

UNCHARTED SHORES ACADEMY
Charter School
PARENT HANDBOOK

Charting Family-Style Education



Implementing *family-style cooperative learning* through thematic, interactive group activities addressing multiple learning styles

Facilitating *a family atmosphere* through multi-age learning groups and promotion of long-lasting relationships between students and staff

Supporting *family values* through the emphasis of *respect, responsibility, and resourcefulness*

2015-2016

USA

Parent Handbook

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USA INFORMATION

330 E Street; Crescent City, CA 95531

Phone: (707) 464-9828

SCHOOL PORTS

Student Crews rotate between learning stations within each port
Safe Harbor Port (Primary Grades): Distant Shores, Piers 1 & 2
Sheltered Cove Port (Intermediate Grades): Piers 3 & 4
Serene Seas Port (Upper Grades): Piers 5 & 6
Piers designate room numbers

HOURS OF OPERATION

8:00-4:30, M-F – Regular Office Hours

8:00 – Teachers arrive

8:30-12:30 – Minimum Day Class Sessions (every Wed)

8:30-2:30 – Full Day Class Sessions

Lunch Times (Students must pack a lunch)

Safe Harbor - 10:45-11:15

Sheltered Cove – 11:15-11:45

Serene Seas – 11:45-12:15

USA GOVERNING BOARD

Parent Representatives: LaWanda Quinell (Board President) – (707) 218-8261
Rod Martindale – (707) 457-7243

Community Representative: Position is open

Staff Representative: April Brock- (707) 954-3126

Administrators: Margie Rouge – (707) 954-6797
Shari Smithson – (707) 218-6143

PARENT CLUB

USA parents are invited to join a Parent Club which is responsible for parent involvement in school activities, fundraising, facilitation of communication between the parents and the school, public relations, and recommending parent representatives for placement on the USA Governing Board.

USA STAFF

Administrative Staff:

Principal / Financial Administrator / Founder: Margie Rouge
Educational Administrator / Professional Development: Shari Smithson
Administrative Assistant / Computer Instructor: Ann Weiland
Administrative Assistant / Secretary: BreeAnna Scott

Instructional Staff:

Safe Harbor Port

Kristie Perry- Credentialed Teacher for Kindergarten Level

Kittylin Mauldin –Credentialed Teacher for First Grade Level

April Brock- Credentialed Teacher for Second Grade Level

Sheltered Cove Port

Annie Mason - Credentialed Teacher for Third Grade Level

Melanie - Credentialed Teacher for Fourth Grade Level

Serene Seas Port

Christine Ratnour – Credentialed Teacher for 5th-8th Social Science
and Language Arts

Carla Critz- Credentialed Teacher for 5th-8th Math and Science

Penny Morgan– 5th -8th Targeted Reading Credentialed Teacher

Instructional Support Staff

Alana Bates – Safe Harbor Instructional Assistant

Juliette Hamner – Safe Harbor Instructional Assistant

Jennifer Schmidt – Safe Harbor Instructional Assist; Music Instructor

Dustin Davidson – Sheltered Cove Instructional Assistant

Rod Martindale – Serene Seas PE Instructor; Coach

Deborah Elfindale – Activity Instructor for all grades

Karen Morton – Special Education Resource Teacher

Custodial Staff: Elizabeth Coburn, Dan Smithson

USA 2013-2014 CALENDAR

EVERY WEDNESDAY IS A MINIMUM DAY
Dismissal is at 12:30 on Wednesdays

SEPTEMBER

- 1 – FIRST DAY OF SCHOOL: Tuesday, 8:30 AM – 2:30 PM**
- 7 – Labor Day Holiday / NO SCHOOL**
- 10 – *Meet the Teacher* PARENT NIGHT: Thursday, 6:00-7:00 PM**
- 16- USA Governing Board meeting, 1:30 PM at the school
- 17 – Picture Day!!**

OCTOBER

- 8- All School Western Hoe-Down Bar-B-Q & Dance: Thursday, 5-7 PM**
- 9- AWARDS ASSEMBLY: 1:30 PM**
- 12-16 – *Minimum Days*: Teacher Professional Development/ Parent Conferences
- 21- USA Governing Board Meeting, 1:30 PM at the school
- 29 – Picture Re-takes
- 30 – Storybook Character Day / Assembly: Friday, 1:30 PM**

NOVEMBER

- 6- AWARDS ASSEMBLY/ Veteran's Day Presentation: 1:30 PM**
- 11 – Veteran's Day Holiday / NO SCHOOL**
- 18 – USA Governing Board Meeting, 1:30 PM at the school
- 20- *STONE SOUP DAY!! Minimum Day***
- 23-27 – Thanksgiving Holiday / NO SCHOOL (5 school days)**

DECEMBER

- 4- AWARDS ASSEMBLY: 1:30 PM**
- 11- *Serene Seas* (upper grades) Winter Ball: Friday, 7:00-9:00 PM**
- 16 – USA Governing Board Meeting, 1:30 PM at the school
- 17 – PRESENTATION NIGHT in the gym: Thursday, 6:00 – 7:30 PM**
- 18- End of Fall Term (72 days of school)
- 18 – Pajama Day!!!! *Minimum Day***
- 21-Jan 1 – Winter Vacation/NO SCHOOL (10 school days)**

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JANUARY

- 4 – Return to school
- 8 – FALL TERM AWARDS ASSEMBLY: 1:30 PM**
- 13 - Report Cards for Fall Term Mailed Home
- 15 – Martin Luther King Honorary Peace March**
- 18 – Martin Luther King, Jr Holiday / NO SCHOOL**
- 20 – USA Governing Board Meeting, 1:30 PM

FEBRUARY

- 5 – AWARDS ASSEMBLY: 1:30 PM**
- 10 – *Friendship Day*
- 12-15 – President’s Day Holiday / NO SCHOOL** (2 school days)
- 17 - USA Governing Board Meeting, 1:30 PM
- 29 – Leap Day Math**

