



## TK-12 Options

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# Scholar Handbook 2019-20

CCS of Los Angeles \* CCS of San Diego \* CCS of Yolo

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## Letter from the Superintendent & CEO

Dear Scholars and Learning Coaches:

We are happy you have chosen to make Compass Charter Schools (“CCS,” “Compass,” “School,” or the “Charter School”) your school of choice. I am proud to be the Superintendent & CEO of CCS, and I am looking forward to working with our staff to provide a quality non-classroom-based independent study program to every scholar we serve. Everyone here at CCS is committed to creating a nurturing environment as we work with you to meet the learning needs of your scholar(s).

### CCS Vocabulary

Like any school, Compass Charter Schools has its own unique culture. To help you understand part of the culture of CCS it is important you understand our use of the following key terms:

**Learning Coach** - Parents and guardians are known as the “Learning Coach” for their children, and they are an integral part of their children’s success at CCS. Since we are an independent study school, much of the learning is facilitated by the learning coach.

**Scholar** - At CCS, we choose to refer to each student as a “scholar.” Scholar is defined as a person who is highly educated or has an aptitude for study; a distinguished academic. We refer to students as scholars because we want to emphasize our commitment to helping every individual be academically successful.

**Educational Facilitator (“EF”)** - For our Options (Homeschool) program, we assign a credentialed Educational Facilitator to support and guide each scholar on their educational journey.

**Allocated Funds (“AF”) or Instructional Funds (“IF”)** - The funds allocated to each scholar to be used for educational materials and services that have been approved by the School.

**Family Order Agreement (“FOA”)** - Includes the terms and conditions in which orders may be requested. It is a requirement that this form be signed before any order may be placed.

**High School “Foundation Path” Acknowledgement** - For our scholars that are not choosing the A-G path, this acknowledges that the Learning Coach (parent) and scholar understand that the path does not meet minimum requirement for entry into University of California (“UC”) / California State University (“CSU”) schools. It is a requirement that this form be signed before enrolling any high school scholar in our Foundations Path.

**Learning Period (“LP”)** - The span of time between which an EF and scholar connect to review the learning for that time period. The span of time between which work assignments begin and when they are given to the EF for evaluation.

**Materials Vendor** - A business that sell books, curriculum, and other such items.

**Service Vendor** - Business that markets lessons, services, or classes to the scholars at our School.

**Order Request** - Request made by a parent that lists items or services that they would use the allocated funds for. The EF reviews and approves the list and then places the order into the online order system for the vendor department to order.

**Tradogram** - The online accounting-procurement system used by our EFs, vendor team, and accounting department to facilitate orders and to manage the instructional funds, orders, invoices, purchase orders, and inventory.

**Student Information System (“SIS”)** - The system that Compass uses to manage the data of each scholar such as attendance, grades, courses, enrollment information, etc. The system used by CCS is called StrongMind SIS.

**Western Association of Schools and Colleges (“WASC”)** - A committee of educators from within the region who evaluate and approve schools for accreditation based on the organization's criterion. One of their purposes is to ensure educational best practices. University of California schools has a policy that requires all schools to be accredited in order to establish and maintain an “A-G” course list.

**Charter** – a written document, much like a contract, that outlines the rights and obligations of a non-profit organization, company or school. In the case of charter schools, it is often a school district who approves the charter (in compliance with state laws). The charter allows a charter school to operate with some freedoms that district schools do not have, however strong academic results and promises made in the charter must be met as part of that contract.

We have a great options learning team, led by Mrs. Kristy Smith, our Director of Options Learning, who directs the program with support from Dr. Aviva Ebner, our Assistant Superintendent & Chief Academic Officer. I encourage you to visit our website, under *Meet Our Team*, to learn more about our terrific EFs, along with great support staff who are here to help guide your educational experience at Compass Charter Schools!

Thank you again for choosing CCS. We look forward to being part of you and your scholar’s educational journey!

Forever Loud & Proud,

J.J. Lewis, M.Ed.  
Superintendent & CEO  
@lewis1jj

### Mission Statement

Our mission is to inspire and develop innovative, creative, self-directed learners,  
one scholar at a time.

### Vision Statement

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for lifelong learning, and prepare scholars to take responsibility for their future success.

### Core Values

Achievement

Communication

Integrity

Respect

Teamwork

### Pledge of Excellence

CCS signed onto the Independent Study Pledge of Excellence in 2016. Its purpose is to establish a consistent, transparent approach to responsible charter school management across all of the member schools. The Code of Conduct (Code) is a pledge to employees, families and the public that member charter schools will conduct business in an honest, legal and ethical manner.

All members adhere to the provisions of the pledge. Commitment to ethical professional conduct is the goal of these schools. The Code is intended to serve as a basis for ethical decision in the running of these charter schools. The Pledge reads:

“Independent study in the state of California is defined as non-classroom based instruction. Non-classroom based instruction includes, but is not limited to, independent study, home study, work study, and distance and computer-based education.

We the undersigned pledge to the following in the operation and management of our charter schools offering independent study:

1. As operators of high- quality public charter schools offering independent study, we stand united behind the elements of integrity, trust, quality, and value in the operation of our schools. We know that offering personalized learning options meets the scholar where they are, aligns with what they individually need, while creating an academic program that is relevant, rigorous, and aligned to 21st Century learning.
2. As operators of high- quality public charter schools offering independent study, we stand united in managing schools that are fiscally responsible in the use of public tax dollars in our care. We value the use of independent auditors that reviews our financial and operational activities annually and showcase reports that are exception--free. This speaks to the commitment that we hold on financial accountability and operational integrity.



3. As operators of high quality public charter schools offering independent study, we stand united in our efforts to operate schools that model strong integrity, value and utilize solid business practices, and abide by all rules and regulations placed upon us by school districts, regional Offices of Education, and the California Department of Education.
4. As operators of high- quality public charter schools offering independent study, we stand united believing that the actions of a few rogue charter school operators do not reflect, align, or mirror anything about our programs. Having individuals or the media drawing comparisons speaks to either the fact that they don't know what we do or they are acting on rumor and innuendo in these conversations.
5. As operators of high- quality public charter schools offering independent study, we stand united in stating clearly that we are here for one purpose: educating scholars. Our resource centers, school sites, and classrooms are solely for the purpose of academic programming for the benefit of scholars in our care. Our commitment to scholars does not center on money, influence, or politics.
6. As operators of high quality public charter schools offering independent study, we stand united in offering high quality programs that exist to offer innovative and tested methods of instruction and self-paced learning. We have proof by our results that we are helping scholars to think, communicate, and achieve.
7. As operators of high quality public charter schools offering independent study, we stand united in following the state law in the operation of resource centers and school sites.

Our commitment to excellence is unwavering and our focus on scholars is what motivates us to create, manage, and grow public charter schools within the space of independent study.”

### Description of Program

CCS is one of California's leading public charter schools serving scholars throughout the state in transitional kindergarten (TK), kindergarten, and grades one (1) through twelve (12). We are an independent study program. We recognize that, in education, one size does not fit all and have two great programs to serve scholars, the options program and the online program. This Scholar Handbook is specific to the options program.. CCS is designed and organized to serve scholars and families who have chosen a unique educational setting that can meet an individual scholar's needs.

A prospectus, including a description of the curriculum, including titles, descriptions, and instructional aims of every course offered by CCS, is available for review upon request. Please note that, pursuant to law, the Charter School may charge for the prospectus in an amount not to exceed the cost of duplication.

CCS strives to uphold parental choices in the education of their children. CCS' Options Program is a home study program for grades TK-12 which allows the parent (also known as the learning coach) to be fully involved in all aspects of their child's daily education. Parents should be fully committed to:

- Select and implement appropriate curriculum from a list of approved vendors
- Create a compelling learning environment every school day
- Provide challenging lessons and experiences for learning
- Strive to be the best primary instructor for their scholars

- Assess their scholar's progress on a regular basis

It is our goal to equip learning coaches in this endeavor. We are committed to:

- Provide the assistance of a credentialed EF
- Maintain a variety of approved vendors for use of allocated instructional funds
- Give access to a subscription package of online supplemental learning programs
- Plan field trips and other enrichment activities to foster community among our families

CCS is an academic program, and we are proud of the rich, rigorous, standards-based program we provide. Because we are a virtual school, many of our procedures take advantage of digital tools. For example, parent workshops, clubs, and communication are conducted virtually. Scholar portfolios are maintained in an application that can be accessed on a phone, tablet, or computer. These digital tools allow us to enhance our scholars' learning, as well as the relationships and communication we have with them and each other. While a virtual community is important to us, we also seek to build in-person communities with a variety of enrichment events, workshops, and field trips.

Scholars and learning coaches work with their assigned, credentialed EF to develop a custom educational plan for their scholars. Families communicate with their assigned EF on a regular basis to discuss work and progress and to submit samples and logs. In addition, instructional funds are allocated to each scholar to use towards approved, non-sectarian educational materials, curriculum, and services.

