The Learning Choice Academy

Giving Your Education a Voice

Parent - Student Handbook

2014-2015

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Mission Statement:

To empower students to reach their full potential by providing choice in education within collaborative triads of parents, students, and school.

Background:

In May 2004, the San Diego Unified School District approved The Learning Choice Academy and authorized it to serve students in grades K–12. TLC Academy's charter was renewed for a second five-year term in the spring of 2009. At the end of the 2013-2014 school year, TLC had 1000 students enrolled at four sites throughout San Diego and Riverside counties.

As a California charter school, TLC is exempt from most of the California Education Code and is not required to comply with many of the state mandates for California public schools. Charter schools have several benefits, including allowing students throughout San Diego County and any neighboring counties to enroll without special paperwork, offering a wider variety of curriculum to students than is typically available to home-schooling parents, offering enrichment opportunities not offered in other public schools, and allowing students to learn using innovative approaches. As a charter school, TLC is able to offer each student an individualized program that recognizes their special needs, exceptional skills, and creative talents.

The Learning Choice Academy strives toward following exemplary practices in all areas. To that means it is an active member in the following organizations:

- APLUS+ - The Association of Personalized Learning Schools
- CCSA - California Charter Schools Association
- CharterVoice/Charter Schools Development Center (CSDC)

In May 2013, The Learning Choice Academy received accreditation through 2019 by WASC (the Western Association of Schools and Colleges), the accrediting commission for California schools. Accreditation by WASC provides the following:

- Certification to the public that the school is a trustworthy institution of learning
- Validation of the integrity of a school's program and student transcripts
- Fostering of improvement of school programs to support student learning
- Assurance to the school community that the school's purposes are appropriate and being accomplished through a viable educational program
- Management of change through regular assessment, planning, implementing, monitoring and reassessment
- Assistance to a school in establishing its priority areas for improvement as a result of the perpetual accreditation cycle that includes regular school staff assessment through the years between full self-studies

What is Personalized Learning?
Personalized Learning is a distinct educational approach that tailors learning according to the individual needs of each child. Personalized Learning may be applied in a variety of ways. In its broadest application, Personalized Learning occurs in the home between parents and their children on a 24/7 basis.

How much time do we have to spend on school work?
The state requirement for instructional minutes is as follows:

Kindergarten	36,000 minutes per year/ 205 minutes per school day
Grades 1 –3	50,400 minutes per year/288 minutes per school day
Grades 4 – 8	54,000 minutes per year/308 minutes per school day
Grades 9 – 12	64,800 minutes per year/370 minutes per school da

TLC Expected School-wide Learning Results (ESLRs)

Effective Communicators

- Students write and speak with clarity to diverse audiences
- Students listen and read attentively to interpret the messages of others
- Students demonstrate effective communication skills in non-academic settings
- Students convey ideas, suggestions, and feedback in an effective manner

Complex Thinkers and Problem Solvers

- Students are literate, articulate, mathematically competent, and scientifically and technologically adept
- Students analyze, interpret, and evaluate significant concepts
- Students connect ideas across the curriculum to accomplish meaningful tasks
- Students take learning beyond the school or home and integrate it into the community

Responsible, Active Citizens

- Students embody personal integrity and assume responsibility for decisions and actions
- Students participate in collaborative decision-making processes
- Students treat others with courtesy and respect
- Students display strong self-esteem and positive personal identity

Self-Directed Learners

- Students operate in an environment in which personalized academic plans are used to set meaningful goals based on individual strengths and interests
- Students exhibit effective study and work habits that include regular attendance and effective time management
- Students choose curricula based upon individual learning styles and preferences to effectuate lifelong learning goals
- Students discover and develop their creative and physical abilities to achieve their full potential

Contact Information:

The Learning Choice Academy is considered one school with multiple sites. A student attending meetings at one of the TLC Resource Centers has all the right and privilege to participate in any age-appropriate activity at any other TLC site. The Learning Choice Academy currently offers three Resource Centers throughout San Diego County and one Resource Center in Riverside County.

Administrative Offices—La Mesa
4215 Spring Street, Suite 321
La Mesa, CA 91941
Adminservices@learningchoice.org
Fax: (619) 463-0052

East County—La Mesa
4215 Spring Street, Suites A104
La Mesa, CA 91941
Phone: (619) 463-8811
Fax: (619) 463-8339

North County—Scripps Ranch
9950 Scripps Lake Drive, Suite 105
San Diego, CA 92131
Phone: (858) 536-8388
Fax: (858) 536-8339

Riverside County—Temecula
27715 Jefferson Avenue, Suite 116
Temecula, CA 92590
Phone: (951) 676-4200
Fax: (951) 676-4220

South Bay Chula Vista
881 Kuhn Drive, Suite 105
Chula Vista, CA 91914
Phone: (619) 656-4207
Fax: (619) 656-0437

Enrollment

Enrollment is open to interested students throughout San Diego and its neighboring counties (Orange, Imperial and Riverside counties) without regard to race, ethnicity, nation of origin, gender, disability, or achievement level. In the event of over-enrollment, an impartial lottery will be conducted of interested prospective students. For entering high school students, students may receive a recommendation to attend a different school if their grades and transcripts indicate that they would not be successful in TLC's environment (including students who were recommended for intra-district alternative options by a SARB panel). Students, who have a prior history of violence or other behaviors that violate TLC's Zero Tolerance Policy, or who have been expelled from a prior school, will not be accepted. If prior disciplinary action for any student is not reported and is later discovered by TLC staff, the student will be dis-enrolled from TLC.

If students come to TLC and have grades from their previous school in classes equivalent to those they will take at TLC, they can finish those classes at TLC. For late enrollments of high school students, the following deadlines apply if students do not have transfer grades from the current semester at a previous school:

Fall Semester			
To receive:	**Full Semester of credit (4–6 classes)**	**Student must register by:**	**October 10, 2014**
	Credit for 3 courses		**October 31, 2014**
	Credit for 2 courses		**December 5, 2014**
	Credit for 1 course		**January 9, 2015**

The last day to enroll for Spring semester is March 17, 2015 After this date, students may begin enrolling for the 2015-2016 school year.

Orientation:

Prospective families are required to attend a school orientation before submitting registration forms. All returning dis-enrolled students will need to attend orientation again. The purpose of this meeting is to acquaint the family with the services provided by TLC and to give an overview of the educational program and procedures. It gives both parents and students an opportunity to ask questions.

After attending the orientation, an application for registration may be completed. Prior to being admitted into The Learning Choice Academy, parents and students will be required to fill out enrollment paperwork and provide copies of the birth certificate and immunization records and two proofs of residency. If applicable, updated immunization records showing that students in 7th – 12th grade received the Tdap booster should also be submitted.

For students receiving Special Education services through a previous school, a copy of the

most current signed IEP (Individualized Education Program) with the specific goals and recommended services must be provided as part of the registration application to the school once their application has been accepted in order for services to be determined. Before enrollment, TLC may ask if a student has an IEP. Submitting the IEP earlier allows the school to begin the assessment process immediately. If students' instructional needs are not compatible with the homeschool consultative model, TLC will advise parents within 30 days of initial enrollment that their students' needs will be better met elsewhere. If students fail to submit a copy of the current plan after enrollment or fail to attend scheduled assessment appointments, the student may be dis-enrolled (see the Special Ed attendance policy on page 29 for more details).

If a student has had attendance problems or has been recommended for SARB at a previous school, the TLC model of instruction may not be a good fit for the student.

Enrollment Paperwork:

Parents will be given an enrollment packet that must be completely filled out at the time of enrollment. The following items are included in this packet:

- ✓ General registration information
- ✓ Parent/guardian information
- ✓ Emergency contact information
- ✓ Home language survey
- ✓ Household income
- ✓ Special education information
- ✓ Parents'/Students' Rights

Students are required to update their registration and bring a new proof of residency every year in order to maintain current enrollment status. At the beginning of each new school year, or if a student should dis-enroll and then return after the six month leave period, a new registration form must be completed before the student may be enrolled, including all other required documentation. Unless updated registration paperwork has been submitted for the following year, your student will be withdrawn from the school and the district/school of residence will be informed that they can expect the student to enroll there.

Copies of all completed forms may be reproduced upon request. All registration paperwork must be completed for funds to be released for extended classes. This includes copies of the student's birth certificate and proofs of residency on file.

It is important to be accurate in providing all the information requested on the forms. Omission or misrepresentation of any information will result in the student's disenrollment from The Learning Choice Academy.

The following additional documents are needed to complete enrollment:

- ✓ A copy of each student's high school transcript, if the student is in his or her second semester of 9th grade or above. The high school guidance counselor must review

high school transcripts before the student will be accepted to TLC.