MARCH

- 2 – Dr. Suess Day (Green Eggs & Ham Breakfast) / AWARDS ASSEMBLY: 11:30 PM**
- 16 - Governing Board Meeting, 1:30 PM at the school
- 21-24 – *Minimum Days: Teacher Professional Development / Parent Conferences***
- 24 – End of Winter Term: 56 school days
- 24 – Springtime Celebration Art & Science Show: Open House, Thursday, 6:00-7:00 PM**
- 25-April 4 – Spring Break / NO SCHOOL** (7 school days)

APRIL

- 5- School Resumes: Tuesday, 8:30 AM-2:30 PM**
- 8- WINTER TERM AWARDS ASSEMBLY: 1:30 PM**
- 20 - Governing Board Meeting, 1:30 PM at the school

MAY

- 6 – AWARDS ASSEMBLY: 1:30 pm**
- 18 - Governing Board Meeting, 1:30 PM at the school
- 26 – USA Olympics Field Day**
- 27-30 – Memorial Day Holiday / NO SCHOOL** (2 school days)

June:

- 9- ALL-SCHOOL MUSICAL PERFORMANCE: Thurs, 6:00-8:30**
- 10 – AWARDS ASSEMBLY/GRADUATION/Last Day of School**

What is a Charter School?

- Charter schools began in 1992 in order to improve education. The idea is that families will have a choice of educational alternatives, so that the needs of all will be served. **USA opened as a tax-supported free alternative educational choice in Del Norte County in 2007. USA operates as an independent study school which offers both home study and daily classes taught by credentialed teachers.**

The school must have a “charter” (an agreement) which states the mission of the school, why the school is needed, and how it will operate, and be approved by the district or county of residence.

USA’s mission is to produce respectful, responsible, resourceful individuals who excel academically through the use of thematic, interactive, family-style education. USA’s approving entity is Del Norte County Office of Education.

EDUCATIONAL OPTIONS

Notice of Alternative Schools, Home/Hospital Instruction, Independent Study Programs, Charter Schools, and Community Schools.....(Ed. Code 58501)

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school that is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
4. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
5. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

USA is an alternative charter school model authorized by the office of education and operates in a manner that maximizes the opportunities for students. You have a right to enroll your child in this program if you believe it will best fit his/her needs

How is USA Different from other Schools?

USA PROVIDES EDUCATIONAL CHOICES FOR FAMILIES:

USA is the ***only*** Del Norte County school to provide the choice of all-day school, part-day classes, or home study. Most students attend school **daily** from 8:30-2:30, but some only stay until 12:30, and others study at home, depending upon the need of the child. No other Del Norte County school offers the hybrid type of school which provides educational instruction through credentialed teachers, through the community, and at home with parents. Teachers provide direct instruction in core subjects daily for all students who attend classes.

USA CONDUCTS FAMILY-STYLE EDUCATION:

USA is the ***only*** Del Norte County school governed by a board where the majority of members are appointed by the parents of the students of the school. ***Families have a voice in the direction of the school!***

Additionally, ***each parent must partner with the school in the education of their child***, supporting the classroom education through home studies, explorations, and instruction.

USA family style-education extends to all areas:

USA implements *family-style cooperative learning* through thematic, interactive group activities addressing multiple learning styles while completing projects and presentations.

USA facilitates a *family atmosphere* through multi-age learning groups and the promotion of long-lasting relationships between students and staff.

USA supports *family values* through the emphasis of ***respect, responsibility, and resourcefulness***. USA believes that character training is the most important aspect of education. Individuals with good character will make good future employees and community members regardless of their academic aptitude. In most state public schools, academics take clear precedence over character training. At USA, character is of paramount importance.

STUDENT CONDUCT

A. Policy of Respect

USA maintains a one-word code of conduct: RESPECT. Students, staff, and visiting parents are expected to act respectfully towards one another. Respect includes speaking respectfully, acting in a respectful manner, and maintaining a respectful attitude. Respect extends to showing self-respect for one's own abilities and a respect for the school facility and school materials. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. USA partners with parents in reinforcing student character growth, particularly in the area of respect. Parents will be expected to work closely with USA staff to reinforce these behavioral expectations.

USA promotes non-violent conflict resolution techniques. To this end, students are provided with positive opportunities to voice their concerns about school policies and practices. Parents are encouraged to contact the school if they have any concerns. Teachers are asked to contact parents when students have behavioral issues. Meanwhile, the administration strives to bring together parents, students, and staff to discuss conduct issues. USA makes a concerted effort to resolve all instances of disrespect in a manner that will enhance the student's respect for himself and others.

B. Dress Code

In keeping with our policy of respect, USA students are expected to maintain a presentable image for USA and show respect for themselves in their appearance. Therefore, clothing with slang or derogatory slogans, words, or pictures/graphics will not be tolerated. References to alcohol, drugs, tobacco, or sexual innuendos are not acceptable. Distracting jewelry, body piercings, tattoos, or unusual make up should be avoided. Revealing or sexually provocative clothing is not allowed. All students should maintain a clean, neat appearance with suitable clothing appropriate for the activities they will be pursuing during the day. This includes good grooming and personal hygiene habits.

Safety must be a consideration as well, and all students must refrain from wearing clothing, shoes, or jewelry that could pose a safety hazard to themselves or others. Students need to be particularly careful to wear appropriate shoes during athletic events and on field trips.

USA has logo clothing available to order through the local business, *Creative Graphics*. Students are encouraged to wear clothing with the USA logo, especially on field trips. If students are dressed similarly, it's easier to keep them together and for the field trip chaperones to identify the students in our school.

C. Student Attendance Policy

As an independent study school, attendance credit is earned through completion of assignments rather than seat time. A student enrolled at USA is expected to maintain a minimum positive academic attendance rate of 90% in order to advance to the next grade level. Students with habitual absences will be referred to the Del Norte County Office of Education Student Attendance Review Board. Additionally, students who continue to lack academic attendance credit may be dismissed from the school due to insufficient evidence of academic progress.

Home Study Report: Students who are absent should complete a home study report indicating the educational activities which were completed at home in lieu of class attendance. Completing the required hours of education at home will ensure that the student maintains attendance credit. A sample home study report is included in the appendix at the end of this document.

The Process of Addressing Student Attendance Issues will entail the following:

Weekly Attendance Report: Missing Assignments

Weekly attendance reports are sent home with the student which informs the parent of missing attendance credit, whether due to class absences or missing student assignments.