## Enrollment Requirements

### General Requirements

- A scholar must be five (5) years of age on or before September 1st in order to be admitted to kindergarten at any time during that school year. For those young scholars who will turn five between September 2 and December 2, they can enroll in Transitional Kindergarten. A scholar's age cannot exceed 19 years for initial enrollment unless the scholar has been continuously enrolled in school and making satisfactory progress toward graduation; if a scholar was not attending school at any time after his/her 19th birthday, he/she may not enroll with CCS.
- A scholar must have completed the CCS enrollment process/packet, submit the applicable compliance documents, and signed a Master Agreement prior to starting courses.
- In accordance with Education Code Section 51747.3, a scholar must reside within the county in which CCS is authorized, or a contiguous county to the county in which CCS is authorized. Scholars must provide a proof of residency.
- A scholar may only be enrolled in CCS and not concurrently enrolled in another school, public or private. (unless prior permission is given for a community college).

### Immunization Requirements

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The

immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

Child's Grade	List of shots required to attend school
Entering Kindergarten	<p>Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses                      Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses                      Varicella (chickenpox) – Two (2) doses</p> <p><b>NOTE:</b> Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday.</p>
Entering 7 <sup>th</sup> Grade	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose                      Varicella - Two (2) doses</p> <p><b>NOTE:</b> In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, chickenpox and primary series for diphtheria, tetanus, and pertussis), <b>in addition to</b> the 7th grade requirements for Tdap and two (2) doses of Varicella.</p>

Learning Coaches are asked to provide proof of immunizations upon registration in order to maintain updated records. All students must be fully immunized in accordance with the California Health and Safety Code and the California Code of Regulations with the following exceptions:

1. Students who show proof of a medical exemption by a physician licensed to practice medicine in California pursuant to Health and Safety Code Section 120370; If there is good cause to believe that a child has been exposed to a disease listed in subdivision (b) of Section 120335 and documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily excluded from the school or institution until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.
2. Students who are enrolled in a home-based private school or independent study program and do not receive any classroom-based instruction.

3. Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to immunization, and who provides said letter or affidavit to the CCS, shall be allowed to enroll at the CCS without being fully immunized until the student enrolls in the next grade span pursuant to Health and Safety Code Section 120335(g);
  - a. "Grade span" means each of the following:
    - i. Birth to Preschool.
    - ii. Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
    - iii. Grades 7 to 12, inclusive.

This Policy does not prohibit a pupil who qualifies for an individualized education program ("IEP"), pursuant to federal law and Education Code Section 56026, from accessing any special education and related services required by the scholar's individualized education program.

Any scholar leaving the United States for a visit to any country considered by the Center of Disease Control ("CDC") and Prevention to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic for a TB Screening upon return.

## Oral Health Exam Requirements

California law states your scholar must have a dental check-up by May 31 of his/her kindergarten year or, if the scholar was not previously enrolled in kindergarten in a public school, his/her first-grade year. A California licensed dental professional operating within his/her scope of practice must perform the check-up and fill out our oral health assessment form. If your scholar had a dental check-up in the 12 months before he/she started school, ask your dentist to fill out the oral health assessment form required for enrollment. If you are unable to get a dental check-up for your scholar, a waiver is available upon request.

## Diabetes

The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. diabetes.
4. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
5. A description of treatments and prevention of methods of type 2 diabetes.
6. A description of the different types of diabetes screening tests available.

Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

## Physical Examinations and Right to Refuse

All pupils are to have completed a health screening examination on or before the 90th day after the pupil's entrance into first grade or such pupils must have obtained a waiver pursuant to Health and Safety Code Sections 124040 and 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to pupils enrolled in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

A parent/guardian having control or charge of any child enrolled in the Charter School may file annually with the Superintendent & CEO of the school in which the child is enrolled a written and signed statement stating that he or she will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

## California Healthy Kids Survey

The Charter School will administer the California Healthy Kids Survey ("CHKS") to students in grades 5, 7, 9, and 11, whose parents or guardians provide written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

**Commented [1]:** +maguilar@compasscharters.org  
Copy the Online Scholar Handbook version over ...  
\_Assigned to Miguel Aguilar\_

## Availability of Health Insurance

Children—regardless of immigration status (foster youth, pregnant women, and legally present individuals, including those with deferred action for childhood arrivals ["DACA"] status) may be eligible for no- or low-cost Medi-Cal insurance. Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost. Medi-Cal enrollment is available year-round.

Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them. Based on income and family size, many Californians may qualify for financial assistance. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have sixty (60) days from the event to complete enrollment. Information regarding the availability of insurance is provided with enrollment forms and available at: [http://hbex.coveredca.com/toolkit/PDFs/ALL\\_IN\\_Flyer\\_EnrollGetCareRenew\\_CC.pdf](http://hbex.coveredca.com/toolkit/PDFs/ALL_IN_Flyer_EnrollGetCareRenew_CC.pdf)

The Charter School shall not discriminate against a pupil who does not have health care coverage or use any information relating to a pupil's health care coverage or interest in learning about health care coverage in any manner that would bring harm to the pupil or the pupil's family.

## Mental Health Services

The Charter School recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and violence. Access to mental health services at the Charter School and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

### Available on Campus:

- School-based counseling services – your scholar is encouraged to directly contact a Charter School counselor by making an appointment to speak with a counselor. The Counseling Services Department can be reached at (855-937-4227). Our Charter School counselors support scholars by providing individual sessions, group or parent consultations whenever a scholar is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed in this letter, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact the Special Education Department at (855) 937-4227 to request an evaluation.

### Available in the Community:

- Community resources are listed on the school website under counseling resources.

### Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at (800) 273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at (866) 488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community-based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

## Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. Charter School believes it is a priority to inform our students about (1) prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of instruction on prevention of human trafficking. An opt-out form is available [INSERT WHERE THIS FORM CAN BE LOCATED – WEBSITE, REQUEST, FRONT

OFFICE] for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

### Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. Charter School provides instructional programs designed to discourage students from using tobacco products. The Charter School's Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with the goals of all Charter School to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Board therefore prohibits the use of tobacco products at all times on Charter School property and in Charter School vehicles. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from Charter School.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. Smoking or use of any tobacco-related product is also prohibited within 250 feet of the youth sports event in the same park or facility where a youth sports event is taking place. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

The Superintendent & CEO or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on Charter School premises share in the responsibility of adhering to this policy. Additionally, Charter School will post signs stating "Tobacco use is prohibited" prominently at all entrances to school property. A copy of the complete Policy is available upon request at the main office and on the School's website within the Policy Manual.

### Surveys About Personal Beliefs

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

### School Safety Plan

The Charter School has established a Comprehensive School Safety Plan. The Plan is available upon request at the main office and on the school website within the CCS Policy Manual.

### Free and Reduced-Price Meals

Pursuant to California Law, the Charter School will provide each student who meets federal eligibility criteria for free and reduced-price meals with at least one free or reduced-price, nutritionally adequate meal per each school day on which the eligible student is scheduled for two or more hours of educational activities at a school site, resource center, meeting space or other satellite facility operated

by the Charter School. Applications for free or reduced-price meals are included in the first day packets to all families and can also be obtained on the Charter School website and in the main office. All families are encouraged to complete the application form in order to include as many eligible students as possible. Completed application forms can be returned to the main office.

### Pregnant and Parenting Scholars

The Charter School recognizes that pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting pupil is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the pupil's physician, which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant. The Charter School will ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative school program.

Upon return to school after taking parental leave, a pregnant or parenting pupil will be able to make up work missed during their leave, including, but not limited to, makeup work plans and reenrollment in courses. Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the Charter School if it is necessary in order for the pupil to be able to complete any graduation requirements, unless the Charter School determines that the pupil is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting pupils may be filed under the Uniform Complaint Procedures ("UCP") of the Charter School. The complaint may be filed in writing with the compliance officer:

J.J. Lewis, Superintendent & CEO  
850 Hampshire Road, Suite P  
Thousand Oaks, California 91361  
(818) 824-6233  
jlewis@compasscharters.org

A copy of the UCP is available upon request at the main office and on the school website within the CCS Policy Manual. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent & CEO.

### Master Agreement

To attend CCS, each scholar, learning coach, and supervising teacher shall sign a Master Agreement (MA) prior to the first day of class each school year. This is a legal document and must be signed, dated, and returned to CCS. No scholar or learning coach will have access to the curriculum until the MA is signed and returned. Failure to sign and return an MA within the first three (3) days of starting courses will result in a mandatory meeting with the Superintendent & CEO or designee to determine whether independent study is an appropriate placement for the scholar and to discuss any concerns of the



learning coach. The signed MA is the agreement that the scholar and learning coach sign to demonstrate their intention to continue enrollment in CCS. All scholars enrolled in CCS must sign a new Master Agreement each school year.

An addendum or updated MA must be submitted if changes are made in courses, supervising teacher, or grade level during the school year.

#### **Teacher Qualification Information**

All parents or guardians may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

### **Internet Service**

Participation in CCS requires an Internet connection. Learning Coaches who wish to request Internet service will need to fill out the appropriate forms and email to our IT Department at [computers@compasscharters.org](mailto:computers@compasscharters.org). Alternatively, a Learning Coach may opt to independently purchase an internet connection. An internet connection is required because the nature of the CCS program's communication methods requires that scholars and learning coaches have Internet so they can access resources, as well as to log attendance and submit assignments.