- ✓ Student's most recent report card from their previous school (for entering 9th grade students.
- ✓ 2 current proofs of residency for new enrollees or 1 current proof of residency for returning students. (Examples: proof of auto insurance documents; the address portions from household bills such as electricity, water, or phone bills; lease agreement or rental contract. A driver's license is an acceptable form of documentation if it is accompanied by the vehicle registration).
- ✓ Previous school's name and address (TLC will request the new student's cumulative permanent record).
- ✓ Copy of the most recent Individualized Educational Plan (IEP) for students with special education services. After the student has been enrolled, TLC's resource specialists will review the IEP to determine if TLC is the best placement for the student.
- ✓ Oral Health Exam and Physical Exam paperwork (for kindergarten and first grade students only).
- ✓ Copy of immunization records (including Tdap for 7th-12th graders) or a Immunization state waiver.
- ✓ Copy of birth certificate

TLC must have all paperwork completed, signed, and returned, as well as updated copies of immunization records (or a signed waiver) and proofs of residency on file, in order for enrollment to be completed. If your family does not participate in immunizations for personal, religious, or medical reasons, you must have a state immunization waiver signed by authorized health care practitioner licensed in California. This form will be provided to you.

Once enrollment has been approved, a copy of the current, signed IEP (if applicable) **must** be provided to TLC.

Students Age 18:
After a student's 18th birthday, a parent signature is no longer required on any TLC forms. However, the student still needs to turn in the same forms that they turned in before they became an adult, except that instead of a parent signature, the student needs to sign instead.

High School Transcripts:

Before a high school student who is in the second semester of ninth grade or higher may enroll in The Learning Choice Academy, the school must receive the student's latest official transcript. An entering freshman should present a report card of the last semester in eighth grade. This allows the counselor and EP to properly place the student in correct classes.

The Guidance Counselor will review the student's transcript. If the student has a GPA below 2.0, the counselor may accept the student on conditional, probationary status (please see section on Probationary Status on page 18 for more information about student probation).

If it is determined that a student is so behind in credits that receiving a diploma would be extremely difficult if the student follows the TLC school timeline, TLC may recommend other educational options for the student.

What is the TLC Process for New Students?

1) Attend a TLC orientation and obtain a registration packet
2) Turn in completed registration packet (including proofs of residency, immunizations, transcripts, copy of IEP etc.) to the site secretary
3) The TLC Educational Partner will contact you to set a date and place for your first meeting
4) Attend your first meeting with your new EP. You will be able to order curriculum and receive other instructional assistance at this time.

Educational Partners (EPs):

When you enroll with TLC, a credentialed teacher will be assigned as your Educational Partner (EP). The EP will guide and assist both parents and students as you choose textbooks and materials, and will help identify appropriate extended learning opportunities. The Educational Partner will also work together with you to create a personalized learning plan for each student. This plan will facilitate the coordination of the student's educational activities and ensure that learning needs are accommodated. The EP is the first point of contact between you and TLC. If you have any questions or concerns about any aspect of your child's education, contact your EP first before going to another staff member.

It is not possible to guarantee placement of an Educational Partner with a family who requests a specific Partner. All EPs are knowledgeable and equipped with teaching strategies to assist parents. If at any time a parent or student feels they are not receiving adequate service, the issue should first be discussed with the Partner. The majority of the time, improvement in communication dramatically improves the quality of the partnership. If you begin working with one of our TLC Partners and encounter problems, we think it is important you inform the Partner of your concerns. Before asking for a change, first discuss the difficulties you are having and communicate what you would like modified. Please remember our EPs work with many different parents and may not be aware of your style of teaching. The best way to avoid misunderstandings is to have a conversation when you first meet and describe your expectations in the beginning. If you and your Partner have talked about your dissatisfaction and it is agreed the relationship is not meeting your needs, you may ask for a change and we will try to comply with your request. A change of Partners causes a break in the continuity of the student's instruction, and making multiple changes within one year is highly discouraged.

Interim Placement Period:

When a student first joins TLC, he or she is given an interim placement with the school for 20 school days. During this first 20 days many things happen. Instructional materials are

chosen, ordered, received, and processed, and cumulative records are requested from the prior school. At the beginning of this placement, the new student and parent will meet with an Educational Partner to chart the year's instruction. Information regarding curriculum choices, extended learning opportunities, and the rights and responsibilities of TLC families will be covered, and a first set of lessons in the core subjects will be discussed and created. Students on interim placement may attend extended learning classes; however, payment for those courses will not be disbursed until the TLC student completes his or her interim placement.

Interim placement is completed when the TLC family returns for a second meeting with the Educational Partner and turns in homework that was assigned for that first 20 days.

Special Education: Students with IEPs are welcome at TLC; however, during the Interim Placement, their educational needs must be reviewed to confirm that instruction in a homeschool/Independent Study environment is appropriate and beneficial and is the least restrictive learning environment.

Students with SARB (School Attendance Review Board): A student who has been recommended for SARB must first be provided with alternative options within the school district attended. One of these options may include a district approved independent study program. However, it is at the recommendation of the SARB committee what the appropriate placement for that student shall be. According to the State SARB handbook, independent study programs, fall under an option which may not be a proper placement for a student who has been SARBed. Therefore, students who attempt to enroll with The Learning Choice Academy may be referred back for regular classroom instruction.

Student Grade Level:
Because of the personalized learning strategies at TLC, students may work at levels in subjects that are either higher or lower than those considered appropriate for their age level. Regardless of the difficulty of the materials a child is using, his or her identified grade level will be determined as follows:

Early Admission Kindergarten:
Students who will be turning 5 between November 3 and April 1 of the current school year may enroll in EAK, which begins in January. An older student who has never enrolled in kindergarten may also register for EAK status. However, it is important to know that an EAK student will not be eligible for first grade the following fall, because parents of EAK students are required to sign a form stating that their EAK student will move into kindergarten the next fall; an additional form should also be signed after the student's 6th birthday. After a semester of EAK and a full year of kindergarten, the student can then move into the first grade.

Kindergarten:
Students who turn 5 by November 2 may enroll in kindergarten for the school year.

All remaining grade levels:
Once students have met the requirements for entrance into public school, grade levels are determined by advancement through prior enrollment records and/or academic report cards. A student who has not attended a public school will be placed into the age-appropriate grade.

Determination of High School Grade Level:
Students in high school may proceed to the following grade even if they are short credits, but are not guaranteed to graduate until the minimum number of courses is completed. Typically, grade level is based on years spent in school, which means that a student may be a senior but will still be short credits compared to a senior in the public school system. Students who need to complete credit requirements can be enrolled until age 20, but they must be continuously enrolled until that time. Federal funding stops at age 20. A student may be eligible for early graduation if the required courses and number of credits are completed (see more information about early graduation in the high school section of this handbook). Before The Learning Choice Academy will be able to accept registration for a high school senior, the student must first meet with our guidance counselor.

Double Promotions and Retentions:
TLC is a personalized learning school that allows students to receive books that are appropriate for their learning needs, not just for their chronological ages. For example, if a student is 6 years old, he or she is probably a first grader, but if older siblings have been homeschooling for a while, that first grader may already be reading at a third grade level. TLC will provide that first grader with third grade reading materials.

However, the school also feels that it is often important for students to be placed with other students of their own age for social activities and many classes. This is why the school is cautious when asked to double-promote students. TLC does not double promote or retain students until the end of the third-grade year.

The only exception to this policy not to promote or retain until the end of the third grade year is the case of kindergarten students whose parents wish to have their students continue in kindergarten. *EC* Section 48011 requires a child who has completed a year of kindergarten to be promoted to first grade, unless the parent or guardian and the district agree that the child may continue in kindergarten not more than one additional school year. A parent/guardian who agrees the child is to continue in kindergarten must sign the Parental Agreement Form at the time of enrollment.

Students who are advanced in all academic subjects, as well as socially mature, may be considered for double **promotion** if the student:

1) Scores as "proficient" on their state standards tests in all of Language Arts, Reading and Mathematics.
2) Demonstrates a high level of competency in work samples.
3) Is recommended for double promotion by both the parent and the Educational Partner.

The student's age and physical appearance (size compared to students the same age, etc.) may be taken into account as promotion or retention decisions are made.

In order for **retention** to occur the following items must be present:

- The student must have been enrolled with TLC for at least one year.
- The student must have state standardized test scores (from STAR or other similar standardized tests) demonstrating far below or below average in all subjects.
- The student must have work samples demonstrating work far below average or below average in all subjects.
- The student **must** have the recommendation of the EP.