First Official Attendance Notice: Consequences of Non-Attendance

Informs parents of school attendance policies and the procedure that will be followed to address the problem. Addresses the student's excessive absences (or lack of attendance credit), parent/guardian obligations and rights, and the consequences of non-attendance. This letter is mailed home (or directly delivered to the parent) after three absences without a sufficient attempt to complete the missing assignments.

Second Official Attendance Notice: Notice of Possible Student Disenrollment

States that the student is in danger of disenrollment if student truancy continues, and directs the parent to contact the school administrator to discuss a way to rectify the matter. To be mailed home, or delivered directly to the parent, if absences continue to accrue after the previous notice was sent.

Third Official Attendance Notice: Referral to the School Attendance Review Board

The student and parent are referred to the Del Norte County Student Attendance Review Board (SARB) and informed that they will be directed to attend a SARB hearing to address the absences. To be mailed home, or delivered directly to the parent, if the parent does not attempt contact with the school administration or if absences continue to accrue after the contact.

Notice of Student Disenrollment

Informs the parent/guardian of the failure of the student to meet *USA's* attendance requirements and Education Code statutes pertaining to school attendance. Formally disenrolls the student from *USA*. This letter will be mailed if the parent does not attend the SARB hearing, or if, either prior or subsequent to the hearing, absences equaling more than 10% of the total days of possible attendance to date accrue without parental support in addressing and solving the problem. The notice of student disenrollment will be mailed to the parent, filed in the student records, delivered to the SARB, and sent to the Del Norte County Office of Education Superintendent.

D. Student Discipline Procedures

Uncharted Shores Academy believes in restorative discipline rather than punitive punishment. The following basic discipline policy will generally be followed by all school personnel:

1. Model desired behavior
2. Reward good behavior

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3. Issue specific verbal warning to individual student
4. Give student a time for reflection (time out, assign reflection letter, counseling)
5. Partner with parent to address the behavior
6. Implement appropriate consequences if behavior is repetitive, unresolved, or escalates

The following escalating consequences may be implemented by the administrator as needed:

1. Office study or home study for the rest of the day
2. A week on home study
3. A month on home study
4. Placement in the Offshore program for permanent home study for the rest of the year

As *USA* is an independent study school, class attendance at *USA* is a privilege, and we expect that students will act accordingly. Students are expected to exhibit respect for the privilege of class instruction at all times. Students who cannot maintain a respectful attitude can expect to be referred to home study.

Students shall be recommended for suspension or expulsion in accordance with School Board Policy upon determination that the student has committed one of the acts leading to expulsion as delineated in the Education Code. The *USA* Governing Board may recommend any student for expulsion whom they deem to be a threat to the safe and productive operation of the school. This includes expulsion for disruption of school activities or willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. The Board will conduct expulsion hearings in accordance with recommendations from the *USA* Executive Director.

These procedures will be amended as required by law to protect the rights of students with disabilities or exceptional needs. This includes, but is not limited to, convening an individual educational plan team if a suspension lasts beyond five days or in the event that expulsion is recommended. The school will notify the county of any expulsions and will include suspension and expulsion data in its annual performance report.

Uncharted Shores Academy is not under the Education Code, but will usually follow the same suspension and expulsion policies as delineated in the Education Code. Additionally, *USA* will institute other suspension and expulsion policies as the Governing Board deems necessary in order to fulfill the purpose and mission of the charter. The following are the reasons for expulsion listed in the Education Code:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Willfully used force or violence upon the person of another, except in self-defense.
- c. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of objects of this type, the student has obtained written permission to possess the item from a certificated school employee which is concurred by the principal or the designee of the principal. "Firearm" means any device designed to be used as a weapon from which is expelled, through a barrel, a projectile by the force of any explosion or other form of combustion. Examples of "dangerous object" include, but are not limited to: B.B. guns, pellet guns, air rifles, pepper spray, razors, laser pointers, brass knuckles, fist packs,

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nunchaku, and any object likely to cause injury to person or property that has no reasonable use at school.

- d.** Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- e.** Unlawfully offered, arranged, or negotiated to sell any controlled substance, or an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- f.** Committed or attempted to commit robbery or extortion.
- g.** Caused or attempted to cause damage to school property or private property.
- h.** Stole or attempted to steal school property or private property.
- i.** Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his/her own prescription products.
- j.** Committed an obscene act or engaged in habitual profanity or vulgarity.
- k.** Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- l.** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- m.** Knowingly received stolen school property or private property.
- n.** Possessed an imitation firearm.
- o.** Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
- p.** Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- q.** Committed sexual harassment as defined in the Education Code. The sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- r.** Caused, attempted to cause, or participated in an act of hate or violence as defined in subdivision (e) of Education Code Section 233.
- s.** Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or groups of pupils by creating an intimidating or hostile education environment (EC 48900.4).
- t.** Made a terrorist threat against school official(s) or school property, or both. (EC 48900.7). "Terrorist threats" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand (\$1,000) dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its fact and under the circumstances in which it was made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family

Safety Policies & Procedures

A. Child Abuse Reporting Procedures

All school staff are fingerprinted prior to employment and are directed to actively monitor the safety and welfare of all students. Staff must understand their responsibility as child care custodians and immediately report all cases of suspected abuse. To ensure that school staff have adequate training, school administrators, teachers and other school employees participate in annual training in child abuse identification and reporting procedures. Reporting requirements and confidentiality rights are provided as part of the training. Uncharted Shores Academy staff will treat all parents with utmost respect, in a non-judgmental manner, and honor all laws surrounding confidentiality of child abuse reporting.

When a school employee suspects abuse, a verbal and/or a written report is made to the Child Protective Services within the time requirements mandated by law. School staff work closely with law enforcement and Child Protective Services with any follow-up actions that are needed. In addition, considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a locked file in the administrator's office. Employees shall refrain from discussing or disseminating information concerning CPS reports, and relegate all further action to the authorities given the responsibility to investigate such reports.

B. Disaster Plan

The scope of this plan encompasses a broad array of potential emergency situations. Protocols are posted at the school site. This plan addresses both the broad safety issues and the specific logistical aspects of preparedness. USA has assigned school personnel roles and responsibilities to execute in case of an emergency. This information will be updated annually. A site map is posted at the school site with the emergency protocols. An Emergency Disaster Kit is maintained in each classroom and in place at each exit.