### **Internet Safety Policy**

It is the policy of CCS to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. The CCS has computers available for loan is available on the school website or at the Central Office within the CCS Policy Manual.

### **Grade Level Placement Policy**

A scholar's grade level is determined upon initial enrollment and is written on the Master Agreement.

#### **TK - 8th Grade**

- Incoming scholars will be placed at their age-appropriate grade level, but not below or above grade level, unless the previous school has officially approved a retention or promotion.
- If the grade level placement the learning coach desires differs from that indicated in the prospective assignment, the situation must be discussed with the Director of Options Learning prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent & CEO or designee who shall make the final decision.

#### **Middle School (6th-8th Grade)**

An incoming 6-8th grade scholar must provide the most recent report card and current progress report, if enrolling during the school year, in order to determine appropriate placement. Failure to do so does not delay enrollment, but will delay the appropriate placement of the scholar into courses. If a scholar has not attended school for an entire academic year or more, appropriate placement will be reviewed

by the Director of Options Learning and Director of Counseling Services. Scholars may be required to take assessments to determine appropriate placement.

### High School (9th-12th Grade)

An incoming 9-12th grade scholar must provide official transcripts, the most recent report card, and current progress report (if enrolling during the school year), in order to determine appropriate placement. Failure to do so does not delay enrollment, but will delay the appropriate placement of the scholar into courses.

Upon enrollment, high school scholars will be placed into courses according to the credits the scholar has earned at previous schools and takes into account appropriate course level sequencing in order to meet graduation requirements.

### Policy On Promotion and Retention

Promotion to the next grade level is dependent upon the grades earned. Scholars must pass a minimal number of core curriculum courses (i.e. mathematics, science, social science, and language arts) and successfully complete any prescribed school year academic instructional support programs. Scholars who are at risk of retention will be provided with programs of supplemental instruction during the school year. Scholars who do not make satisfactory progress each year are at risk of being retained.

- If a Learning Coach or EF feels that a TK-8th grade scholar should be retained a grade level, the situation must be discussed with the Learning Coach, Director of Options Learning, and Director of Counseling Services (if in grades 6-8) prior to making the change on the Master Agreement. They will make a recommendation for the Superintendent & CEO or \ designee who shall make the final decision.
- If a Learning Coach requests that a TK-8th grade scholar be promoted a grade level, the situation must be discussed with the Learning Coach, EF, the Director of Options Learning, and the Director of Counseling Services (grades 6-8) prior to making the change on the Master Agreement. These promotions will only be considered just before the start of the fall semester and only for scholars in grades 4 and above. The aforementioned will make a recommendation for the Superintendent & CEO or designee who shall make the final decision.
- Scholars may be required to take a placement exam and/or end of unit subject tests to determine appropriate placement based on learning coach requests for skipping or repeating a grade.

### Appeal Process

Every family has the right to appeal a retention decision. If an appeal is made, the burden shall be on the appealing party (the family) to show why the decision of the School should be overruled. The appeal must be submitted in writing within seven (7) calendar days of the date the retention recommendation was issued. The appeal must be submitted to the Director of Online Learning. The appeal must clearly state the grounds for the appeal. Within (14) calendar days, the Director of Options Learning or designee will review the documentation provided with the appeal statement. The response to this appeal will be rendered to the family no more than seven (7) calendar days from the review date. The family may request to meet with the individual(s) reviewing their appeal, but the family must still submit their

appeal in writing within the designated time frame described above. The Director of Options Learning's decision will be final.

### Scholar Expectations

- Attend live connections with the EF.
- Upload work samples and other educational experiences to the virtual digital portfolio application.
- Work about one (1) hour per subject or up to six (6) hours per day. The amount of time a scholar spends per subject will vary based on individual scholar strengths.
- Complete the assignments according to the curriculum pacing guidelines and reach out to EF with questions to ensure success.
- Do your own work. Do not plagiarize.
- Be an active learner. Take notes, ask questions, and complete all assignments.
- Complete work every school day and adhere to the attendance policy, regardless of any technical difficulties with scholar-operated computers. Contact EF with any technical difficulties with completing activity logs.
- Create a daily schedule to ensure all assigned work is completed.
- If a scholar participates in outside activities, the scholar is expected to keep up with their courses and submit work samples on time.
- Return calls and emails promptly when EF reaches out.
- Notify the Records Department within five (5) business days if the scholar moves or changes their personal email or phone number.
- Be respectful in interactions with fellow scholars, learning coaches, faculty, and staff.
- Participate in internal assessments.
- Attend all state testing in person at school-designated locations.

### Learning Coach Responsibilities

- Turn in work samples on time with appropriate pages, topics, and lesson numbers.
- Make sure that all work has been corrected and that work samples with rough drafts are included.
- Communicate regularly with SEF to discuss academic progress.
- Check email and phone messages daily and respond promptly.
- Ensure the learning coach has reliable contact information on record at the SEF within 48 hours.
- Keep informed of news and information about school through communication from staff and newsletters.
- Notify EF of any extended family travel except during normal school vacations and holidays at least two (2) weeks prior to leaving.
- Inform the Enrollment Department within five (5) business days of any changes to contact information, including phone, email, or address.
- Be present in your scholar's daily school life.
- Ensure the scholar works daily, M-F, for sufficient time to ensure success (4-6 hours daily) and is prepared and ready to learn every day.

Supervise, tutor, coach, and direct the scholar's daily lessons as advised by the assigned supervising credentialed EF. EF discipline procedures, including suspension and expulsion, in accordance

with the CCS charter and the Charter School policy as it pertains to violations to any of the following expectations:

- Respect opinions and privacy of others during web-based discussions.
- Refrain from posting anonymous messages unless authorized by the teacher.
- Use only your own username and password, and do not share these with anyone.
- Do not post personal information including: phone number, YouTube, Facebook, etc.
- Do not download, transmit, or post material that is intended for personal gain or profit.
- Do not post material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person. This includes distributing “spam” mail, chain email, viruses, or other intentionally destructive content.
- Do not distract other scholars via chat, web, or drawing features.
- Do not upload or post any software on CCS instructional computing resources that are not specifically required for your assignments and approved by your teacher.
- Do not post any audio, video, or other non-instructional files to any CCS server.
- Avoid using sarcasm, jargon, and slang, and derogatory or foul language.
- Limit use of communications expressed in all capital letters, as this can be considered yelling.
- Do not broadcast online discussions, and never reveal other people's email addresses.

A copy of CCS’ full Suspension and Expulsion Policy is available on the school website or at the Central Office.

### Attendance

Attendance is important for the success of a scholar. If a scholar does not attend school, then a scholar cannot succeed in their courses. Attendance at an independent study school looks very different than that at a brick and mortar school.

Independent study attendance credit is based upon the scholar’s daily engagement in instructional activities required by the school (assignments) on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar’s work product, judged in the discretion of the supervising credentialed EF. A copy of the Charter School’s full Independent Study Policy is available on the School website within the CCS Policy Manual or at the Central Office.

### PE/Activity Logs

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Activities may include virtual classes, outside classes, classes at learning centers, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly and signed. The connection meetings between the EF and the learning coach and scholar allow for open communication as well as a validation of submitted activity logs. In addition, work assignments/samples must be shared with the scholar’s EF via an application called Seesaw.

Blanks on the activity log from lack of educational activity for the day or from lack of connections with the EF are considered absences. All absences are unexcused. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in independent study. If it is determined that independent study is not in the best interest of the scholar, the school will follow the involuntary removal language outlined within this Handbook. Learning Periods (“LP”)

The scholar must submit assignments to the supervising EF

Students at the Charter School may perform animal dissections as part of the science curriculum. Any pupil who provides his or her teacher with a written statement, signed by his or her parent/guardian, specifying the pupil's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his or her moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

## Missed Assignments

AAs per the independent study policy, after five [5] missed assignments or two [2] missed meetings during any period of ten [10] school days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study. For our Options scholars, these assignments are the activity logs which are approved via biweekly connections, along with required work samples.

### Work Sample Requirements

In order for attendance credit to be given, representative work samples must be uploaded to the digital portfolio application or shared with the EF in another agreed upon manner in accordance with the frequency, time, and manner specified in the board policy on independent study and the applicable provisions of the Master Agreement. EF EF attendees of a public charter school, our scholars participate in the following state standardized tests:

- Grade 5, 8, 11 and 12 - California Science Test ("CAST"). Grade 12 scholars will take the CAST if they have not previously taken it.
- Grades 3-8, 11 - SBAC Testing (aka California Assessment of Student Performance and Progress: "CAASPP") - ELA and math
- Grade 5, 7, 9 - Physical Fitness Test ("PFT")
- English Language Learners: English Language Proficiency Assessments for California ("ELPAC")

These examinations provide CCS with information for evaluation and future planning. These exams also indicate CCS' effectiveness in carrying out its educational mission. Participation rates are critical to the success of our school. According to recent changes promulgated by the Every Student Succeeds Act ("ESSA"), signed into law in December 2015, 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 scholars participate in any assessment, the school receives a serious penalty by the state of California or federal government.