A student may also be held back from moving up a grade if their work reflects a lack of school readiness or signals a more serious problem with his or her learning ability. However, TLC is careful in making such judgments, as retention beyond K-3 grades has been linked with higher rates of dropouts. While such a link has not been authoritatively proven, the National Center for Education Statistics states that "higher dropout rates among students retained later in their school careers may be due to a number of factors, including problems in progressing from one grade level to the next, unhappiness and dissatisfaction with their school experience, [or] the decision to avoid the stigma associated with being held back in school". Because of this, TLC will only retain students who are performing on a much lower level than their peers.

The request by a parent for double promotion or retention should be in writing at the beginning of the academic year by submitting a Request for Promotion or Request for Retention form. A Student Study Team (SST) will meet to discuss the potential positive and negative consequences of double promotion or retention, identify possible alternatives and determine guidelines for the process.

At the end of the school year the team, including parent(s), the Educational Partner, the Director and possibly the School Psychologist, Resource Teacher or other school/district representative, will meet to review the student's data and determine whether a double promotion or retention would be in the best interest of the student. A student must be enrolled with TLC Academy for at least two school years to be considered for double promotion and at least one year to be considered for retention, in order for school representatives to know the child and his or her individual educational needs.

Special Education

The Learning Choice Academy (TLC) is part of the El Dorado SELPA located in Placerville, CA. Special education students receive special education supports through the Learning Choice Academy. The Learning Choice Academy is designated as an "independent study" school for purposes of Special Education services.. As such, delivery of services is through a consultative model and collaboration through services providers and the triad model designed by the Learning Choice Academy.

TLC Consultative Services:
By definition of homeschool, the parent is the teacher of record and is responsible for implementing the conditions of the IEP. The school's Educational Specialist will be the student's Educational Partner. The educational partner will meet with the Parent and student at least three times a semester. During these meetings, the EP will collect homework, discuss what the student learned, provide the resources and advice needed to ensure that students are making progress in achieving the benchmarks and goals as identified in the IEP. Students will receive specialized academic instruction with the Educational Partner/Education Specialist. TLC Academy does not provide reimbursement for self-selected curriculum, transportation, or assessments not recommended by the IEP team.

Determination of Services:
Education Code Section 51745 (c) states, "No individual with exceptional needs, as defined in Section 56026, may participate in independent study unless his/her IEP specifically provides for that participation." Because of this regulation, students identified with exceptional needs are enrolled in TLC with an Interim Placement Status, just like all other TLC students; however, during that interim period, TLC must determine the appropriateness of home school for that student. Federal disability law states that schools cannot deny access based on disability; however, if the TLC consultative model is not adequately meeting the student's need, TLC may refer the student to other programs that meet each need of the student's disability

Students are not denied access based on disability. A student transferring into TLC will have an intake meeting to determine an appropriate placement, upon acceptance an interim meeting will be conducted followed by a 30 day IEP meeting. All students are placed on a ninety-day probationary period. After the conclusion of the student's probationary period, the SPED team will determine if the "Independent Study" setting is appropriate and meets the student needs. If it is determined that the student's needs require direct specialized instruction from an educational specialist, then TLC's "independent study" instruction model may not be the correct environment for the student.

Once a complete registration application is received and a student has been accepted into The Learning Choice Academy, the Special Education team will review the student's current IEP (Individualized Educational Program) to determine the services required. If the Special

Education team considers it necessary, they may request a meeting with the parent and student and/or administer further assessments.

Designated and Instructional Services:
Designated and Instructional Services (DIS) consist of speech and occupational therapies. These services are consultative in nature as defined by the SELPA. By definition, in a homeschool, the teacher of record is the parent. The school's Speech and Occupational Therapists may meet with the student and Teacher (Parent) to demonstrate the skills and exercises prescriptive to the individual child's needs at the student's home site. Parent will be responsible for monitoring and attending the regular recommended exercises.

Attendance:
It is essential that students and parents attend any and all arranged/scheduled meetings with providers of special education services, both educational and DIS meetings. A meeting with the Special Education team is considered a "required meeting". Review the attendance section of the parent teacher handbook for further clarification. As noted, failure to attend three consecutive meetings with an Educational Partner or other providers of educational support (this includes all special education providers) may result in the disenrollment of the student.

DIS services will take place at the student's designated site unless otherwise indicated by the case manager. The services are consultative in nature and will begin two weeks after the beginning of school and end two weeks before the end of school. DIS services will NOT be provided during statewide assessment during holiday breaks. Any appointment missed due to student absence will not be made up.

All special education meetings, including initial, annual and triennial student assessments and quarterly consultations will be held at the La Mesa site (4215 Spring St. #215 La Mesa CA 91941) unless previous arrangements for a conference at the home site have been made. Special Education staff will schedule these meetings and inform parents of the time and location. State testing of Special Ed students takes place at the La Mesa site unless previous arrangements have been made.

Transportation to and from the site for special education services is the responsibility of the parent; therefore they and will not be reimbursed.

Full Day
It is important to remember that Full Day classes are optional and for enrichment only they are not a requirement for a TLC education. If students are disruptive in these classes, parents are also required to attend. In situations where students require continual supervision by a nurse, either a parent or an itinerant nurse are required to attend all on-site classes at the cost of the parent/guardian.

Grading:
Students will be graded based on state standards for their designated grade level unless their IEP states that they will be graded on a different scale.

Student SSTs:
A Student Study Team may meet with the parent and student to help assist students who are not progressing at a satisfactory rate in academics, social interactions, or behavior. An SST meeting can help clarify problems and concerns, provide a system for accountability, and develop strategies and organize resources to help the student. An SST meeting is often the first step to take when either parents or teachers think that the Special Education environment may be beneficial to the student. However, SST meetings will not lead directly to the determination that a student should be tested for Special Ed.

Summer School:
Summer sessions are available for TLC high school students. Special Education high school students who have been enrolled with TLC for the past year are eligible to take classes (at home) during the summer sessions. Students are required to meet with the education specialist once per summer semester. There are two summer sessions each consisting of a 3-week block.

Student SSTs:

Student Study Team (SST) meeting may be requested by either the parent or the educational partner for struggling students. The SST members can include the 504 Coordinator, parent, Educational Partner, Site Lead and administrator or special education specialist upon request. While the SST process does not specify the degree of parent participation. It is always a priority to involve a parent every step along the way. This especially important in the home-school environment, as the parent is the teacher of record and will be implementing the SST plan. However, the parent does not have to agree to the plan in order for the team to proceed with providing accommodation for the student.

The SST team will discuss the needs of the student and develop a plan of action. This plan may include accommodations for work or interventions to address areas of need. The first action plan will be in place for 6 to 8 weeks; during that time parent and any educational partner directly involved with the instruction of the student will be responsible for implementing and documenting the suggested interventions. This information will include duration, dates of implementation and effectiveness of strategies used.

When the SST team reconvenes to discuss the result of the implemented plan, the team will review documents, interpret the data collected by the parent. They will discuss the results and arrange for either continuation of the action plan or implementation of new interventions. Any revisions to the action plan will be given another 6 to 8 weeks to measure outcomes from the implementation of any new strategies or accommodations.

SST meetings will not lead directly to the determination that a student should be tested for Special Ed or qualification for a 504 plan.

If interventions and/or accommodations meet the student's needs then the SST plan will stay in place for a year, at which time it will be reviewed for and revised as needed.

Communication:

The Learning Choice Academy makes every attempt to inform parents and students of any changes in school policy or procedure, information about school events and upcoming activities. You should check the website weekly for updated information.

Change of Personal Information:

It is very important that your personal contact information is kept up to date in the school's records. You should inform the school immediately (through the EP) of any change in personal status (address, phone number, email address, etc.). If you change your residence address, you must submit one new proof of residency. The information provided allows TLC to keep communication open and current.

The Learning Choice Academy utilizes the following methods of school/home communication:

Educational Partners:

Your Educational Partner is your primary source for all communication with TLC. If you have questions about curriculum, extended units for classes or upcoming events, the EP should be contacted. If an EP does not have an immediate answer, he or she will research the question and reply as soon as possible! Instructional assistants can also be helpful in answering parent or student questions if the EP is unavailable.

Weekly Bulletin:

The Learning Choice Academy sends out a Weekly Bulletin to all of its students to inform them of current and upcoming opportunities. The Bulletin may be received in three ways:

1. *Via email.*
   This is the most effective means of receiving the news because the student and parent may read it at their convenience. The Bulletin will often include important phone numbers and/or addresses, as well as important dates and upcoming events, so make sure to read it.

2. *At our website.*
   At the TLC News Center, families can access bulletins from previous months as well as the newest issues of the bulletin. The web address is www.learningchoice.org.

3. *From your Educational Partner*
   For families who do not have Internet access, your Educational Partner is a great resource for the most current information. You can get copies of the current weekly bulletin from your EP at your site.