Parents may view the disaster plan at the school office during normal office hours.

C. Availability of Health Services

USA does not offer vision, hearing, and scoliosis screening, but these services are available through local health agencies. Information concerning health agencies which may provide these services is available in the school office.

D. Confidentiality Clause

Confidentiality of all student and employee records and information will be maintained according to applicable State and Federal laws, including the Federal Right To Privacy.

Notice To Parents/Guardians Of Important Legal Rights

California Education Code Section 38980(a) requires the governing board of each school district to notify parents or guardians of the following rights and responsibilities at the beginning of each school year. *It is important to understand, however, that charter schools are not under the education code and are not bound by these regulations.* We plan, however, to abide by the following regulations, except when these regulations interfere with the parent's right to educate their child, as noted. Please refer to the education code indicated for further information regarding the right or responsibility. The education code may be found online or requested for viewing at the Del Norte County Office of Education.

A. ATTENDANCE AND DISCIPLINE

1. Minimum Days and Pupil-Free Staff Development Days (Ed. Code 48980c)

Parents/guardians will be informed of USA's schedule of minimum days and pupil-free staff development days. A copy of the school calendar is included in this handbook.

2. Disciplinary Rules and Procedures (Ed. Code 35291)

The Governing Board has prescribed rules and procedures on school discipline (see part VII).

3. Absences for Religious Purposes (Ed. Code 46014)

With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at his or her place of worship or at other suitable place or places away from school property designated by the religious group, church or denomination. No pupil shall be excused from school for such purposes on more than four days per school month.

4. Discipline-Parental Involvement (Ed. Code 48900.1)

School Districts are required to adopt a policy that allows a teacher to require the parents of an unruly or disruptive pupil to spend a portion of the school day in the child's classroom. The measure prohibits an employer from taking action against a parent who attends school in accordance with the provisions of this act.

B. SCHOOL SAFETY

1. Use of Video Cameras (BP 5145.14, AR 5131.1)

In order to insure the health, welfare and safety of staff and students, to maintain and improve student discipline, and to protect and maintain district property, video cameras may be used in schools and school buses without obtaining parental permission.

2. Asbestos Management Plan

USA will operate only in buildings free of asbestos contamination.

C. HEALTH

1. Medical Services Information (Ed. Code 46010.1)

According to the education code, school authorities may excuse any student from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. However, as a charter school, we are not under the education code and will obtain parental permission prior to excusing a child for medical reasons, as we feel this education code provision violates the parent's right to direct the education and well-being of their child.

2. Control of Communicable Disease (Ed. Code 49403)

We are not planning to conduct any immunization programs at USA. However, if we do, parents will be notified of the immunizations and parent consent obtained prior to administering immunizations to the child. However, students may obtain appropriate immunizations at other public schools, and parents will be notified of such immunization programs should they occur.

3. Immunizations (Ed. Code 48216)

A pupil may not be admitted to or may be excluded from school if they have not been fully immunized against Diphtheria, Pertussis (whooping cough), Hepatitis B, Tetanus, Poliomyelitis, Measles, Mumps, Varicella (chicken pox), and Rubella in the manner and with immunizing agents approved by the State Department, except that all students who have reached the age of seven shall not be required to be immunized against Pertussis or Mumps. Effective July 1, 1999, a seventh grade entry requirement for a 3-dose series of Hepatitis B vaccine and a second dose of Measles containing vaccine (e.g., MMR) was enacted.

These immunizations are available from the County Health Department or your private physician. Documentary proof of immunization is required upon admission to a school. Exemptions from immunizations may be provided for medical reasons. *As of January 1, 2016, only home study students may be exempted from immunizations for personal belief reasons. However, K-6 grade students who have a personal belief exemption in place prior to this date will be allowed to continue in school until they reach 7th grade. Students currently in 7th or 8th grade may continue through high school if a personal belief exemption is in place.* In the event of an outbreak of any one of these diseases, students who are not fully immunized must be temporarily excused from attending classes at the school for his/her protection, and will be placed on home study for the duration of the outbreak.

4. Administration of Prescribed and Non-Prescription Medication (Ed. Code 49423)

If during the regular school day your child is required to take medication prescribed for him or her by a physician, designated school personnel may assist your child in receiving the medication if the administrator receives a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken and a written statement from you indicating your desire that USA assist your child in taking the medication.

5. Asthma Medication Law

Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication if two requirements are met:

Requirement #1: USA must receive a written statement from the physician with the following information:*

- a. The name of the medication;

- b. How it is to be used;
- c. Dosage;
- d. Confirmation that the student is able to self-administer the medication.

Requirement #2: USA must receive a written statement from the parent/foster parent/guardian with the following information:*

- a. Consent allowing the student to self administer his/her asthma medication;
- b. Release allowing the school nurse or other designated school personnel to consult with the student's physician if questions or concerns arise;
- c. Release absolving USA and school personnel from civil liability if the self-administering student suffers an adverse reaction.

Written authorization from the student's physician and parent/guardian must be updated **annually or whenever the medication or procedure for taking it changes.*

6. Notification of School for Continuing Medication (Ed. Code 49480)

Parent/guardian is to inform the school nurse or other designated certificated school employee of medication given to a pupil on a continuing basis for a non-episodic condition. The type of medication, current dosage, and the name of the supervising physician are to be given to the designated individual. With your consent, the nurse or other designated school employee may communicate with the physician and may counsel school personnel regarding the possible effects of the medication on the student.

7. Physical Examinations (Ed. Code 49451)

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school a signed written statement indicating that parent/guardian will not consent to a physical examination of this child. If such a statement is filed, your child will be exempt from any physical examination. However, whenever there is good reason to believe your child is suffering from a recognized contagious or infectious disease, your child will be sent home and not be permitted to return until the school authorities receive notice from a medical professional that no contagious or infectious disease exists.

