superintendent of Schools**

AeroSTEM Academy is a California public charter school operating under the sponsorship of the Sutter County Superintendent of Schools. AeroSTEM Academy is a non-profit public benefit corporation and adheres to the laws governing nonprofit corporations in the state of California.

## **Pupil Records**

The Family Educational Rights and Privacy Act (“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:

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School Director or designee 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.
2. 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 Director or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.

3. The right to provide written consent before the School 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 the School 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 or 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, the School 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 a student's 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:

1. 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)).
2. 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)).
3. To authorize 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).
4. 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)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).

8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the School Director at:

Executive Director, AeroSTEM Academy  
82 Second Street, Yuba City, CA 95991



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TO: Board of Directors

AGENDA ITEM: 8.2

DATE: 8/7/2023

ITEM: Food Service Kiosk

SUBMITTED FOR: Action

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**Background and Summary Information:** In reviewing the nutritional program for the 22/23 school year it was found both the meal program and facilities were lacking the desired quality. The school has a \$108,000 KIT grant to utilize to improve the facilities specifically around food service. The specific food service kiosk is similar to those used in local districts and recommended by our food service provider for the 23/24 school year.

**Financial/Educational Impact:** The financial impact is a net zero for the 23/24 budget as the cost is within the scope of the KIT Grant.

**Staff Recommendation:** The Board is asked to approve the purchase of the food service kiosk from ServeSmart K 12 Products.

**On Premise Products Inc. dba/ServeSmart K-12 Products**

8021 Wing Ave  
El Cajon, CA 92020  
619.562.1486  
sales@servesmart.net



## QUOTE

**ADDRESS**


Joe Clark  
AeroSTEM Academy  
82 Second Street  
Yuba, City Ca 95991

**SHIP TO**

Joe Clark  
AeroSTEM Academy  
82 Second Street  
Yuba, City Ca 95991

**QUOTE #** 13189**DATE** 07/25/2023

PRODUCT	DESCRIPTION	QTY	PRICE	AMOUNT
<b>2023MiniMAXQC-READY TO SERVE</b>	<p>Quick Cafe Mini MAX Enclosure w/ Awning-READY TO SERVE</p> <p>*AdMedia Option-Interchangeable Graphic Panels.</p> <p>*Exterior Dimensions: 150"W x 84"D x 95"H</p> <p>*Interior Dimensions: 136"W x 80"D x 83"H</p> <p>*Maximum security door with commercial motor-operated, remote control feature.</p> <p>*Exterior finish 2.5 mil. Polyurethane powder coat. Custom color to be selected by customer.</p> <p>*Chassis constructed of 14ga electro galvanized steel type, CS type A: 20G/20G</p> <p>*Security door constructed of electro galvanized steel type, CS type A: 20G/20G</p> <p>*Enclosures include (8) adjustable locking, mounting feet.</p> <p>*Exterior, interchangeable advertising option included. Includes clear lexan overlays on side modules and header module. Includes stainless steel fasteners.</p> <p>***STANDARD FOR 2023</p> <p>-Back Panel Enclosure Package</p> <p>-All Weather Awning</p> <p>-External Keypad Remote</p> <p>-Battery Back Up</p> <p>-Mechanical Release System</p> <p>-Custom Art Design Included</p> <p>-Custom Design Renderings Included</p> <p>-Custom Graphics Production-Installation</p>	1	38,900.00	38,900.00T