Monthly Newsletter:

The Learning Choice Academy's newsletter is packed with information every parent and student will want to know. The newsletter announces field trips and classes, acknowledges students' and parents' outstanding efforts, and describes events in more detail. The newsletter is issued quarterly during the school year. The newsletter will be posted online at our website, and hard copies will also be available at your site.

If families want to submit information about star students, email submissions to events@learningchoice.org

If you are interested in advertising a non-school-related opportunity through TLC, e-mail a *short* description (100-150 words) of the opportunity to events@learningchoice.org. If the activity is something that other students would enjoy (and if advertising it would not violate federal laws like those pertaining to separation of church and state, etc.), we will include it in 2 issues of the newsletter and/or 3 weekly bulletins.

Website:

One of the most effective tools to help parents, students and the community be aware of upcoming events and school procedures is the website. The web address is: www.learningchoice.org. Visit the website to download curriculum catalogs, event RSVP forms, elective forms, and more.

Postings:

Calendars, notices and flyers are posted on bulletin boards at each site. The news posted may often include more general or community-based information, so parents and students should make sure to take time to read the announcements.

Parent/Student Survey:

The Learning Choice Academy distributes an annual questionnaire to all its families to assist in program revision. TLC staff use the results of the survey to help plan school events and classes, and to improve school services. TLC Academy may circulate additional questionnaires throughout the year to gather the opinions and viewpoints of parent stakeholders.

Board Minutes:

Many decisions on school policies and procedures are determined at TLC Board of Directors meetings. Board members are elected annually, and parents, staff, and community members are represented among the board membership. The Learning Choice Academy posts the agenda for meetings at each site at least 72 hours prior to the meeting. The agenda is also posted on the website, and notice of meetings is circulated through the Weekly Bulletin. Minutes from the meetings are available for review at each site after Board approval at the following meeting.

Parent Advisory Council:

The Parent Advisory Council ("PAC") is an informal parent group whose main purpose is to allow parents a relaxed, low-pressure forum in which they can share concerns and ideas and advise director and staff on program direction. The PAC meets throughout the year at quarterly scheduled meetings. The objective of the PAC is to:

Keep the lines of communication open between parents and staff
Keep TLC staff apprised of personal learning trends that are valuable to parents
Give parents a forum to express their needs
Help parents understand legal compliance issues

Each site has at least one parent as PAC representatives. If you have any concerns about the direction of the school or suggestions of new programs that TLC should add and are unable to make the scheduled meeting, let one of your PAC representatives know. They will share your ideas and concerns with TLC's director.

Communicating Concerns:

As a parent, there may be a time when you feel frustrated, either with your student or with the school. Please remember that The Learning Choice Academy is a public school. If you need to correct your child, please do so in a normal voice. You should not yell or physically discipline your child while on school grounds.

If you are unhappy with a school policy or an action the school either did or did not do, please do not take it out on the school employee. It is inappropriate to raise your voice or challenge an employee, especially when others are present. If you have a concern regarding the school or your student's education, your EP would be happy to discuss it reasonably with you. The experience of parents, students and staff of The Learning Choice Academy has revealed that the vast majority of questions and concerns are successfully settled by discussing them with the Educational Partner. However, to ensure that parents and students have the ability to express opinions and make requests for changes, and to support the personnel and efficiency of school performance, The Learning Choice Academy has developed a protocol for submitting personal petitions:

1) Parent/Student should discuss any difficulty or make any inquiry directly to his or her Educational Partner. The EP will make every attempt to gather information or resolve the issue.

2) If parent/student is not satisfied with the outcome, the Request for Consideration Form should be completed and an appointment made with the Site Lead Partner to discuss the subject further.

3) If parent/student determines more action is necessary, (or if the EP in the initial step is also the Site Lead Partner), an appointment may be made with the TLC Academy Director. The Director will personally discuss the matter and attempt to

establish an acceptable agreement.

4) If the determination of the Director is not adequate, the parent/student then has the option of presenting the problem before the TLC Academy's Board of Directors. It should be understood that the Board's determination of personal questions or concerns relating to a specific student will follow the expressed school policy. If the topic is of more common, school-wide application, the Board will take the matter into thoughtful deliberation.)

The Learning Choice Academy's
2014-15 Board of Directors'

President
Ms. Celina Cunningham

Vice President
Ms. Maria Baker = Parent Representative

Treasurer
Ms. Barbara Pongsrikul = Community

Secretary
Ms. Lydia Hammett

Staff Representative
Cathy Kniss

Events:

TLC holds a variety of events to offer unique educational experiences and numerous socialization opportunities that may otherwise be difficult for homeschool students to obtain on their own. Families have also expressed that they still want their kids to experience many of the traditional school events. Our school prides itself on the number and quality of events as a distinguishing factor from other charter home schools.

Annual Events:

Welcome Back Picnic at the beginning of the year helps TLC families (both TLC students and their siblings) and TLC develop connections and establish a sense of community that lasts for the whole year.
6th Grade Camp and a **Spelling Bee (2nd-8th grade)** are both offered in conjunction with the County Office of Education.
Post-testing is a fun activity offered for students who completed all California standardized testing along with the writing assessments, PE requirements in certain grade levels, receive discounted or free admission to a special event. Previous activities have included exclusive use of a water park, tickets to a Padres game, and a Ropes and Rock adventure. Students who attend must have participated in all required testing dates; siblings who were not eligible to test may also attend.
Project Showcase is at the end of the school year in June. It is the culminating event for students who completed a research project to display. A timeline and informational packet is available in the spring to prepare students for the process of completing a project at showcase. This event typically includes food, student activities and entertainment.
Family Field Days focus on a particular subject and provide hands-on opportunities for families to learn together from statewide resources. Guest speakers, workshops, art projects, and exhibits highlight this all-day festival. Previous field days have included a play performance, Renaissance activities, and hands-on science exploration activities.
Senior Events include a high school prom (early May), Grad Night at Disneyland, and a special graduation ceremony (June).

Field Trips:
The Learning Choice Academy values the experiential learning presented through educational field trips. For this reason, TLC sponsors a monthly field trip and family night, along with actively planning and assisting in the organization of various other field trips and assemblies throughout the year.

School-Planned Field Trips:

TLC Academy is responsible for the planning and implementation of monthly field trips during the school year. Parents and students receive information about an upcoming field trip, including the location, date and topic, through the weekly bulletin, newsletter and/or meetings with the Educational Partner. TLC staff is responsible for confirming reservations for the trip and collecting any fees. School staff will attend the event and register everyone

who attends. Students may use Extended units funds to pay for school-planned field trips. For Family Field Trips, parents or other adults must stay at the field trip with all students, even high school students. For Teen Club events, students can attend without adult supervision (because special supervision is provided for teen events, but not family field trips). Adult siblings of current TLC students may be chaperones for field trips, but may not participate in the activities.

Teen Club Field Trips:

Teen Club field trips are special school-planned field trips just for teens. These trips are a unique opportunity for TLC's teens to get together for fun field trips with other teens. In the past, our teens have gone white-water rafting, rock climbing, and even skydiving! To attend these field trips, students must be in 7th grade or above AND be at least 13 years old. Students younger than 13 may be allowed to attend on a case-by-case basis.

Events FAQs:

Q: How can I pay for the different types of events?

A: Families can pay with exact change, check, or extended units (students only). Cash payments (exact amount) should be given directly to the site office manager. A receipt will be given to the parent. Checks should be written to "The Learning Choice Academy." Students can use their Extended Units for TLC –sponsored field trips. Payments must be submitted at the time of an RSVP. Units cannot be used for food at events or field trips.

Q: Can other homeschool families attend TLC sponsored field trips or special events?

A: TLC does sponsor at least one community event each year that is open to all homeschool families as an outreach opportunity. Monthly school-sponsored field trips and family nights are not open to the community since state funds designated for TLC students are used to plan and pay for these enrichment opportunities. This also minimizes the risk exposure and liability to the school. Non-TLC families are not familiar with our policies and practices or families and staff. Many families appreciate the opportunity to maintain a more personal, small group atmosphere in which their students can develop consistent friendships with other TLC students.

Q: Why do I need to complete a master waiver with insurance information to attend field trips/special events?

A: TLC has a master waiver that should be completed at the beginning of the year for any field trips or events that you <u>may</u> attend for the entire year. Each field trip or activity is voluntary. Some locations and activities have specific considerations; these considerations will be specified in the description of each. If medical conditions change during the year, please alert the event coordinator as soon as possible and before attending a field trip,

event or assembly. If an activity is added during the year then an additional, individual waiver may still be required.

Q: Why do we limit Teen Club to only 7th-12th grade students?

A: Teen Club was developed to meet the specific social needs of middle and high school students. Many parents felt uncomfortable having young boys or girls attend with students up to eighteen years old. Many of the venues also require a narrow age-range to deliver more intricate, relevant content or instruction. This has become a school tradition in which all students will eventually have the opportunity to participate.