8. Kindergarten and First Grade Physical Exam

(AR 5141.32, Health & Safety Code 124040, 124085 & 124105)

State law requires that for each child enrolling in first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical exam within the last 18 months. *If your child does not receive this exam, you must file a waiver stating the reasons you are unable to obtain such services.* These services may be available at no cost through Child Health and Disability Prevention Program (CHDP). You may find it convenient to have your child immunized at the same time that the physical exam is conducted.

9. Student Medical Insurance (Ed. Code 49472)

Uncharted Shores Academy does not offer student medical insurance at this time.

10. Nutrition Program (Ed. Code 49510-49520)

USA does not offer a lunch program due to an inadequate kitchen and lack of funding.

D. INSTRUCTION

1. Prohibition of Sexual Bias in Course of Study (Ed. Code 221.5)

Elementary schools, commencing with seventh (7th) grade, and high schools, are required to offer classes and courses to its pupils without regard to sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard to the sex of the student counseled. *USA* is not under the education code and may or may not offer these counseling opportunities. If career, vocational, or educational counseling is offered by a *USA* school, parents may participate in the counseling sessions and decisions, and they will be offered to both boys and girls.

2. Harmful or Destructive Use of Animals (Ed. Code 32255)

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify their teacher regarding this objection. If a pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. Any objection must be substantiated by a note from the pupil's parent or guardian and delivered to the pupil's teacher.

3. Individual Instruction for Pupils Temporarily Disabled

(Ed. Code 48206.3, 48207,48208)

A pupil with a temporary disability, which makes attendance in the regular day classes or an alternative education program impossible or inadvisable, is entitled to receive individual instruction. If you have a child with a temporary disability, who is in a hospital or other residential health facility (excluding a state hospital) located outside of the school district in which you reside, it is your responsibility to notify the school district in which the hospital is located of your child's presence in that district. For *USA* students, nearly all issues concerning education of students with temporary disabilities can be resolved using Uncharted Shores Academy's home study program.

4. Health, Family Life and Sex Education, HIV/AIDS Instruction

(Ed. Code 51938)

We will not conduct HIV/AIDS and sex education at *USA*. This education will be provided by the parents at home with their child. Health instruction at school will be limited to healthy living, including hygiene, safety, nutrition, and exercise. However, parents who wish to have additional materials to assist with home education concerning family life and sex education may contact the school director to obtain information and materials.

5. Special Education (Ed. Code 56301-56329)

Pupils with exceptional needs are entitled to a free appropriate public education under state and federal law. An assessment of the student's individual educational needs must be conducted before he or she is placed in a special education program. Your written consent as a parent/guardian is required before assessment, unless the school district prevails in a due process hearing relating to the assessment. You may also request referral to a special education program for your child. If an assessment is conducted you may request a copy of the assessment findings on your child and may attend a student study team conference to discuss the team recommendations. You may request a due process hearing (Ed. code 56501) if there is a proposal to or a refusal to initiate or change the identification, assessment, or educational placement of your child or the provision of a free appropriate public education

for your child. Complaints concerning special education programs shall be addressed in accordance with the Uniform Complaint Procedures explained in section IX.

6. Child Abuse Prevention Training Program

Parents have the right to refuse to allow their children to participate in a child abuse prevention program. (Welf. & Inst. Code 8976.5). Parents will be notified if such a program is to be provided at Uncharted Shores Academy.

7. Pupil Internet Access & Cell Phone Use (Ed Code 51870.5, 48980(h))

A school district that provides pupils with access to the Internet and on-line services shall adopt a policy regarding such access and inform parents of “harmful matter” as defined in Penal code 313 subd. (a). The USA policy is as follows:

Students may use the school computer system only for legitimate educational purposes, which may include class work and independent research that is similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.

Students and staff may not share or post personal information about or images of any student or staff member without permission from that student or staff member. This includes postings that take place outside of the school campus or outside of school hours. Personal cell phones and other digital devices also come under this Acceptable Use Policy. To ensure that cell phones and other digital devices do not violate this regulation, USA bans cell phones and digital devices on campus. If a parent desires a student to have a phone or device after school, the parent must deliver the request in writing to the school administrator, and the student must relinquish the phone or digital device to a member of the school staff for the duration of the school day.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to Public Laws 83-703 and 990474). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. [#E6163.4 (a)].

8. Pupil right to a free education (EC 49010, article 5.5)

Pupils enrolled in a public school must not be required to pay a pupil fee, including a use deposit, for participation in any educational activity, including, but not limited to, curricular and extracurricular activities. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge. This prohibition is not to be interpreted to prohibit solicitation of voluntary donations, voluntary participation in fundraising activities, or schools and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

9. Teacher and Paraprofessional Qualifications

Parents are advised that they have a right to request information regarding the professional qualifications of their child's teacher and paraprofessionals serving their child.

10. State Assessment Program (CAASSP) (EC 60615)

All students in grades 2 through 11 must participate in California State testing. Students learning English and students in special education programs are included. Parents or guardians can submit a written request to the director if they do not wish to have their student take any or all parts of the required annual tests.

11. Non-Discrimination Statement (BP 0410)

USA does not discriminate on the basis of gender, race, color, religion, ancestry, national origin, sex, ethnic group, marital or parental status, physical or mental disability, sexual orientation or handicap in its education program and activities, or employment practices.

12. Section 504 of the Rehabilitation Act Rights and Appeals Procedures

- Section 504 of the Rehabilitation Act prohibits discrimination against students with mental or physical disabilities that substantially limit a major life activity.
- Under Section 504, such students are eligible to receive reasonable accommodations designed to meet their needs as adequately as the needs of non-disabled students are met.
- Students have the right to a free, appropriate public education. This includes the right to be educated with peers within the general school setting in a variety of programs which promote maximum interaction to benefit all students.
- You have the right to have the school district make reasonable accommodations to allow your student an equal opportunity to participate in school and school-related activities.
- You have the right to receive a full, clear and understandable explanation of all procedural safeguards and rights of appeal in a language that you understand.
- All students will be given an equal opportunity to participate in nonacademic and extra-curricular activities offered by the district.
- The confidentiality of your student's records shall be maintained.
- You may examine relevant records concerning your student.
- Copies of records may be requested. The district may charge a reasonable fee for copying them unless you cannot afford such fees.
- Parents/guardians/surrogates may challenge the contents of student records.
- You may initiate a referral, requesting that school staff determine whether your student is eligible for Section 504 services.
- An evaluation will be conducted if the district suspects that your student has a disability that substantially limits a major life activity.
- You will be given notice of meetings to discuss the evaluation of your student, when appropriate.