- CCS administers all state standardized tests at sites geographically placed among our scholar locations. A testing schedule will be provided to our learning coaches.
- Individual scholar performance results on statewide assessments will be distributed to both learning coaches and EFs ("CDE")'s web page at <http://www.cde.ca.gov/ta/>
- Notwithstanding any other provision of law, a learning coach's written request to CCS officials to excuse their scholar from any or all parts of the CAASPP assessments, including CAST, shall be granted.

## Tests Proctored by Agencies Other Than CCS

### Advanced Placement (“AP”)

A program offering college-level curricula and examinations to high school scholars. American colleges and universities often grant placement and course credit to scholars who obtain high scores (typically scores of 3 or better) on the examinations. The AP curriculum for each of the various subjects is created for the College Board by a panel of experts and college-level educators in that field of study. For questions on AP testing, registration and locations please speak with the College & Career Readiness Counselor.

### Preliminary Scholastic Aptitude Test (“PSAT/NMSQT”)

A shorter version of the SAT and is usually taken in the junior year as practice for the SAT and is used to determine National Merit Scholars. This exam is only administered in October. For questions on PSAT testing, registration, fee waiver and locations, please contact the College & Career Readiness Counselor.

### Scholastic Aptitude Test (“SAT”)

A nationwide test used by most institutions to help determine college and university admission eligibility. The SAT is offered and administered by the College Board. It is the scholar’s responsibility to register and pay for this test. The test may be taken more than once. There are several different test dates between August and June. Scholars are encouraged to take the SAT as early as May or June of their junior year. Apply online at [www.collegeboard.com](http://www.collegeboard.com). For questions on SAT testing, registration, fee waivers and locations, please contact the College & Career Readiness Counselor.

### SAT Subject Tests

Tests administered by the College Board in specific subjects. Scholars should consult specific college catalogs to find out if the subject tests are necessary for admission. There are several test dates between August and June. Apply online at [www.collegeboard.com](http://www.collegeboard.com). For questions on SAT Subject testing, registration, fee waivers and locations, please contact the College Career Readiness Counselor.

### American College Test (“ACT”)

A nationwide test used by most institutions to help determine college and university admission eligibility. The ACT test content consists of English, math, reading, and science. There is also a writing portion available which many colleges require. There are several dates between September and July (different dates than the SAT). Scholars may take the test more than once. Apply online at [www.actstudent.org](http://www.actstudent.org). For questions on ACT testing, registration, fee waivers and locations, please contact the College Career Readiness Counselor.

### California High School Proficiency Examination (“CHSPE”)

A test for scholars who need to verify high school level skills to earn the legal equivalent of a high school diploma. Scholars eligible to take the CHSPE must be at least 16 years of age and have been enrolled in the 10th grade for at least one academic year or will have completed one academic year of enrollment in the 10th grade at the end of the semester during which the CHSPE regular administration (Spring/Fall) will be conducted. Prior to registering for the exam, please contact your counselor. [For more information, visit https://www.chspe.net/.](https://www.chspe.net/)

### College Level Examination Program (“CLEP”)

A credit by examination program that allows participants to demonstrate college level mastery of

introductory courses and possibly earn college credit. Policies for accepting CLEP college credits vary from college to college so please check with the targeted college first.

#### General Educational Development Test (“GED”)

Test may be taken by scholars 18 years of age or older for the purpose of earning a California High School Equivalency Certificate. Prior to registering for the exam, contact your counselor. For more information, visit <https://ged.com>.

#### High School Equivalency Test (“HiSET”)

Must be a California resident or a member of the Armed Forces to take this exam. A scholar must meet state eligibility requirements. Please view the link for details. Prior to registering for the exam, contact your counselor. For more information, visit <http://hiset.ets.org/requirements/ca>.

### Contact Information & Communication Procedures

#### Methods of Communication

Reliable contact information is required for all learning coaches and for scholars.

#### Email Expectations

- We request that scholars (6-12th) and learning coaches supply separate email addresses for communication.
- All scholars are expected to communicate respectfully with school staff and peers through all methods of communication by using appropriate language. Failure to do so may result in disciplinary action.
- Scholars are expected to reply to communication from school personnel within 24 hours.
- Scholars should include their name and grade when they are emailing school staff.

By signing this HEFs EF EF ten (10) consecutive days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study.

#### Notification Regarding Change of Contact Information

As stated in the Master Agreement, if a scholar’s or learning coach’s email address, mail address, or phone number changes, it must be updated with the Enrollment Department within five (5) business days to ensure timely communication with CCS staff. In order to request change of contact information, the learning coach must complete the [Change of Information Form](#) [which is located on the Schools’ website](#).

#### Proof of Residency

Learning coaches must notify the Enrollment Department should contact information change and provide a proof of new residence to them. A form to submit these changes can be found on the School’s website under Parent/Scholar Resources. Learning coaches must complete the [Change of Information](#).

Although connections can certainly be made more often and by other means as needed, scholars and learning coaches (parents) must connect with the EF either in person, by telephone, or by any other live visual or audio connection no less than twice (2) per month. The Parent(s), scholar, and EF should decide on and set the connection dates for the year and keep that schedule.

It is during these connections that the EF is updated on the scholar's progress by the scholar (or if the scholar is too young, by the learning coach), assesses whether the scholar is making satisfactory educational progress, and approves the submitted activity logs. Work assignment samples and digital portfolio submissions are also discussed during these times. A missed connection is considered an absence. Refer to above "Unable to Contact" section, above, for additional information.

The following are key components of learning period connections:

- Bi-weekly, live communication

Work assignment samples (TK-8 - at least two total per learning period; High school - at least one per subject per learning period)

Missing any of the three components from the list above for any learning period or consistently late work samples (due by the last day of each learning period) will be considered a violation of the Master Agreement contract, and the learning coach will receive a warning. If the missing items aren't addressed in a timely manner, a meeting will convene to determine whether placement at CCS independent study is an appropriate placement for the scholar. Similarly, if the EF determines that satisfactory educational progress is not being made, the EF shall notify the scholar and parent and conduct an evaluation to determine whether it is in the best interest of the scholar to remain in the program.

#### Digital Portfolio

Scholars must regularly share their educational experiences in their digital portfolios or directly to their EF. This portfolio should be a collection of experiences and work that is a source of pride for the scholar. This collection of work samples for the school year is a portfolio of the breadth and depth of the scholar's learning. Work samples should be at the scholar's grade level (or above) and be a good representation of the scholar's true level of learning. This will help guide the Learning Coach, scholar, and EF discussions on the scholar's progress and will help the EF be aware of any need for additional support. It also provides insight regarding a scholar's interest or passion so that the EF can provide additional resources or support in those areas when they are able to.

Work sample suggestions:

- Written assignment
- PowerPoint presentation
- Written work, essay, or test
- Video\* of lessons or activities that demonstrate learning
- Summary of educational field trip or excursion
- Photo and explanation of a science experiment
- Video\* or audio of the scholar reading aloud or to a sibling or parent
- Video\* of a scholar giving a speech
- Video\* or audio of the scholar explaining a recently learned concept

\*For video submissions, please include a sentence or two about the topic covered and the activity.

#### Work Sample Guidelines

TK-8th grades: From the breadth of learning experiences demonstrated in the portfolio, the EF will select two (2) assignments per learning period in the areas of English Language Arts, Math, Science, and/or Social Studies to keep on file.



9-12th grades: From the learning experiences demonstrated in the portfolio in each of the scholar's courses, the EF will select two (2) assignments per learning period to keep on file.

Written work samples should:

- be from curriculum at the scholar's grade level (or above) / courses;
- be representative of the scholar's abilities;
- be neat and legible;
- contain the scholar's name on the page;
- not contain any religious materials or references;
- (for math) show problems worked out or explained in detail by the scholar;
- preferably NOT be multiple choice worksheets;
- be graded and/or have written comments by the learning coach (parent);
- (for photos or videos),
  - be clear and have enough light;
  - include the scholar with the project or work;
  - demonstrate the learning;
  - have a clearly written summary of the learning. (Use several photos if needed.)

### Progress Monitoring

"Snapshots" of scholar progress can be viewed in the digital portfolio. EFs EFs EFs Once assigned, a grade shall be final unless it comes to light that the student engaged in fraud or cheating, or if a mistake was made by the teacher assigning the grade. If the scholar or Learning Coach want to challenge a grade, they may follow the process outlined within the School's student records policy which is located within the CCS Policy Manual. [Scholar Recognition](#)

Honor Roll:

Is awarded each semester to scholars who have earned a minimum 3.5 rubric average (TK-5) or a minimum 3.5 GPA (6-12). Scholar of the Month:

- By teacher recommendation based on demonstration of CCS' ARTIC values

## Multi-Tiered System of Support

A Multi-Tiered System of Supports ("MTSS"), including "RTI" and Positive Behavioral Intervention and Supports ("PBIS"), is a systematic multi-tiered model which targets behavioral, social, emotional, and academic support for scholars. MTSS establishes a process for providing increasing levels of instructional time and intensity whereby the needs of all learners are identified, and supported early and effectively.