Q: How can I make a reservation for an event?

A: Registration forms for field trips are available at each TLC site, and can also be downloaded from our website. Forms can be returned to your site or mailed directly to the La Mesa Site, Attn: Event Coordinator, at 4215 Spring St, Suite 321, La Mesa, CA 91941.

Reservations: the RSVP form and payment must be received by the school for a reservation to be complete. Field trips often have minimum/maximum enrollment requirements. Reservations are accepted on a first-come, first-serve basis. If you plan on attending an event, please turn in all reservations as soon as possible to assist with event planning.

Q: Does TLC arrange for carpooling to and from different events?

A: TLC does not arrange carpooling. TLC is registered with an independent service, SchoolPool provided by SANDAG. It would be a good idea to register for this free service at the beginning of the year. Parents are responsible for providing and arranging supervision and transportation for their students.

Q: Does TLC have a refund policy for events?

A: TLC has to book and pay for programs in advance to guarantee availability and secure the best pricing. Therefore, once we accept a reservation we cannot issue a refund. This policy applies to sickness and unexpected emergencies on the day of the trip as well. Additionally, if a student or family registers for a field trip and then withdraws from TLC enrollment, they are not eligible for a refund. If you know in advance that you will be unable to attend, you may find another family to take your place and pay you directly. If an unexpected emergency does come up, please contact the TLC Events Coordinator if you are unable to attend a trip so we will not be expecting you.

Q: What is the returned check/insufficient funds policy that TLC follows?

A: In the event that a check submitted to TLC Academy for a special event or field trip has insufficient funds to cover the fee, you must repay all bank charges and the balance due to the school by cash, cashier's check or money order within thirty days (30) of notification. If

you have more than two insufficient checks submitted within the year, you will not be able to pay for school activities with a check, but will need to pay with cash, cashier's check or money order for the remainder of the school year. Student extended units can also be held if their account is not up-to-date.

Q: Will I receive a confirmation of my event reservation?

A: An email confirmation will be sent out to all registered families attending that event, including final, specific instructions about a meeting location, tickets, directions, and parking. If you don't have an email account, TLC will contact you via phone.

Q: Can my student come late to an event?

A: Many field trips require that you enter the facility as one group before starting the program. Please make sure you arrive on time for a field trip, or you may be unable to attend and will not be issued a refund. Many parents responded to our annual survey requesting that TLC adhere to the published schedule for events. Therefore, TLC will not wait for tardy attendees to enter the field trip.

Q: What if I registered and paid for an event and now my student is on probation. Will TLC refund or credit the money I paid?

A: TLC has to book and pay for programs in advance to guarantee availability and secure the best pricing. Therefore, once we accept a reservation we cannot issue a refund. This policy also applies to students who are on probation. Special events and field trips are designed as an enrichment activity for students is in good standing.
Reasons students are placed on probation include:

- **Failure to make monthly meetings or to complete at least 80% of assignments**
- **Two or more unexcused absences from on-site classes**
- **Failure to maintain a 2.0 GPA.**
- **Failure to return textbooks and/or other instructional materials loaned by the school**

Testing:

TLC ASSESSMENT
In an effort to help identify the individual academic needs of each and every student, The Learning Choice Academy requires all students to participate in a series of assessments throughout the school year. These assessments include two (2) triennial tests administered in English Language Arts and mathematics. In addition, a two-week comprehensive assessment (End of Year Test) covering math, reading, writing, science, and history is required. As these tests are vital to the success and identification of the needs and strengths of all students, failure to comply with these testing requirements will result in dismissal from the school. Due to the comprehensive nature of the California Standardized Tests, students may chose to opt out of the End of Year Test and take the current state testing instead. If parents and/or guardians choose to waive the state-testing requirement, students are still required to take TLC's end of the year assessment.

STAR Reading and STAR Math:
TLC has adopted STAR reading and math testing as another way to show academic growth of your student throughout the year. Your student will test three times throughout the year. STAR Reading measures overall student reading achievement. The reliability and validity of this test have made it perfect for screening, benchmarking, progress monitoring, and placing students at their ideal reading level.
STAR Math measures student mastery of math skills. It's one of the fastest ways to do screening and benchmarking, progress monitoring, and student placement.

California Standardized Testing (STAR):

Our school funding is tied to student participation in state testing (STAR testing). TLC is able to offer many opportunities to parents and students because of state funding. It is crucial for students to participate in all three days of testing. To maintain state funding, TLC needs students to participate in testing and encourages 100% participation. Test results are also a great way to evaluate the effectiveness of the curriculum that you are using.

STAR testing for grades 2–11 is administered during two weeks in May at all TLC sites. Parents are given the opportunity to have their students test either in the morning or in the afternoon. TLC tries to make testing convenient and easy to fit different schedules.

The Learning Choice Academy recognizes that students need preparation. Practice test booklets are provided to help ensure each student's success.

The Learning Choice Academy strives to make students' testing experience a comfortable and enjoyable environment by administering tests in small groups with EPs and staff that students are comfortable with.

Although the STAR examination is just one method of determining placement of your student's educational levels, it can be an effective beginning point for ordering of

curriculum or for identifying the objectives that should be emphasized. Your Educational Partner can assist you in interpreting the test results and correlating them to the instructional assignments. Additionally, the CDE offers a set of resources to help you interpret your student's score report. These resources can be found at http://www.cde.ca.gov/ta/tg/sr/resources.asp.

Spring STAR Writing Test
In 2001 the California Writing Standard Test was added to the STAR program. Students in grades 4 and 7 are required to participate in an untimed writing test. During the test, students are given time to plan, write and edit based on their grade-level prompt. EPs will distribute practice prompts to help the students prepare and become comfortable taking the writing test.

CAHSEE:

All students must pass the English-Language Arts and Mathematics portions of the California High School Exit Exam (CAHSEE) to earn a high school diploma. Students take the exit exam for the first time in the spring of their 10th grade year and will have multiple opportunities before their graduation date to earn a passing score on both portions. According to the California Department of Education, all students must take the CAHSEE in grade ten and may only take it once in grade ten. All grade ten students must take the CAHSEE during the census administration, unless they are a retained grade ten student who previously passed the exam. Retained grade ten students who have previously passed the CAHSEE may not retake the exam. The Learning Choice Academy offers the grade 10 census administrations in either February or March. The Learning Choice Academy provides grade ten students who were absent during the census administration with a make-up opportunity in either March or May. No grade ten students are eligible to take the CAHSEE in July, October, November, or December. Any tenth grade student who does not test during the census administration or during the make-up opportunity will be dis-enrolled.

Seniors at TLC who have not passed the CAHSEE, but who have taken the exam each time it has been offered, may be allowed to participate in the school's graduation ceremony, provided they have met all other requirements for graduation; however, <u>they will not receive their high school diplomas until the CAHSEE is taken and passed</u>. The school has materials that can help students to prepare for and take this exam. Seniors who participate in the graduation ceremony but have not passed the CAHSEE are expected to take the CAHSEE again at the next available test administration. These students have the right to intensive instruction and services for up to two additional years if they have not passed one or both parts of the CAHSEE by completion of the 12th grade.

Students with IEPs are also required to participate in CAHSEE testing.

In October 2007, Assembly Bill 347 enacted statutory changes that established new oversight and monitoring responsibilities for county superintendents.

This class action lawsuit filed against the Superintendent of Public Instruction and the State Board of education alleged that some students, especially those living in poverty, do not have equal opportunity to learn the materials tested on the California High School Exit Exam (CAHSEE), and that some schools do not offer a curriculum fully aligned with state standards and the test. The bill provides that students must be offered intensive instruction and services for up to two additional years if they have not passed one or both parts of the CAHSEE by completion of the 12th grade.

Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12. Talk to your EP if you need these services.

PE Testing

The State Board of Education (SBE) designated the FITNESSGRAM® as the Physical Fitness Test (PFT) for students in California public schools. The FITNESSGRAM® is a comprehensive, health-related physical fitness battery developed by The Cooper Institute. The primary goal of the FITNESSGRAM® is to assist students in establishing lifetime habits of regular physical activity.

Public school students in grades five, seven, and nine are required to take the PFT, whether or not they are enrolled in a physical education class or participate in a block schedule. These students include those enrolled in elementary, high, and unified school districts, county offices of education, and charter schools. Students who are physically unable to take the entire test battery are to be given as much of the test as conditions permit.

The PFT provides information that can be used by (1) students to assess and plan personal fitness programs; (2) teachers to design the curriculum for physical education programs; and (3) parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California students. By law (Education Code Section 60800), all school districts in California are required to administer the PFT annually to all students in grades five, seven, and nine.