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- Any private, independent educational assessments you may have will be considered by the district's Section 504 committee.
- You have the right to be notified prior to, participate in, have a representative at, and present information at Section 504 meeting (s) when appropriate.
- An evaluation and educational and placement decision will be based upon a variety of information and by individuals who know the student and understand available accommodation information and options.
- When appropriate, your student may participate in the meeting(s).
- If necessary, you may request that meetings be conducted with an interpreter.
- Section 504 eligibility and services will be determined within a reasonable time frame and be reflected on a Section 504 Student Accommodation Plan.
- Your student's Section 504 Accommodation Plan will be reviewed at least annually.
- A copy of the Section 504 Accommodation Plan shall be provided in your primary language at your request.
- You and the *USA* director may meet informally to resolve differences.
- After receiving the Section 504 identification screening evaluation or educational placement of a student with disabilities under Section 504, you may initiate the following procedures:
 - ⇒ Within 20 school days, submit in writing, your disagreement and request that the director of student services/504 coordinator review the plan in an attempt to resolve the disagreement. This review shall be held within 20 school days of receiving the request. The parent/guardian shall be invited to attend the meeting at which the review is conducted.
 - ⇒ If the disagreement continues, request in writing a Section 504 due-process hearing. The request shall include:
 - 1 The specific nature of the decision with which the parent/guardian disagrees.
 - 2 The specific relief the parent/guardian seeks.
 - 3 Any other information the parent/guardian believes is pertinent.
 - ⇒ Within 20 school days of receiving the due-process hearing request, the 504 Coordinator shall select an impartial hearing officer. This 20-day period may be extended with good cause or by mutual agreement of the parties.
 - ⇒ Within 45 school days of the selection of the hearing officer, the Section 504 due-process hearing shall be conducted and a written decision mailed to all parties. This 45-school-day period may be extended with good cause or by mutual agreement of the parties. The 504 Coordinator shall represent *USA* at this hearing.
 - ⇒ Any party to the hearing has the right to be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of Section 504-eligible students.

E. NOTIFICATIONS

1. Megan's Law

Pursuant to Megan's Law (Section 290.4 of the Penal Code), information regarding specified registered sex offenders is available for public viewing at the main office of the local law enforcement agency in Crescent City or online.

2. Notification of Pesticide Application

It is the goal of the USA to provide the safest and lowest risk approach to control pest problems while protecting students, staff, the environment and USA properties and assets. USA has adopted a Least-Toxic Integrated Pest Management (IPM) Policy. Pests will be controlled: to protect the health and safety of the students and staff; to maintain a productive learning environment; and, to maintain the integrity of the school buildings and grounds. It is the policy of USA to focus and develop long-term pest prevention methods and give "non-chemical" methods first consideration when selecting appropriate control measures. Chemical pesticides, if applicable, will not be applied when children are present.

The Healthy Act of 2000 requires all California school districts to annually notify parents and guardians of pesticides that may be applied to school property during the year. We will consider the full range of alternatives, giving preference to non-chemical methods, and then chemicals that pose the least hazard to people and the environment. You can find information regarding pesticides which may be used and pesticide use reduction at the Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>.

3. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. They include the right to:

- *Consent* before students are required to submit a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

4. Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request. ***USA intends to forward records to other school districts upon request only if we receive a request form which has been signed by the parent***]

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* 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, D.C. 20202-4605

5. Harassment (Ed. Code 48980(g) and *Safe Place To Learn Act*)

The USA Governing Board prohibits any type of harassment within any program or activity conducted by any and all USA educational institutions. California State Law establishes that it is the policy of the State to afford all persons in the State's public schools equal rights and opportunities regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic included in the State's definition of hate crimes. USA prohibits discrimination, harassment, and violence, including sexual harassment, intimidation and bullying. School personnel who witness such acts must take immediate steps to intervene.

Any student who engages in the harassment of any sort, even outside of school hours, may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment shall be subject to disciplinary action up to and including dismissal.

Harassment, as defined by law, is any action that is severe enough "to have a negative impact upon an individual's academic performance or create an intimidating educational environment." Teachers shall discuss this policy with their students in age-appropriate ways and should assure them they need not endure any form of sexual harassment.

Forms of harassment include:

1. Oral harassment such as derogatory comments, jokes, slurs, graphic verbal commentary about an individual's body or appearance, and graphic verbal commentary of a sexual nature.
2. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement.
3. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, objects, or gestures.
4. Unwelcome sexual advances, requests, or demands for sexual favors, and other conduct of a sexual nature.

The Board expects students or staff to immediately report observed incidents of harassment to the teacher, station instructor, or to a school administrator. Any student who feels that they are being harassed should immediately contact the director or other administrator and follow the Uniform Complaint Procedures as outlined in Section IX of this Parent Handbook. Complaints of harassment can be filed in accordance with these procedures.

IX. Grievance Procedures

A parent or staff member who has a complaint or concern which cannot be resolved by instructional staff should contact the director. If a conference with the director does not resolve the issue, the matter may be taken before the Governing Board at a regular board meeting. Any individual may address the board for up to three minutes at the beginning of each regularly scheduled board meeting. If the matter warrants further consideration, the board will put the matter on the agenda for discussion at the next board meeting. Legal issues may be resolved using the Uniform Complaint Procedure, as described below.