MTSS provides high quality standards-based core instruction and the use of data to identify scholars for appropriate acceleration and intervention. The MTSS model advances academic and behavioral achievement through frequent progress monitoring, ongoing data collection and analyses as well as providing immediate, evidence-based intervention.

In order to best support our scholars and ensure they are achieving academically and socially/emotionally, scholars receive support from different Tiers throughout the framework.

The three components within the CCS MTSS framework are:

- Assessments

- Internal benchmark assessments
- CAASPP State Testing

High-Quality, Evidence-Based Instruction

- Tier 1 - Core Instruction (80%--universal interventions)
- Tier 2 - Supplemental Instruction (15%--targeted group interventions)
- Tier 3 - Intensive Instruction (5%--intensive individual interventions)

Data-Based Decision Making

- Leadership meets regularly to assure outcomes are achieved

Academic support sessions, social emotional learning, and behavioral groupings are offered on a regular basis by Compass Charter Schools. Scholars invited to these support sessions are encouraged to attend.

### TK - 5th Grading Policy

TK-5th grade scholars’ final semester grades will be reported according to the following scale:

Level 5 = Advanced - Scholar consistently demonstrates an in-depth understanding of above grade-level standards, concepts, and skills.

Level 4 = Exemplary - Scholar consistently demonstrates an in-depth understanding of the grade-level standards, concepts, and skills taught during this reporting period.

Level 3 = Proficient - Scholar consistently demonstrates an understanding of the grade-level standards, concepts, and skills taught during this reporting period.

Level 2 = Approaching Proficiency - Scholar is approaching an understanding of the standards, concepts, and skills taught during this reporting period.

Level 1 = Non-Proficient - Scholar does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period.

Middle school and high school scholars’ grades will be reported with a standard percentage scale. High school credit is earned for cumulative, semester grades.

A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	BELOW 60	0

Withdrawn (“W”) - This grade will be given when scholar withdraws from CCS prior to completing 100% of the coursework.

### Grades of Incomplete

Incomplete (“I”) grades will be granted only under extenuating circumstances and must be brought by the EF designee who shall make the final decision.

### High School Repeat Policy

Scholars may repeat a course to improve their GPA only if the original grade was a D or F. To be accepted by the UC/CSU system, scholars may repeat the course only once. Once a course has been repeated, the grade earned in the original course will remain on the transcript, but will display with the CCS repeat code, as well as “0.00” credits earned. The original course will not be included in the computation of the GPA. The course taken to remediate the D or F will be displayed with the grade and credits earned.

### High School Grading/Final Exam Policy

All scholars in grades 9-12 are required to take semester final examinations in all courses, as appropriate. The learning coach can work with the EF to find an appropriate final exam. Scholars may not “test out” of courses by only taking a final examination.

### Instructional Funds (“IF”)

Each scholar is allocated IF for curriculum, materials, and/or classes. Instructional funds are to be used for the scholar’s educational needs, reflecting standards appropriate for their age level. Learning C.00 (TK-8th grades) or \$3,300.00 (high school) to support the purchase of educational materials and services needed to help the scholar progress. Allocated funds depreciate from the first day of school for scholars who do not start on the first day. Use of funds is spread through the year. The first half is available at the beginning of the first semester; the second half is made available just before the second semester begins.

Before a parent is able to place their first order, they must have a signed Master Agreement and a signed Family Order Agreement (“FOA”) on file. Order requests will be denied without both. Also, orders will not be placed for scholars who are in violation of the Master Agreement (missing work samples, missing logs, and/or unable to contact).

The FOA addresses your responsibility when placing order requests as stated below:

For service vendors that you use, you are responsible for:

- asking them which payment option they prefer:
  - fees divided across the months that your scholar is in that class (Net 30 - paid within 30 days of completion of services and receipt of accurate invoice) Net30 - see below  
RECOMMENDED
  - fees as a lump sum (BUT vendor paid at END of semester/session) (also Net 30)
  -

paying any vendor fees NOT pre-approved by the SS This list displays all the vendors currently approved by CCS. These vendors have gone through an enrollment and approval process to be on our list. For service vendors, we require them to complete an application form, provide proof of liability insurance, submit a W-9, and complete a fingerprint background check since they will be working with your children. The list is not static and, therefore, it is important to check it regularly for new vendors. New

vendors will often be announced in our newsletters. The list can be found on our website under Academics - Homeschool Program - Approved Compass Vendor List (scroll to middle of page).

### Requesting Services and Materials

Order requests may only be made for products and services from our approved vendors, and a signed FOA (see section above for FOA contents) must be on file in order for material orders to be placed. Furthermore, there are guidelines to determine what materials and services are approved from these approved vendors. CCS expects learning coaches to use instructional funds in a reasonable manner that furthers the instructional needs of their scholar. If any unusual orders are noted outside the scope of these guidelines, they will be subject to review and, if necessary, those orders may be delayed or denied.

When using instructional funds, focus should be on selecting materials and services that support the educational goals of the scholar. The EF CCS. Learning CS.

- “PO”) has been generated and only for the dollar amount stated on the purchase order. (For example, if a scholar has taken classes in September and October, but the purchase order only states October, then the school will NOT be responsible for paying those September activities.)
- Core curriculum: Verify with your EF that you have your core curriculum in place. Orders for extracurricular activities and materials will not be placed if core curriculum is not sufficient for the scholar’s needs.
- Registration of outside classes: Contact the vendor directly to discuss the fees and their registration process. You must register your scholar(s) for the classes and sort out the details, including dates and prices, directly with the vendor. As part of that discussion with the vendor, you must determine if the vendor wants to be paid monthly (recommended) or in a lump sum at the end of the semester/session. Discuss the fees with them so it is very clear how much they will charge your scholar(s) for classes. Make sure they agree to the prices on any cost breakdown. This part is very important. Again, we STRONGLY recommend you get all information on fees in writing for your records.
- First day of outside classes: If you plan to use your scholar's allocated funds to pay for classes, be sure your scholar does not attend the class or lesson unless you have received an approved PO number from your EF. We do not reimburse for materials or services ordered on your own without a PO. You are responsible for any payments before a PO is finalized. So please, plan ahead.
- Reimbursement: A learning coach (parent) cannot be reimbursed using state dollars for any out-of-pocket expenses that have already been paid at any time for any reason.
- Quality materials: Materials ordered must be scholar-grade quality, which is the quality public schools are required to order.
- Faith-based: No religious services or materials of any type are allowed: books, CD/DVDs, videos, posters, curriculum, etc. Compass Charter Schools’ assessment on whether services fall under this category is final.
- Over spending: Families are not allowed to spend over their allotted funds. Learning coaches should be in communication with their EF about the amount of funds remaining and must not submit order requests for services or materials that will put them over the remaining amount. If order requests are submitted that do not meet this requirement, it is at the EF’s discretion to reject or modify the order as deemed appropriate. Vendor Relations determines final approval

of all orders and reserves the right to cancel any issued services in order to keep a family within their budget.

The list below is not an all-inclusive list but, rather, is provided to give some guidelines to help with your orders. More details are provided in the Instructional Funds Guidelines that are shared with each family. The EF, Vendor Department, and/or Administration may deny an item not listed here if they feel it puts the school's compliance into question with the state or authorizing district.

Acceptable:

- Appropriate, non-sectarian educational curriculum appropriate to the scholar's course of study and grade level
- Classes/materials for core courses must be in place before enrichment can be ordered. (Core includes math, language arts, science, social studies.) EF may need to see these core materials or services.
- Music & art lessons are acceptable.
- PE courses are acceptable but must be offered through an insured instructor.
- Academic tutoring and small group instruction are acceptable.
- Using only 25% of funds toward core subjects is allowed only when EF has verified that family has the scholar's core curriculum already on hand.

Not Acceptable:

- Using over 75% of funds toward a non-core service or product
- Sectarian (faith-based) materials
- Materials not educational in nature or to be used for something related to the scholar's course of study
- Non-scholar-grade materials
- Quantities that are not within reason, as determined by Vendor Relations (for example, more than one computer for a scholar)

Reminder that more specific information on the appropriate use of funds is provided in the Instructional Funds Guideline which is available upon request at the main office and on the School's website and/or similar activities. When you request that a high risk vendor become an approved vendor, do know the process will be longer than usual because of additional insurance requirements. In addition, the following are banned services and CCS will not approve these high-risk: kickboxing, outdoor rock-climbing, boxing, tightrope walking, welding, and/or similar.

### Requesting New Vendors

If there is a service vendor that you would like added to our Approved Vendors List, we will do our best to accommodate. Please ask the potential vendor to complete the NEW VENDOR PRELIMINARY APPLICATION form: <https://goo.gl/ebnsRc>.

This link can be found on our website under Academics - Homeschool Program - New Vendor Interest Form (scroll to middle of page). We recommend that families send the link directly to their vendor of choice via email. Do double check that the vendor is not already an approved vendor.

## Course Placement

TK- 5th grade scholars are required to enroll in four (4) academic courses (language arts, mathematics, science, social science), and one physical education course each semester of the academic school year.