CELDT Testing

State and federal law require that school districts administer a state test of English language proficiency (1) to newly enrolled students whose primary language is not English and (2) to English learners as an annual assessment. For California public school students, this test is the California English Language Development Test (CELDT).

The CELDT has three purposes: (1) to identify students who are limited English proficient; (2) to determine the level of English language proficiency of students who are limited English proficient; and (3) to assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English.

All students (in kindergarten through grade twelve) whose primary language is not English, based on the Home Language Survey (HLS), must take the CELDT within 30 calendar days after they are enrolled in a California public school for the first time to determine if they are English learners. When parents or guardians first register their children for school, they complete a HLS that indicates what language is spoken in the home. The CELDT also must be administered once each year to identified English learners until they are reclassified as fluent English proficient (RFEP) based on the criteria for reclassification established by the local school district in accordance with state law.
If your student is required to take the CELDT test, TLC's English Learner department will contact you to set up testing times and locations.

PSAT:

The Preliminary SAT®/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills. Students usually take this exam in the 10th grade.

The most common reasons for taking the PSAT/NMSQT are:

- to receive feedback on your strengths and weaknesses in skills necessary for college study. You can then focus your preparation on those areas that could most benefit from additional study or practice.
- to see how your performance on an admissions test might compare with that of others applying to college.
- to enter the competition for scholarships from the National Merit Scholarship Corporation (grade 11).
- to help prepare for the SAT. You can become familiar with the kinds of questions and the exact directions you will see on the SAT.
- to receive information from colleges when you check "yes" to Student Search Service.

SAT Exams

ETS is the company that administers and publishes the Scholastic Aptitude Test (SAT) (the SAT is now called the SAT 1: Reasoning Test). This test is a requirement for admission into most colleges (with the exception of Junior Colleges). Other tests that students may wish to take are the PSAT (practice SAT), the ACT, and the ASVAB (required for entrance into the armed forces). The Learning Choice Academy will keep track of all of the requisite registration deadlines, exam dates, locations, and fees, and will relay this information throughout the year. Most students will take the SAT during their junior year (11th grade). The Learning Choice Academy will provide practice materials and test preparation curriculum for interested students.

EAP Exams:

The Early Assessment Program (EAP) is an academic preparation program to help high school students meet college readiness standards in English language arts and mathematics before admission to any of the 23 CSU campuses. It is a statewide program developed by the California Department of Education, State Board of Education, and the California State University system for all California public high schools.

EAP is a voluntary test and is available only for 11th grade high school students. Benefits of taking EAP are as follows:

- Students can avoid taking the required CSU English (EPT) and/or mathematics (ELM) placement tests.
- Seniors have the ability to adjust their senior-year coursework
- Students are offered the ability to avoid spending time and money in college remediation courses that do not count toward a bachelor's degree.

High Schools eleventh grade students who are considering applying to any of the 23 CSU campuses are strongly encourage to take the EAP college readiness exams in English and Mathematics.

AP Exams:

AP (Advanced Placement) Exams are designed for use by colleges in granting credit, advanced placement, or both for a course in a particular subject. Students would pick their subject of interest, and upon preparation, take the AP Exam at a different location. The Learning Choice Academy is not authorized to administer the tests, since TLC does not offer classroom instruction of the core curriculum onsite. Students should contact their high school of residence to take AP tests there. Prior approval from the school of residence is required. Keep in mind that these subject-area exams are very strenuous. They require thorough knowledge and mastery of the subject at an advanced (college) level. The parent should make every attempt to ensure the student has sufficient background and preparation before encouraging them to take the exam. If a student passes the AP Exam, they will receive one year of college credit (10 credits) in the subject. TLC will not cover the cost of taking any AP test. The fee for taking any AP test is $86, and if you are testing at another school site, that school's site coordinator may ask you to pay a different fee to recover the additional proctoring and administration costs. Check with the school where you wish to test for more details about their fees.

School Policies:

Religion in Public School

Please remember that TLC is a public school, and the parent should see him or herself as a public school teacher because of the way we are funded. Although it does not limit the student's ability to express religious opinions, it does restrict the teacher's ability to teach religious opinions during instructional time. Therefore, we cannot collect samples of work that show printed religious instruction or worksheets. While you as the parent are free to teach religious beliefs to your children, you cannot include any of the time that you used to teach religious beliefs in your daily accounting of attendance time. However, if the student's freehand writing reflects religious beliefs, we can honor it.

> *Example of unacceptable work sample*
> Teacher prompt or question: "Compare an action you have taken to the story of the Good Samaritan in the Bible."
>
> *Example of acceptable work sample*
> Teacher prompt or question: "Give an example of a characteristic you possess that makes you a good citizen."

The student responses could very well be the same, but any religious content is student-created, not teacher-created.

Visits to TLC Campuses

While The Learning Choice Academy encourages parents, guardians, and interested members of the community to visit the school campus and view the success of our educational program, TLC also endeavors to create a safe environment for students and staff. TLC has established the following procedures to help ensure the safety of students and staff and to minimize interruption of the instructional program:

- All visitors to campus must sign in at the front office immediately upon entering the school campus. The front office may ask visitors to provide their name, address, occupation, age (if under 21), their purpose for entering school grounds, and proof of identity. Visitors may also be required to wear a badge while on school grounds, especially if they plan to volunteer in on-site classes.
- The Director or other responsible individual may eject a visitor from campus whenever there is reasonable basis for concluding that the visitor's presence on school grounds may interfere with the peaceful conduct of school activities or would disrupt the education of the students on-site.
- Classroom volunteering is encouraged, if approved by the teacher! However, classroom volunteers should remember they are there to benefit the entire class, and are not in class solely for the benefit of their own child. Classroom rules apply to parent volunteers to ensure minimal distraction to the teacher.
- Electronic (listening or recording) devices may NOT be used in a classroom without the written consent of both the classroom teacher and the Director or her designee.

Volunteer Procedure

Volunteer Code of Conduct
(This document defines TLC's expectations for all school volunteers.)

As a volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the main office.

2. I will wear or show volunteer identification whenever required by the school to do so.

3. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.

4. I will not contact students outside of school hours without permission from the students' parents.

5. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with the parental and administrative approval.

6. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.

7. I agree to not transport students with the written permission of parents or guardians or without the expressed permission of TLC and will abide by TLC's policy on transporting students.

8. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.

9. I agree to follow TLC's procedure for screening of volunteers.

10. I agree to notify the administration if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.

11. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer code of Conduct at all times or cease volunteering immediately.

Volunteer Screening Requirements

The Learning Choice Academy welcomes and encourages involvement from parents, community members, businesses, community organizations, higher education institutions and the military. All volunteer programs must follow TLC's Procedure regarding school volunteers. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into 3 categories. Depending upon the category, certain processes must be completed by district staff prior to volunteering. All volunteers will be processed annually.

CATEGORY A

Visitors or guests who enter a school for a one-time event: This person has no unsupervised exposure or contact with children. Typical examples include Read Across America guest reader, Guest/resource speaker, one-time volunteer for school or classroom event, or other day or guest-type activity. Parents who attend school to eat lunch or to participate in a parent involvement activity such as "full-day presentations" are also considered visitors or guests.

Screening requirements:

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Sign in at the main office

CATEGORY B

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children, volunteers participating in school activities in open and public settings, and volunteers with classroom exposure who work with children and are supervised by TLC staff. Volunteer conditions are typically public settings and classrooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Typical examples include classroom tutoring, classroom reading, classroom assistance where supervised by school personnel.

Screening Requirements:

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the School Volunteer Application
- Be checked by site personal against the California Department of Justice, Sexual Offender (Megan's Law) website (http://meganslaw.ca.gov)
- Present a Tuberculosis clearance card
- Sign in at the main office
- Display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

CATEGORY C

Volunteers with classroom exposure, who work directly with students, and may have unsupervised time with students, but only while on district property with district

personnel on site. Conditions typically are areas outside of the classroom where staff can observe at most times, but may occasionally include short duration of obstructed view, such as on-site tutoring outside of the classroom or in a classroom with door open.

Screening Requirements:

- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification)
- Complete and submit for approval the School Volunteer Application
- Fingerprinted and background check on file with The Learning Choice Academy. (Completed at the county office of education and at the cost of the volunteer)
- Present a Tuberculosis clearance card
- Sign in at the main office
- Display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

Emergency Situation Procedure

In the event of an emergency such as an earthquake or fire, where students would need to evacuate the school site, an evacuation procedure is posted at each site. Each of the school resource centers has their own evacuation plan; commonly referred to as the fire escape plan. This plan is applicable to all crisis/emergency situations requiring that a building be evacuated.