Uniform Complaint Procedure

USA shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, pupil fees, and special education programs (cf /Ed. Code 35160.5, Title 5, Section 4600-4671). If any of these programs are being contracted out to the Del Norte Unified School District or the Del Norte County Office of Education, the complaint will be directed to the appropriate party at the district or county level. **The Director is the Uniform Complaint Officer for USA.**

The Uniform Complaint Procedures steps are described below:

1. Voice complaint at an official meeting with the Director. The Director will make a written memo of your complaint and try to resolve the issue.
2. If the issue requires an investigation, the investigation will be conducted within 5 working days of the meeting.
3. You may have a chance to meet with others to resolve the issue, if appropriate.
4. You will receive a written report regarding the disposition of the complaint within 20 working days of voicing an official complaint.
5. A written report of the findings shall include:
 - a. Findings and disposition of the complaint, including corrective actions.
 - b. Rationale for disposition;
 - c. Notice of complainant's right to appeal within 15 days the decision to the California Department of Education;
 - d. Detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.
6. If you are not satisfied with the outcome of the investigation, you may appeal the decision to the California Department of Education (CDE) (within 15 days of receiving the final written report. In your CDE appeal, you must specify the reason(s) for your appeal, include copies of your original complaint and letter, and a copy of USA's decision. Contact information for CDE is as follows:

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Contact information for California Department of Education:
Categorical Programs Complaints Management Unit, CDE
1430 N Street, Suite 5408
Sacramento, CA 95814
(916) 319-0929

7. The complainant has the right to pursue any civil law remedies that may be available under state or federal discrimination laws, if applicable.

ADMISSION PACKET DOCUMENTS

The following documents are required for admission:

1. Registration
2. Emergency Form
3. Personalized Education Plan Agreement for the term enrolling
4. Request for records from previous school (if applicable)
5. Parental permissions & restrictions
6. Contract of Expectations & Computer Agreement
7. Free and Reduced Lunch Form (needed for state funding)
8. If the student is in kindergarten, or is enrolling in a public school for the first time, we also need to have a birth certificate and shot records. Seventh grade needs the T-Dap immunization record or the student will not be allowed to attend. Exemptions for immunizations may be obtained at the school office.

The following documents are for you to keep at home for your information:

1. Annual school calendar
2. Enrollment and Immunization Requirements
3. This Parent Handbook

**THE FOLLOWING COPIES OF ADMISSIONS PACKET DOCUMENTS
ARE INCLUDED AS AN APPENDIX:**

As copies will not be made for you of the documents you sign for admission, the following copies are provided for your information.

1. Planned Educational Program (PEP) sample copy
2. Contract of Expectations, Electronic Technology Policy, & Computer Agreement sample copies

ALSO INCLUDED IN THE APPENDIX: Home Study Report

PLANNED EDUCATIONAL PROGRAM MASTER AGREEMENT

Student: _____

Grade: _____

Dates of Agreement:

Term:

The educational custodian signing this agreement agrees to enroll their child in the onshore study option (attendance at school) or provide the necessary direction, support, and instruction needed in order for this student to accomplish the daily school work required for attendance in the offshore study option (study at home).

This home study program will be conducted according to the following provisions:

1. Student Assignments:

Manner assignments submitted: Assignments will usually be submitted in person to the teacher. However, arrangements may be made for students on extended educational trips or with health issues to submit assignments electronically or by mail. Parents are responsible for ensuring that students have completed and submitted the required assignments in order for their child to receive the required attendance credit needed to continue with the school.

Time frame for submitting assignments: Attendance credit for completed assignments will be computed on a weekly basis, and parents will be notified of any missing assignments. All assignments must be submitted for credit prior to the last day of this agreement.

Place to submit assignments: Credentialed Teachers working with Onshore students will collect assignments at the school site. Credentialed Teachers working with Offshore students will meet weekly to collect assignments.

2. Educational Objectives: The educational objectives for this child are delineated in the child's Individual Education Plan and/or the Common Core standards as listed in the in the *Curriculum Guide and Resource Manual for Uncharted Shores Academy*, located in the school office. Please refer to the manual for the Assignment Pacing Calendar listing the exact objectives covered in each subject and grade level.

3. Method of Study To Be Employed:

All students are provided with the opportunity to participate in educational experiences, interactive lessons, and educational explorations in the community. Additionally, conditional to student behavior and work habits, academic direct instruction classes at the school site are offered to enhance the home study. All students are exposed to literary materials concerning the themes studied. Student study methods may also include workbooks, worksheets, teacher-directed discussion, projects, presentations, and/or research for reports.

4. Methods used to Evaluate Student Work: Teachers will use the student's educational documentations and presentations to personally assess the extent to which the student met the educational objectives. Student documentation of work will include a variety of methods, including demonstration of skills, journaling, maintaining portfolios of work samples, and/or completion of projects. Evaluation will be on-going and teachers may use additional assessment measures to ensure students are making adequate progress.

5. Specific resources available to student: Each student receives appropriate access to materials, supplies, and instruction reasonably necessary to the achievement of the objectives set forth in this

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agreement. Specific materials and resources are listed in the *Curriculum Guide and Resource Manual for Uncharted Shores Academy*, located in the school office.

6. Independent Study Policies: As per independent study law, attendance is based upon the time value of completed work. Lack of assignments completed for attendance credit will result in a conference with the Del Norte County School Attendance Review Board to assess reasons for lack of attendance credit, monitor student progress, and implement additional resources for the student. Continued lack of attendance credit may result in the retention of the student in his/her current grade level. Lacking attendance credit equal to over 10% of the total possible days of attendance may result in the student being reassigned to another educational option. These attendance policies are further delineated in the Parent Handbook. It is the parent's responsibility to become familiar with this handbook and abide by its policies.

7. Measures of Academic Accomplishment to be Earned by Student:

The Instructional Team Lead Credentialed Teacher, in collaboration with any other instructors as applicable, will evaluate each student's progress and academic accomplishments in a report to the parent at least once each term. Students who maintain the minimum required 90% of attendance credit and show adequate academic progress will advance to the next grade level.

8. Uncharted Shores Academy is an optional educational alternative. Students are free to leave the school at any time and enroll in another educational option, including the regular district schools. Students may only continue with independent study, including the onshore study option, if the student is making adequate progress.

9. The Onshore Uncharted Shores Academy option is a privilege and will only be available to those students who show by their behavior and effort that they can benefit from this option.

Students who are unwilling to use their classroom time appropriately and productively will be placed in the Uncharted Shores Academy Offshore Program.

The student's parent or other educational custodian is required to participate in the education of this student and will be responsible for providing adequate direction concerning home study assignments. Home study lessons will be documented by the parent and reviewed by the teacher on a weekly basis. All assignments must be completed by the last day of this agreement in order to receive attendance credit. The signers below agree to these terms.