Middle school scholars (6-8) are required to enroll in four (4) academic courses (language arts, mathematics, science, social science), one physical education, and one elective course each semester of the academic school year. (In cases where enrollment occurs late in a semester and the scholar has not been working on an elective at his/her previous school, the EF and counselor may deem it necessary to leave the elective course off the scholar's schedule for that semester.) Our academic program utilizes semester scheduling for all tracks. No extensions are provided and all end dates are final.

- High school (9-12) course placement is based upon review of scholar's assessments, transcripts, and EF recommendations. All scholars must meet specific course prerequisites for all subject areas. High school scholars will be placed into courses according to the credits the scholar has earned at their AG course path (or other university or college via the A-G course path). The method of instruction for this scholar will vary between textbooks, in-person classes, online classes, community college classes, and/or a blend of these and more. EFs will review the curriculum options with the parents and together they will outline the year. The assignments required to demonstrate competency will be outlined by the EF. Before the teacher and/or EF will grant the high school credits for the course, the scholar must demonstrate knowledge via assignments, discussions, presentations, and/or evaluations. They must still graduate with the 220 credits and pass Geometry, as stated on the charter.

A-G Path: If it is the scholar's goal to attend a UC/CSU CCS recognizes that scholar achievement in math is important for preparing scholars for success after high school. The purpose of this policy is to create a fair, objective, and transparent procedure for placement in math courses for scholars entering 9th grade, in order to ensure the success of every scholar and to meet the Legislative intent of the California Mathematics Placement Act of 2015. CCS' complete policy is located within the CCS Policy Manual.

In determining the mathematics course placement for entering 9th grade scholars, Compass Charter Schools systematically takes multiple objective academic measures of the scholar's performance into consideration, including:

- Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress (CAASPP)
- Placement tests that are aligned to state-adopted content standards in mathematics.
- Classroom assignment and grades.
- Final grade in mathematics on the student's official, end of the year 8th grade report card.

Results from all placement checkpoints, including at least one (1) placement checkpoint within the first month of the school year. The Superintendent & CEO designee, shall examine aggregate scholar placement data annually to ensure that scholars who are qualified to progress in mathematics courses based on their performance on objective academic measures included in this policy are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. Compass Charter Schools shall annually report the aggregate results of this examination to the Board of Directors.

### Course Schedule Changes

Scholars need to plan their schedule carefully since schedule changes can only be processed within the first three (3) weeks from the start of the semester. Any additional schedule changes after this time frame will be reviewed on an individual basis.

Acceptable reasons for course schedule changes:

- Improper course placement
- Credit previously earned for the course
- Course prerequisites not met

### ACOP – Accelerated Course Options Program

- This program allows scholars to accelerate and advance academically or recover unearned credits in their high school courses by adding additional credits to their schedule per semester. A scholar may add an additional course to their schedule no later than four weeks prior to the end of a semester. Eligibility is dependent upon 75% completion in all other courses with good academic standing.
- A scholar may add two additional courses to their schedule no later than 8 weeks prior to end of semester. Eligibility is dependent upon 50% completion in all other courses with good academic standing.
- Counselor approval is required to participate in the program.
- Counselor may approve a special circumstance request when a scholar may be eligible for additional course(s).

Community College Classes In some cases, it is possible for high school scholars within the spring semester of 10th grade, or enrolled in 11th or 12th grade to enroll concurrently at a community college. Please see the School’s complete board policy for additional information about taking community college classes.

### High School Graduation Requirements

Subject Requirements	Total Credits
English (4 Years Required)	40
Science (2 Years Required: Life & Physical Science)	20
Mathematics (3 Years Required; minimum Geometry)	30
History/Social Science	30

(3 Years Required)	
Foreign Language (1 Year Required)	10
Visual and Performing Arts (1 Year Required)	10
Physical Education (2 Years Required)	20
Health (1 Semester Required)	5
Electives	55
Total	220

A Cal Grant is money for college that does not have to be paid back. To qualify, a scholar must meet the eligibility and financial requirements, as well as any minimum GPA requirements. Cal Grants can be used at any University of California, California State University, or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist scholars in applying for financial aid, all 12th grade scholars are automatically considered a Cal Grant applicant and each 12th grade scholar's GPA will be submitted to the California Student Aid Commission ("CASC") electronically by a school or school district official. A scholar, or the parent/guardian of a scholar under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CASC the scholar's GPA. Until a scholar turns 18 years of age, only the parent/guardian may opt out the scholar. Once a scholar turns 18 years of age, only the scholar may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the scholar. All 12th grade scholars' GPAs will be sent to CASC on October 1 of each year. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student (or parent, if the student is under 18) has opted out by or before February 1.

Compass Charter Schools of Los Angeles            054907

Compass Charter Schools of Yolo                    [INSERT]



## High School Transfer Credits, Home School Credits, International Records

### Transfer Credits

Transfer credits are awarded based upon official transcripts from previous schools. Transcript analysis may require CCS to perform research and contact with previous schools to determine eligibility of transfer credits.

### Home School Credit Transfer

All scholars from non-accredited/independent homeschool situations must provide records which include transcript (showing courses completed), a description of the curriculum, a copy of the Private School Affidavit, and work samples for review by the CCS Director of Options Learning.

### International Records

International records may require translation and/or evaluation prior to being considered for transfer credits. International transcripts and supporting documentation will be reviewed in order to grant appropriate credit for subjects studied in other countries. The transcripts must show that subjects were studied at the secondary level. Credits will be granted for subject's equivalent to the courses listed in the course catalog in meeting graduation requirements.

### Transcripts

Please visit our website for instructions and a form to request official and/or unofficial transcripts (Academics - Records/Transcripts).

Transcripts reflect both a weighted and unweighted grade point average ("GPA"):

- Unweighted GPA: Traditionally, GPA is calculated on an unweighted scale. Unweighted GPA is measured on a scale of 0 to 4.0. It doesn't take the difficulty of a scholar's coursework into account. An unweighted GPA represents an A as 4.0 whether it was earned in an honors class or a lower level class.
- Weighted GPA: Weighted GPA takes into account course difficulty rather than providing the same letter grade to GPA conversion for every scholar. Weighted GPA is measured on a scale of 0 to 5.0 and is only provided for AP level courses.

Note: CCS' policy is to not rank scholars by GPA.

### Work Permits

Scholars under the age of 18 must obtain a work permit from Compass Charter Schools after securing an opportunity for employment. A scholar must maintain a minimum of 2.0 GPA each semester to be eligible.

To print a work permit application:

- The scholar, after obtaining a promise of employment, shall complete the "Statement of Intent to Employ a Minor and Request Work Permit-Certificate of Age" here: :  
<https://www.cde.ca.gov/ci/ct/we/workpermitsforstudents.asp>

To complete work permit:

- Scholar must complete "minor information" section of the application.
- Scholar will request employer to complete the "to be filled in and signed by employer" section

of the application and sign the application, which indicates the employer has “worker compensation” insurance and list hours of work for the scholar.

- Scholar will request parent/legal guardian signature.
- Scholar will submit the work permit application to the CCS College & Career Readiness Counselor

The following scholars **do not** need a work permit:

- High School graduate, regardless of age.
- Scholar who passed the California High School Proficiency Examination.
- Scholar who is 18 years of age or older.

Renewals:

- Work permit will expire five (5) business days after the end of the semester.
- Scholar must email the College Career Readiness Counselor five (5) business days before expiration date to renew work permit.
- Scholar must complete a separate work permit for each employer.
- Follow this link to access an entertainment application:  
[https://www.dir.ca.gov/dlse/Application\\_for\\_Entertainment\\_Work\\_Permit\\_for\\_Minor.htm](https://www.dir.ca.gov/dlse/Application_for_Entertainment_Work_Permit_for_Minor.htm)

Email form to College & Career Readiness Counselor College Career Readiness Counselor will complete the “School Record” portion of the form in original ink and mail the form to student’s home address. No fax or photocopies permitted. Concurrent Enrollment

Concurrent enrollment in another public or private K-12 school is prohibited at CCS. If a scholar is found to be enrolled in two (2) schools, he/she will be withdrawn from CCS using the involuntary removal process outlined within this Handbook.

CCS to release any information related to the adult scholar’s academics to their designated learning coach and/or parent(s), we must first receive permission from the adult scholar to do so. This release form can be found on our parent/scholar portal or by contacting the Enrollment Department.

## California Healthy Youth Act

The California Healthy Youth Act requires that comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education be taught to students at least once in middle school and once in high school, beginning no later than grade seven. Instruction and materials must be medically accurate, objective, age-appropriate and inclusive of all students, as defined by law. The law requires that instruction and materials must encourage students to communicate with parents, guardians or other trusted adults about human sexuality. Learning Coaches can preview the School Health course syllabus and scope and sequence by request.

A parent/learning coach of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. The Charter School does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
  - The date of the instruction
  - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the Charter School has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### Scholars with Special Needs

CCS is dedicated to the belief that all scholars can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. CCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act, California Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education scholars enrolled at CCS. We offer high quality educational programs and services for all of our scholars in accordance with the assessed needs of each scholar. CCS collaborates with learning coaches, scholars, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each scholar.