**SERVE SMART**  
K-12 PRODUCTS  
Satellite Food Service Equipment Specialists

DESIGN: Aero Stem Academy  
DATE: 07.27.23  
PROJECT: Mini Max

HAL 5001

Contact Us With Any Questions:  
Office: (619) 562-1486 sales@servesmart.net

PRODUCT	DESCRIPTION	QTY	PRICE	AMOUNT
<b>2023-High Volume Quick Cafe Grab-N-Go Serving Counter System-READY TO SERVE</b>	2023-Quick Cafe Portable, High Volume Quick Cafe Grab-N-Go Serving Counters-READY TO SERVE  FEATURES INCLUDE: *Portable Roll Away Or Into Your Quick Cafe *Light Weight Dual Counter System. Aluminum/Stainless Steel Construction. *Under Counter Pan Racks For Res Pans-14 Pan Capacity *Stainless Steel Counter Tops *Powder Coat Cabinet Finish *Counter Top Meal Component Pan Racks System With Quick Load Drop In Configuration *POS Counter Includes And Additional Under Counter Pan Racks **Standard And Elementary Height Available *Standard Beige Color-Custom Colors Available At Additional Charge *Custom Art Design Included *Custom Cabinet Graphics-Production And Application *Menu Tower With Dry Erase *Compliance Signs/Decals Provided	1	21,250.00	21,250.00T
<b>2023 Quick Cafe- Mobile Heat Holding Cabinet-Food Warmer.</b>	Quick Cafe Portable Heated Holding Food Warmer. Thermostatically controlled. Dimensions:71"(H) x 28"(W) x 32"(D) Insulated aluminum door. Electrical:2000 Watt, 120 Volts, 60 Hz., single phase, 16.7 Amps. 80 F to 200 F operating temperature range. NEMA 5-20P plug. ***Casters and custom door graphics included.	1	5,950.00	5,950.00T
<b>2023 Quick Cafe Mobile Double Door Beverage/Food Cooler</b>	Quick Cafe Portable Double Door Cooler-HD-READY TO SERVE  *Stay Open Feature For Speed Of Service *LED Lighting *Forced Air Refrigeration System For Fast Product Temperature *Pull Down *10 Adjustable Powder-Coated Metal Shelves *Heavy-Duty, NSF Approved, Interior Liner *NSF Approved Interior Analog Thermometer Allows Packaged *Adjustable Temperature Control * Custom Graphics-Design-Production-Application: Doors, Header And Sides	1	7,240.00	7,240.00T
<b>2023 Quick Cafe Upright Freezer</b>	Quick Cafe Upright Reach In Freezer. Heavy Duty Casters. *LED Lighting *4 Adjustable Powder-Coated Metal Shelves *Heavy-Duty, NSF Approved, Interior Liner *NSF Approved Interior Analog Thermometer Allows Packaged * Custom Graphics-Design-Production-Application: Doors, Header And Sides	1	8,210.00	8,210.00T
<b>2023-QC Set Up-Equipment Configuration</b>	On Site Set Up Of Quick cafe And Configuration Of Provided Food Service Equipment TRAINING PROVIDED AT NO CHARGE	1	3,965.00	3,965.00T
<b>2023-POS-IPADPro</b>	2023 12.9 IPAD Pro 512gb Memory-Included: Magic Keyboard, Folio And Travel Case	4	2,450.00	9,800.00T

PRODUCT	DESCRIPTION	QTY	PRICE	AMOUNT
<b>2023 POS Pedestal-IPAD Pro 12.9</b>	IPAD Pro 12.9 POS Pedestal For ServeSmart Grab-n-Go Counter System	1	486.00	486.00T
<b>DEPOSIT REQUIRED</b>	50% Non-Refundable Non Refundable Deposit Required Prior To Production-Custom Products-50% Net 10 Upon Installation	1	0.00	0.00

\*\*Due To Material Cost And Supply Chain Issues  
 Quotes Provided Will Be Subject To Change/Reissue  
 After 30 Days. Call Us If You Have Questions  
 (619) 562-1486 sales@servsmart.net

SUBTOTAL	95,801.00
TAX	6,945.57
SHIPPING	3,652.00
<b>TOTAL</b>	<b>\$106,398.57</b>



Accepted by/. Date

Print Name/ Title

Contact Us With Any Questions:  
 Office: (619) 562-1486 sales@servsmart.net