**This is the Parent Copy of the Planned Educational Program agreement. You do not need to sign this copy. Your signed copy will be kept on file with the student's permanent records.*



CONTRACT OF EXPECTATIONS

Uncharted Shores Academy believes that education is a privilege. Students who choose to participate in the Onshore Uncharted Shores Academy option are expected to take full advantage of the classes offered by exhibiting, through their attendance and attentiveness, a willingness and readiness to learn. If work is habitually not completed appropriately and productively, students may not be able to progress to the next grade level. With this in mind, the following expectations need to be met in order for a student to continue with USA onshore program:

1. **ATTENDANCE/PUNCTUALITY:** Attend the site-based classes on a regular basis, arriving on time and staying for the duration of the class time. (It is difficult to adequately complete school assignments at home because of our interactive teaching methods.) A minimum 90% attendance credit is expected to progress to the next grade.
2. **RESPECT:** Be respectful of yourself, your classmates, your teacher, and the learning environment so that lessons can be presented without disruption and each student has the opportunity to learn. Do your share to take care of our school and all materials and supplies.
3. **RESPONSIBILITY & RESOURCEFULNESS:** Use your time in- class appropriately, productively and respectfully. Take responsibility for your own learning and behavior. Complete all homework and class lessons assigned by all teachers in a timely manner and in the manner in which the teacher indicates it should be done. Do your best; learn something new every day.
4. **COMPUTER AGREEMENT:** At Uncharted Shores Academy, students use the computer for online research and educational lessons as well as for typing of essays and reports. Appropriate internet controls have been put in place by USA, but students must follow responsible internet use as well. The following legal and acceptable practices are expected of students using computer and the internet at USA:
 - Students will provide appropriate documentation of the sources used for information in student essays to prevent plagiarism of information
 - Students will access only topics or sites approved by the teacher
 - Students will refrain from playing games which have not been assigned by the teacher during the student's time at the computer station
 - Students will play only approved games and access approved sites during student free time on the computer (such as before or after school classes)
 - Students will obey all computer regulations implemented by USA staff

Students who exhibit irresponsible and/or inappropriate use of the computer will be restricted from the use of the computer at school. USA requests that parents also support these computer policies by restricting the student's use of the computer at home when they have been notified of inappropriate student computer use by their child at school.

5. HEALTHY FOOD AGREEMENT

NO candy, soda, energy drinks, or caffeinated food/drink items will be allowed at school, except on special occasions or by parent request. Drinks for lunch should be limited to milk and juice. Parents are requested to provide healthy items for lunch. Teachers are also requested to limit their student treats.

6. ELECTRONIC DEVICE RESTRICTIONS:

NO Cell Phones, I-Pods, and other Electronic Devices at school! Unless otherwise approved by a school authority, students who bring electronic devices to school will have them confiscated and the device will only be returned to a parent.

REGULATIONS CONCERNING THIS POLICY

1. If, as a parent, you wish your child to have a cell phone for after school contact, you **MUST** contact the office to request that he/she bring a phone for after school.
2. The student **MUST** relinquish the phone to the office secretary upon arrival at school, and pick up the phone when the student is ready to leave campus for the day.
3. Electronic devices which are found on the student will be confiscated, and will only be returned to the parent. If it is an ongoing event, the phone will be kept for the rest of the year.
4. Earplugs used for accessing music via the internet while at the computer station will also **NOT BE ALLOWED**, nor any other kind of electronic device which has not been cleared with the administration.

Failure to meet these expectations will result in initiation of the discipline policy steps, ultimately resulting in referral to another educational institution better suited to the needs of the student if infractions are frequent and continual.

The following signatures indicate agreement with these policies. This agreement indicates that parents have discussed these policies with their child and are agreeing to support of these policies.

**This is the Parent Copy of the Contract of Expectations agreement. You do not need to sign this copy. Your signed copy will be kept on file with the student's permanent records.*

HOME STUDY REPORT SAMPLE

Minimum Hours Required: _____

Total Completed: _____

The academic assignments listed below must be completed to give your child academic attendance credit so he/she may earn the academic achievement award and ensure that he/she will have sufficient attendance credit to progress to the next grade level. Appropriate work pages which must be completed accompany this report.

If sufficient hours are not recorded for academic assignments, please complete the reverse of the form indicating additional educational activities which your child completed outside of the classroom which we may count for attendance credit.

ACADEMIC ACTIVITIES

TIME VALUE

Assigned Math Lessons : _____

Instructions: _____

Writing Assignment: _____

Instructions: _____

Reading Assignment: _____

Instructions: _____

Language/Spelling Assignment: _____

Instructions: _____

Grade Appropriate *Social Science* Bookwork or Activities:

(work assigned by teacher or parent; educational media; investigations) _____

What my child did: _____

Grade Appropriate *Science* Bookwork or Activities:

(work assigned by teacher or parent; educational media; investigations) _____

What my child did: _____

PARENT SIGNATURE: _____

Please return this report with the assignments completed in a timely manner.

STUDENT EDUCATIONAL ACTIVITIES

HOME ACTIVITIES

TIME SPENT

Visual Art/Crafts (drawing, painting, pottery, beadwork, etc): _____
What my child did: _____

Performing Arts (Music, Dance, Drama, Speech Presentations, Etc): _____
What my child did: _____

Physical Education (sports, walking, recreational activities, exercise): _____
What my child did: _____

Healthy Living Activities (nutrition, health education, character education, social/psychological growth counseling, etc): _____
What my child did: _____

Skill Building Activities (sewing, automotive repair, child care, baking, tech skills etc): **What my child did:** _____

Community Involvement Activities (4-H, Scouts, community volunteer work, etc): **What my child did:** _____

Career and Job Readiness Activities (work experience, life skills training, etc)
What my child did: _____

Family Trips to places of cultural, historical, or educational importance:
What my child did: _____

Educational Programs and Activities (TV, computer, reading, lego building, board games, etc)
What my child did: _____

Inquiry-Based Projects (research, knowledge-seeking conversations and discussions, creative play activities, scientific experiments, nature observations, explorations, etc)
What my child did: _____

TOTAL educational activities hours completed: _____