CCS 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 scholar who has an objectively identified disability which substantially limits a major life activity, including, but not limited to, learning is eligible for accommodations by CCS. The learning coach of any scholar suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Director of Exceptional Scholar Services at [INSERT CONTACT INFORMATION]. A copy of the School’s Section 504 policies and

procedures and the School’s special education policy is available upon request at the main office and on the School’s website within the CCS Policy Manual.

Pursuant to the IDEA and relevant state law, CCS is responsible for identifying, locating, and evaluating children enrolled at CCS with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth.

### Homeless Scholars

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:

1. 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;
2. 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;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. 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.”

Scholars who qualify under McKinney-Vento should complete the declaration form. This form must be completed annually in order to ensure the scholar still qualifies under McKinney-Vento. & CEO designates the following staff person as the School Liaison for homeless scholars:

Vanessa Plascencia | Compliance Coordinator  
850 Hampshire Rd. Suite P  
Thousand Oaks, CA 91361  
(805)807-8294  
[vplascencia@compasscharters.org](mailto:vplascencia@compasscharters.org)

The School Liaison shall ensure that:

1. Homeless scholars are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless scholars enroll in and have a full and equal opportunity to succeed at CCS.
3. Homeless scholars 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 CCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Learning coaches are informed of the educational and related opportunities available to their scholars and are provided with meaningful opportunities to participate in the education of their scholars.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.

6. Enrollment/admissions disputes are mediated in accordance with law, the CCS charter, and Board policy.
7. Learning coaches are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. 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.
10. 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.

For any homeless scholar who enrolls at the CCS, a copy of the Charter School's complete policy shall be provided at the time of enrollment and annually. A copy of the complete Policy is available upon request at the main office and on the School's website within the CCS Policy Manual.

## Education of Foster Children and Youth

The Charter School has adopted a policy governing the education of foster youth, consistent with state and federal law. A copy of the complete Policy is available upon request at the main office and on the school website within the CCS Policy Manual.

## Academic Integrity and Plagiarism

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. CCS takes academic dishonesty in any form seriously, and it will not be tolerated.

Some examples include:

- Using or turning in another person's work and claim as your own;
- Copying from text, a website, or other course material;
- Using or attempting to use unauthorized materials or information in any academic exercise;
- Hiring someone to write a paper;
- Buying a paper or project;
- Sharing files;
- Copying from another person's work;
- 
- Letting a friend or learning coach do the work for you.

### What is Plagiarism?

Merriam-Webster online dictionary defines plagiarism as "the act of using another person's words or ideas without giving credit to that person: the act of plagiarizing something."

To plagiarize means:

- to steal and pass off (the ideas or words of another) as one's own;
- to use (another's production) without crediting the source;

- to commit literary theft or fraud; or
- to present as new and original an idea or product derived from another source.

See <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism> for more information.

#### How to Avoid Plagiarism

Scholars must give credit to the source for any information that is not either the result of original research or common knowledge. For example, it would be necessary to give credit to an author who provided an argument about the importance of the Emancipation Proclamation in the American Civil War. Conversely, major historical facts, such as the dates of the American Civil War, are considered common knowledge and do not require that credit be given to a particular author. If a scholar borrows the exact words of another author, the scholar must cite the source. If scholars are unsure whether or not they should cite, they should to ask their teachers for guidance. Teachers will dictate which citation format should be used and what the guidelines are for their class.

More information on what plagiarism is and how to avoid it can be found at <https://owl.english.purdue.edu/owl/resource/589/01/>.

#### Prevention of Plagiarism

- All scholars and learning coaches are given a copy of this CCS Scholar Handbook which outlines the SThe student will be permitted to re-submit the work.

#### 2nd Offense

- If a scholar is caught violating academic integrity a second time, with any teacher, the teacher will notify the learning coach and Director of Options Learning.
- The scholar will receive a “0” on the assignment that was plagiarized and a second behavior contract will be sent to be signed by both the learning coach and the scholar, and returned to the teacher. Notification will be sent via certified mail and email with read receipt.
- The Director of Options Learning will schedule a meeting with the teacher, the scholar, and the learning coach.
- A hold will be placed on all non-core class supply and instruction orders for a minimum of 30 days.

#### 3rd Offense

- If a scholar is caught violating academic integrity a third time, the teacher will notify the learning coach and the Director of Options Learning.
- The scholar will receive a “0” on the assignment that was plagiarized, and the scholar will be placed on Academic Probation. The scholar will receive a notification of this to be signed by both the learning coach and scholar. Notification will be sent via certified mail and email.
- A meeting will be held with the Director of Options Learning, teacher, learning coach and scholar.
- A hold will be placed on all non-core class supply and instruction orders for a minimum of 60 days.

#### 4th Offense

- If a scholar is caught violating academic integrity a fourth time, the teacher will notify the learning coach and the Director of Options Learning.
- The course is on hold until a recommendation is made by the Disciplinary Action Committee (“DAC”). The scholar will receive a behavior contract notifying them of this via certified mail.

- A hold will be placed on all non-core class supply and instruction orders for the remainder of the school year.

The scholar goes before the DAC to determine whether expulsion will be recommended, using the processes outlined in the CCS charter document, available on the CCS website and at the Central Office.

### Academic Probation

Any scholar failing to meet minimum academic standards in his/her courses , or participating in academic dishonesty, as determined by the Director of Options Learning, may be placed on academic probation. Scholars on academic probation will be expected to participate in academic interventions as determined by their teacher or director. Scholars on academic probation may not be permitted to attend field trips or participate in scholar clubs until off academic probation.

### Field Trips

#### Participation

Scholars enrolled in CCS (and their legal guardians, extended family members, and siblings based on age and capacity) may attend School field trips. Legal guardians, extended family members, and siblings must cover their own costs to attend. Once CCS has made payments to the field trip venue, no refunds for those additional costs will be processed.

#### Permission Slips

No scholar will be permitted to go on a field trip or excursion without a permission slip signed by the scholar's legal guardian. A new permission slip must be submitted for every scholar for each field trip. One copy of the permission slip shall be filed with the Engagement Department, and one copy shall be given to the teacher(s) going on the field trip.

#### Supervision

The sponsoring teacher must be present to supervise the field trip or excursion. The emergency contact for each scholar will be designated on the event permission slip. Scholars are under the jurisdiction of the SNo person attending the field trip can independently transfer a ticket purchased for a field trip event to other individuals. Please inform the Engagement Department if you are unable to attend a field trip. The Engagement Department will then determine how to transfer tickets to another scholar, if possible.

#### Role of Volunteer Learning Coaches on Field Trips

Volunteers are needed to participate in all field trips and excursions to assist with supervision of scholar(s). the CCS group and assisting in supervising scholars shall receive clear information regarding their responsibilities from the Engagement Department or sponsoring teacher. Prior to the field trip or excursion, the Engagement Department or sponsoring teacher may hold a required meeting for these volunteer learning coaches/approved adults scheduled to accompany CCS group as supervisors to discuss, among other things, safety and the importance of safety-related rules for the field trip or excursion, how to keep a group together and what to do if an emergency occurs.

In any situation, volunteer learning coaches and/or approved adults shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while accompanying and/or supervising scholars on a field trip or excursion.

## Scholar Organizations and Clubs

### Scholar Leadership Council

To ensure compliance with Board requirements and other applicable lawful regulations, the Scholar Leadership Council will be advised by the Superintendent & CEO. The Superintendent & CEO, as advisor, will establish a fair process for the nomination and election of officers for President, Vice President, Secretary, and Treasurer. The body shall generally determine all other rules for its operation and activities consistent with the established school rules.

### Scholar Clubs

Scholars may establish organizations or clubs, so long as approval is obtained by the Engagement Department Department

### Fundraising

All funds raised by any scholar organization shall be maintained by the school and accounted for by scholar organization. CCS shall also be responsible to periodically audit the funds of the organization. All fundraising must receive prior approval of the Superintendent & CEO. Further, fundraising activities shall not be conducted during instructional time.

### Revocation of Privileges

A at a school sponsored event revoked if they engage in conduct which is in violation of this policy, disruptive to the educational process, damages school property or is in violation of any law. Scholar organizations or their members shall not engage in any activity which coerces, pressures, embarrasses or unduly influences other scholars to participate in any meeting.

## Nondiscrimination Statement

Pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

CCS 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 ("IDEA"). CCS 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), Title VI, 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 IDEA, and Section 504 and Title II of the ADA (mental or physical disability). The School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CCS does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor, or other person with which CCS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. CCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as



described in this section, above, should be directed to the Charter School Uniform Complaint Procedures (“UCP”) Compliance Officer:

J.J. Lewis, Superintendent & CEO  
850 Hampshire Road, Suite P  
Thousand Oaks, California 91361  
(818) 824-6233  
jlewis@compasscharters.org

A copy of the complete policy shall be available free of charge at its Central Office and on the School’s website within the CCS Policy Manual.

Compass Charter School has three (3) complaint policies: General Complaint Policy, the Uniform Complaint Policy, and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy.

#### General Complaint Policy

CCS has adopted a General Complaint Policy to address concerns about the Charter School generally or regarding specific employees. For complaints regarding harassment or perceived violations of state or federal laws, please refer to the Charter School’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy ensure compliance with applicable state and federal laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs.

CCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Board of Directors. The UCP shall be used to resolve the following types of complaints:

- 1) 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, immigration status/citizenship, 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 CCS program or activity that receives or benefits from state financial assistance.
- 2) Violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, California Peer Assistance and Review Programs for Teacher, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Compensatory Education, Course Periods without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils, and Pupils from Military Families, Local Control and Accountability Plans (LCAP), Migrant Education Programs, Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, Reasonable Accommodations to a Lactating Pupil, State Preschool,

Bilingual Education, Economic Impact Aid, Comprehensive School Safety Plans, State Preschool Health and Safety Issues in LEAs Exempt from Licensing and Tobacco-Use Prevention Education.

- 3) 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 courses, 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 Superintendent & CEO of. 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:

J.J. Lewis | Superintendent & CEO  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
818-824-6233  
jlewis@compasscharters.org

The Superintendent & CEO or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director of Student Support Services or designee.

Should a complaint be filed against the Superintendent & CEO, the compliance officer for that case shall be the President of the Charter School Board of Directors.

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. The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Charter School's procedures. The final 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.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 Charter School, a copy of Charter School's decision, and the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied.A complainant may pursue available civil law remedies outside of the Charter School'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. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

and on the School's website within the CCS Policy Manual. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent & CEO.

### Title IX, Harassment, Intimidation, Discrimination & Bullying Policy

The Charter School believes all students have the right to a safe and civil learning environment. Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the Charter School prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. A copy of the complete Policy is available upon request at the main office and on the School's website within the CCS Policy Manual.

The Charter School defines "discrimination, sexual harassment, harassment, intimidation, and bullying" as the intentional conduct, including verbal, physical, written communication, or cyberbullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration and citizenship status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct" prohibited by this Policy."

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address and report on such behaviors in a timely manner. Charter School staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom the Charter School does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):

J.J. Lewis, Superintendent & CEO

850 Hampshire Road, Suite P  
Thousand Oaks, California 91361  
(818) 824-6233  
jlewis@compasscharters.org

### Scholar Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) affords learning coaches and scholars who are 18 years of age or older (“eligible students”) certain rights with respect to the scholar’s education records. These rights are:

- The right to inspect and review the scholar’s education records within 5 business days after the day CCS receives a request for access. Learning coaches or eligible scholars should submit to the CCS Superintendent & CEO or designee a written request that identifies the records they wish to inspect. The CCS official will make arrangements for access and notify the learning coach or eligible scholar of the time and place where the records may be inspected.
- The right to request the amendment of the scholar’s education records that the learning coach or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar’s privacy rights under FERPA.

Learning coaches or eligible scholars who wish to ask CCS to amend a record should write the CCS Superintendent & CEO or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If CCS decides not to amend the record as requested by the learning coach or eligible scholar, CCS will notify the learning coach or eligible scholar 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 learning coach or eligible scholar when notified of the right to a hearing. If the Charter School decides to amend the record as requested by the parent or eligible student, the Superintendent & CEO must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

- The right to provide written consent before CCS discloses personally identifiable information (“PII”) from the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to CCS officials with legitimate educational interests. A CCS official is a person employed by CCS 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 Board of Directors. A CCS official also may include a volunteer or contractor outside of CCS who performs an institutional service of function for which CCS would otherwise use its own employees and who is under the direct control of CCS 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 CCS official in performing his or her tasks. A CCS 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, CCS discloses education records without consent to officials of another school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

CCS does not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

- 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

- The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from scholar's education records, without consent of the learning coach or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to CCS officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the learning coach or eligible student, §99.32 of the FERPA regulations requires CCS to record the disclosure. Learning coaches and eligible scholars have a right to inspect and review the record of disclosures. CCS may disclose PII from the education records of a scholar without obtaining prior written consent of the learning coach or the eligible student to the following parties:

1. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the pupil intends to enroll. Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;

7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the pupil's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Charter School for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by Charter School with respect to that alleged crime or offense. Charter School disclose the final results of the disciplinary proceeding, regardless of whether Charter School concluded a violation was committed.
  - "CC
  - Date and place of birth
  - Dates of attendance
  - Grade level
  - Weight and height of members of athletic teams
  - Participation in officially recognized activities and sports
  - Degrees, honors, and awards received
  - The most recent educational agency or institution attended
  - Scholar 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 scholar's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want CCS to disclose directory information from your scholar'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 Superintendent & CEO at [jlewis@compasscharters.org](mailto:jlewis@compasscharters.org). A copy of the complete Policy is available upon request at the main office and on the School's website within the CCS Policy Manual.

### Withdrawal from CCS

1. If a scholar decides to withdraw, the scholar's learning coach communicates the decision through the scholar's EF and/or will schedule an exit conference with the Learning Coach, student, and K-8/High School Coordinator within 72 hours of the withdrawal request to ensure the scholar receives the appropriate academic consultation and attendance credit, and has submitted all completed work samples and activity logs before being withdrawn from CCS.
- 2.
3. If a student willfully damages CCS' property or the personal property of a CCS employee, or fails

to return a textbook, library book, computer/tablet or other CCS property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, CCS may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, CCS will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

4. If a scholar and/or a learning coach makes the decision to withdraw from CCS prior to the end of the semester, they are automatically forfeiting their right to a letter grade for any courses still in progress, and will receive an incomplete ("I") on their transcript. Any coursework completed for courses still in progress during a withdrawal will be lost, and cannot be transferred to a new academic institution. If the course has been 100% completed and letter grade provided by instructor, the scholar will be awarded the credits earned. Please contact your counselor before you choose to withdraw from CCS.

### Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

## Parent and Family Engagement Policy

The Charter School aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act (“ESEA”). The Charter School staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of the Charter School’s complete Policy is available upon request in the main office and on the school website within the Policy Manual.

## Employee Interactions with Students

CCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning conducive environment possible.

### Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

#### A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;
2. Preventing a pupil from committing an act of vandalism;
3. Defending yourself from physical injury or assault by a student;
4. Forcing a pupil to give up a weapon or dangerous object;
5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

#### B. Examples of PROHIBITED actions (corporal punishment)



1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

#### Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or Administrators. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable 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, sexual misconduct.

Staff must understand their own responsibility for ensuring that 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 disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

#### Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the Administrator to investigate and thoroughly report the situation. Employees must also report to the Administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

#### Examples of Specific Behaviors

The following examples are not an exhaustive list:

#### Unacceptable Staff/Student Behaviors (Violations of this Policy)

- a. Giving gifts to an individual student that are of a personal and intimate nature.
- b. Kissing of any kind.
- c. Any type of unnecessary physical contact with a student in a private situation.
- d. Intentionally being alone with a student away from the school.
- e. Making or participating in sexually inappropriate comments.
- f. Sexual jokes.
- g. Seeking emotional involvement with a student for your benefit.
- h. Listening to or telling stories that are sexually oriented.
- i. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- j. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
- k. Driving students (see policy herein).
- l. Discussing personal, religious, and/or political beliefs with students.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

**(These behaviors should only be exercised when a staff member has parent and Supervisor permission.)**

- a. Being alone in a room with a student at school with the door closed.
- b. Allowing students in your home.

Cautionary Staff/Student Behaviors

**(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their Supervisor of the circumstance and occurrence prior to or immediately after the occurrence.)**

- a. Being alone in a room with a student at school with the door closed. The only exception to this rule is if it is required for special educational purposes, related to a student's Individual Education Plan (IEP). The School Psychologist or employee working in the Special Education Department must have written permission from the student's guardian.
- b. Remarks about the physical attributes or development of anyone.
- c. Excessive attention toward a particular student.
- d. Sending e-mails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

- a. Getting parents' written consent for any after-school activity.
- b. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- c. E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- d. Keeping the door open when alone with a student.
- e. Keeping reasonable space between you and your students.
- f. Stopping and correcting students if they cross your own personal boundaries.
- g. Keeping parents informed when a significant issue develops about a student.

- h. Keeping after-class discussions with a student professional and brief.
- i. Asking for advice from fellow staff or Administrators if you find yourself in a difficult situation related to boundaries.
- j. Involving your Supervisor if conflict arises with the student.
- k. Informing your Supervisor or the Superintendent & CEO about situations that have the potential to become more severe.
- l. Making detailed notes about an incident that could evolve into a more serious situation later.
- m. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- n. Asking another staff member to be present if you will be alone with any type of special needs student.
- o. Asking another staff member to be present when you must be alone with a student after regular school hours.
- p. Giving students praise and recognition without touching them.
- q. Pats on the back, high fives and handshakes are acceptable.
- r. Keeping your professional conduct a high priority.
- s. Asking yourself if your actions are worth your job and career.

## Suicide Prevention Policy

The Board of Directors of CCS recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code section 215, this policy has been developed in consultation with CCS and community stakeholders, CCS school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating CCS's strategies for suicide prevention and intervention. CCS must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

A copy of the complete Suicide Prevention Policy can be located in the main office and on the school's website within the CCS Policy Manual.

**Signature Page**

Please sign and date below to indicate that you have read the Options Scholar Handbook, which includes the annual notices, and are aware of the SC

Grade Level: \_\_\_\_\_

School of Enrollment: \_\_\_\_\_