Fire drills will be held at least once per year so that your students will be prepared for an actual emergency, should one occur. During these fire drills, students will follow the directions of school staff as they learn evacuation routes and procedures.

Emergency Lockdown Procedure

In the unlikely event that an emergency situation occurring in the vicinity of a school threatens student safety, the school may be placed under "lockdown." During a lockdown, all school doors and windows are locked and all students and staff remain in their classrooms or offices. No one is permitted to leave and no one, including parents, is allowed to enter the campus. Parents who are already on campus are also required to stay on campus until the lockdown has ended.

Should a lockdown occur, parents are asked to remain calm as school and local authorities manage the situation. During an emergency lockdown, signs will be posted on the front door or window with a phone number to call for more information. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will attempt to notify parents by phone, as students will not be allowed to leave until recommended by the appropriate authorities.

Parents may be required to pick children up from school or another designated safe area,

once it is determined to be safe to do so. To further ensure student safety, parents may be required to present identification. The reunification location will be given to parents over the phone if possible, and will always be publicized to the media.

Child Protective Services Procedures

All employees of the County Superintendent of Schools who are child care custodians or health practitioners, as defined by Penal Code section 11166.5, are required to report known or suspected instances of child abuse. TLC employees are mandated reporters, and they must report when they "…have knowledge of or observe a child, in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse…."

School-wide Expectations:

- Give every student the right to learn and teachers the right to teach!
- Follow directions and respond to a request.
- Be on time and prepared to learn.
- Walk on campus and speak softly.
- Keep hands, feet, and objects to yourself.
- Be in your designated area. All students who are on campus at any TLC site are there for a specific purpose, and once you are done with that purpose you should leave the TLC site.
- Be respectful and demonstrate kindness.
- Follow the school dress code.

Classroom Procedures and Rules:

All students are expected to follow classroom procedures and rules; students should come to class prepared to learn. This means students should:

- Come on time. Classes will move quickly. Because of this, it is important that students arrive five to ten minutes before class begins, but no earlier. Students must also be picked up punctually after class.
- When you come to class, you should come prepared to work, with the materials necessary to complete your work in the classroom.
- Come prepared to listen. In most classes, there will be points during which the teacher will be giving lesson details and information. Students are expected to listen to the teacher and not talk when he or she is already talking. During times where student discussion is solicited, students will take turns speaking and listening quietly to each other.
- Come prepared to participate! TLC has purposely kept its classes small so that there are opportunities for all students to practice their social skills and get to know other students in our program.
- Agree to follow the class rules. So that all of our students make the most of this opportunity to interact, TLC has established the following rules:

- Students should refrain from touching other students or their property.
- Students should avoid using profanity or language that could be considered degrading or derogatory to others.
- Students should dress appropriately, or TLC attire will be given to wear
    1. Shoes are required.
    2. Clothing should cover private body parts and underwear.
    3. No Spaghetti strap shirts
    4. Tattoos should be covered.
    5. T-shirts should not contain offensive language or graphics.
    6. Students should not wear hats or sunglasses in class.
- Students should not chew gum or consume food or drinks in the classroom or hallways unless they have been given permission to do so.

- Students can only be on campus to attend a school activity or a class they are enrolled in. Students cannot come to school just to hang out. TLC does not have the staff resources to supervise students who are not in class or in appointments with their EP.
- TLC has a three-strikes policy for classroom misbehavior for students in all grades (K-12). On the third warning, or strike, they will lose the right to attend the class for the rest of the semester.

Consequences for violation of Classroom Procedures and Rules

1. Written warning
2. Conference with parent
3. Probation
4. No on-site classes
5. Suspension/Expulsion from school

Student Probation:

Reasons for student probation include missed meetings and unreturned books, as well as insufficient work, lack of academic progress, and violation of TLC school conduct rules.

Once a student has been placed on probation, no classes outside of TLC will be entered into the system or paid (including community college classes), and the student cannot attend school events., field trips, and class field trips. Probationary status will end once the student attends regular meetings, returns outstanding curriculum, or fulfills the academic or behavioral contract, depending on the various reasons that the student was placed on probation.

Withdrawals:
Students may withdraw from TLC at any time; however, parents should remember that withdrawing in the middle of a school year and enrolling at another school can be disruptive to student learning. If a student withdraws from TLC, he or she may not re-enroll at the school for a period of six months. If a student consistently drops and re-enrolls at the school, TLC faces additional costs for curriculum and teacher time is used to create lesson plans and assignments that may not be used. Some schools teach subjects in a different sequence than TLC, and your student may miss some materials while duplicating information he or she has already learned. More importantly, continual withdrawals and reenrollments will cause delays in your student's education and may affect promotion and/or graduation. Withdrawals are generally best at semester breaks or at the end of the school year.

If a high school student would like to withdraw at the end of the TLC semester and start the new semester at a different high school, he or she must withdraw from TLC within the final two weeks of the semester in order to receive full credit for an entire semester of school credit. If the student withdraws before the final two weeks, he or she may need to repeat a class to receive credit at the new school.

Disenrollment:

Students may be expelled or dis-enrolled from The Learning Choice Academy for:

1) Non-compliance by parents or students with the terms of the TLC Master Agreement and the governing rules, including validation of attendance (see attendance policy on page 101).

2) Causing The Learning Choice Academy to be in jeopardy of violating any provision of state or federal law.

3) Any material violation of the conditions, standards, or procedures set forth in the TLC school charter.

4) Neglecting to complete all paperwork or falsifying documents.

5) Committing any of the offenses leading to expulsion that are listed in the Discipline Policy in this handbook.

After the decision has been made to expel or dis-enroll a student, the student has the right to appeal the decision.

Cell Phone Policy:

TLC's policy on cell phone usage, following state and federal guidelines, is that students may not bring cell phones, pagers, and other electronic signaling devices on school campuses during instructional hours. If students have a cell phone on campus, it must be in a teacher's custody. Students may possess cell phones at off-campus school-sponsored activities, However, these cell phones must be kept off at all times during these activities. Students are not allowed to access the Internet through their phones at any time while on school property, whether or not they are in class.

Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take the device away from students if it is brought onto campus during the times not permitted. Repeated unauthorized use of such devices may lead to disciplinary action.

If an Educational Partner or teacher sees that a student possesses his or her cell phone while on campus, Educational Partners, teachers, and other school staff have the right to confiscate cell phone. The offending student will be able to pick up his or her phone at the end of the school day, in the presence of the parent who is picking the student up. The student will not receive the cell phone until the parent is there to pick them up. If a student is over the age of 14 and can sign him or herself in and out of school, they may pick up their cell phone without the presence of the parent.

The Learning Choice Academy is not responsible for cell phones and other electronic devices that are lost or stolen while on a TLC campus. This includes devices that are in a teacher's possession. If parents or students want to retain control over their electronic devices, they should leave them at home or in the car while on campus.

Unless specifically requested by the teacher, please do not have students bring anything else from home with them, as these things may be a distraction to your student and to other students. Specifically, we request that students not bring iPods, magazines, computerized game units, or other toys.

GRADNITE POLICY

1. GRADNITE is for TLC juniors and seniors only. TLC juniors and seniors may bring guest(s) that meet the following criteria: Guests must submit a Guest Contract when purchasing tickets. Guests must be currently enrolled as a junior or senior in high school**, and** be between the ages of 14 and 19, **and** in good standing with their high school.
2. Students and guests must attend the event together. Once attendees enter, they may not leave and return to the park(s).
3. Administrators and faculty have full authority to admit, refuse admission to, or dismiss any student/guest from the event.
4. TLC Rules of Student Discipline will be enforced for all students and guests. This is a ZERO Tolerance policy school event.
5. No tobacco, drugs or alcohol is permitted. Anyone who arrives under the influence or is suspected of being under the influence of alcohol or any other controlled substance will be denied entrance to the event and is subject to disciplinary action and possible arrest.
6. Attendees must maintain a certain level of decorum. Mannerisms should fall within the standards of social acceptability and good taste. Students or guests behaving inappropriately will be removed by the staff member in charge of the event.
7. Do not bring valuables to the event. There is no storage provided. If you do, you do so at your own risk.
8. A dress code that reflects modesty will be enforced. Bare backs beyond mid-back, bare midriffs, cleavage, and excessively short skirts or see through clothing that reveals undergarments are not acceptable. Pants/Jeans/Trousers that sag or hang low enough to expose undergarments is not acceptable. Clothing with slogans or symbols that depict tobacco, alcohol, drugs or sexually suggestive or offensive messages should not be worn as well as any that identify with a group/organization/gang.
9. Individuals or couples who are dressed inappropriately or engage in inappropriate behavior will be removed from the event and parents/guardians contacted.
10. All Disneyland rules, policies, dress code and directions of park personnel are in effect for both students and guests.
11. Violation by student/guest of any of the above conditions will require parent notification and pick up of their son/daughter/guest immediately from Disneyland at their own expense. There will be no refunds for students in violation.

Discipline Policy:

Student discipline is a critical factor in maintaining a safe environment for students and staff. Most student discipline issues are resolved through one-to-one counseling with either a teacher, counselor or school administrator. The most serious discipline approach, an expulsion, requires approval from the Board of Directors, and removes the student from his or her school for a period of one or two semesters. Expulsions cannot happen without a recommendation from The Learning Choice Academy Board. An expelled student may not participate in any school program or activity, including school dances, field trips, assemblies, or other events. Individual school sites have special review boards that can make exceptions to this policy.

The Learning Choice Academy will regard suspension and expulsion as a last resort. The Director of The Learning Choice Academy has primary authority and responsibility for discipline, but may delegate primary authority and responsibility for student discipline to an administrative designee. Most student discipline issues are resolved through one-to-one counseling either with a teacher, counselor or school administrator. The most serious discipline approach, an expulsion, requires approval from the Appeal Committee. Criteria for suspension and expulsion of students shall be consistent with all applicable federal statutes and state constitutional provisions. All related hearings will conform to the applicable state and federal laws regarding discipline, special education, confidentiality and access to records. Expulsions cannot happen without a recommendation from director or the designee of the director. An expelled student may not participate in any school program or activity, including school dances, field trips, assemblies, or other events.

A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities act (IDEA) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or SELPA policies require additional or different procedures, including a manifestation hearing.

The Director of The Learning Choice Academy or the designee of the director may suspend a student enrolled in The Learning Choice Academy if it is determined that the student failed to comply with The Learning Choice Academy's distributed policies and expectations regarding attendance, mutual respect, sexual harassment, substance abuse, violence, safety and work habits. Students who habitually fail to comply with TLC policies or who pose an immediate threat to the health and safety of others may be expelled. An expulsion may be appealed by requesting a hearing presided over by the Director and an ultimate decision by The Learning Choice Academy's Appeal Committee. In addition, where required or appropriate, The Learning Choice Academy will notify law enforcement of student violations.

Actions Leading to Suspension or Expulsion

The Learning Choice Academy may suspend or expel a student for any offense described in Education Code section 48900. No student shall be suspended or expelled for any of the offenses listed unless such offenses are related to school activity or attendance. These offenses may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; or during, or while going to or coming from, a school-sponsored activity.

Students may be suspended or expelled for any of the following acts that are listed below. The Board of Directors, the Appeal Committee or the Director may identify other offenses that may result in suspension and/or expulsion.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
3. Committed or attempted to commit robbery or extortion.
4. Caused or attempted to cause damage to school property or private property.
5. Stole or attempted to steal school property or private property.
6. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
7. Committed an obscene act or engaged in habitual profanity or vulgarity.
8. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
10. Knowingly received stolen school property or private property.
11. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
12. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
13. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
14. Engaged in or attempted to engage in hazing of another. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially

recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

15. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1) above.
16. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" 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 dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is 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's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
17. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 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. This section shall apply to pupils in any of grades 4 to 12, inclusive.
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
20. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.

Students shall be expelled for any of the following mandatory expulsion offenses pursuant to Education Code Section 48915(c) - Zero Tolerance. The Learning Choice Academy’s

Board of Directors, the Appeal Committee or the Director may identify other offenses to be considered mandatory expulsion offenses.

1. Possessed, sold, or otherwise furnished any firearm, unless, in the case of possession the student had obtained written permission to possess the item from a Family Leader, with the Executive Director or designee's concurrence.
2. Unlawfully sold any controlled substance, as defined in Health and Safety Code 11053-11058.
3. Brandished a knife at another person. A "knife" means any dirk, dagger or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer that 3 1/2inches, a folding knife with a blade that locks in place, or a razor with and unguarded blade.
4. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
5. Possession of an explosive.

The Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules.

Violations of The Learning Choice Academy's enrollment agreement may result in a recommendation of expulsion. The violations of the enrollment agreement include:

1. Behaviors that result in more than three (3) missed consecutive meetings.
2. Violations of any behavioral, academic or probationary contract.
3. Violation of the Master Agreement.

Suspension Procedure

The Director or the designee of the Director is authorized to conduct the process leading to formal suspension or expulsion. While another school employee may initiate an investigation, the Director or the designee of the Director shall:

1. Meet with the student to hear his or her version of the incident and present evidence in his or her defense with in five (5) school days of the incident.
2. Make a reasonable attempt to meet with the student and his or her parent(s) or guardian(s) to review the reasons for the suspension or expulsion and the reasons therefore, including the timelines and process for appealing the suspension or expulsion.
3. Prepare written notification that will be mailed to the parents no later then one school day following the decision to suspend. *(Report on Suspension Form)*

The Learning Choice Academy may dispense with the parent or guardian meeting in the event of an emergency situation and may meet with the student and his or her parent or guardian after the action to suspend or expel has been taken.

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. The Learning Choice Academy will provide assignments for the student to complete while on suspension.

A teacher may suspend a student from class for any of the acts enumerated in Education Code section 48900 for the day of the act and the following school day as explained in Education Code 48910. The teacher shall immediately report the suspension to the Director or other designee of the Director and send the student to the Director or the designee of the Director, which may include other disciplinary measures, including a suspension from school.

The student shall not be returned to the class from which he or she was suspended during the period of suspension without the concurrence of the Director or the designee of the Director and the teacher who imposed the suspension. The student may attend the classes from which he or she is not suspended.

Students who are suspended will be provided with alternative instruction. Arrangements will be made between the school and the student's family for the delivery of services, pickup/delivery of work, and the make-up of missed assignments and classroom instructional support. All IDEA mandates will be followed for student with disabilities.

Appeal of Suspension

For suspension appeals, a parent or guardian of a student will have ten school days from receipt of the written notice of a suspension to file a written request for appeal to the Director. Parents or guardians may use the appeal procedure when there is disagreement with the steps followed by The Learning Choice Academy's staff that led to the decision to suspend. During the period of appeal, the suspension remains in effect for the length of time designated. The Appeal Committee shall review the suspension and issue a ruling within fifteen (15) days of receipt appeal of suspension. After considering the evidence, the Director or designee shall render a written decision that shall be in the best interest of the student and The Learning Choice Academy. The Appeal Committee may:

1. Let the suspension remain on the student's record.
2. Remove the record of suspension by the end of the school year if no other offenses occur.
3. Remove the record of suspension immediately without conditions.

The decision of the Appeal Committee shall be final.

Expulsion Procedure

The Director or the designee of the Director is authorized to recommend students for expulsion and prepare all necessary documentation. The Director or the designee of the Director shall:

1. The Director or designee reviews the recommendation and supporting

documentation within five (5) school days of the incident.

2. Meet with the student to hear his or her version of the incident and present evidence in his or her defense.
3. Make a reasonable attempt to meet with the student and his or her parent(s) or guardian(s) to review the reasons for the suspension or expulsion and the reasons therefore, including the timelines and process for appealing the expulsion.
4. Prepare written notification that will be mailed to the parents no later then one school day following the decision to expel. *(Report on Suspension Form)*
5. The Learning Choice Academy's Board of Directors has authorized a Appeal Committee to take final action to expel any student in response to the recommendation for expulsion from the Director or the designee of the Director.
6. The Director will notify the parents/guardians in writing if the expulsion recommendation is moving forward. The parents/guardians will also be notified of the expulsion appeal process. *(Explosion Notification Letter)*

The parent or guardian of a student will have ten (10) calendar days from issuance of the written notice of the Director or the designee of the Director's recommendation for expulsion to file a written request for an appeal hearing. The Director convenes the Appeal Committee. The committee is composed of at least two certificated staff members who are not teachers of the student. The Director shall hold an appeal hearing within fifteen (15) days of receipt of a timely request for appeal from the parent or guardian of the recommendation for expulsion from the Director or the designee of the Director. During the hearing, the student shall have the right to representation, the right to present evidence and the right to question The Learning Choice Academy's representatives.

Students under consideration for expulsion will be provided with alternative instruction until the Appeal Committee renders their decision on the expulsion. Arrangements will be made between the school and the student's family for the delivery of services, pickup/delivery of work, and the make-up of missed assignments and classroom instructional support. All IDEA mandates will be followed for student with disabilities.

Any hearing to consider an expulsion shall be closed to the public unless the student or parents/guardian request in writing, at least five (5) calendar days prior to the hearing, that it be open to the public. Whether the hearing is open or closed to the public, the Board or Appeal Committee will meet in closed session to deliberate whether the student should be expelled.

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision by the Appeal Committee to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board, Committee

or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The student and/or his or her parent(s) or representative must present all written and oral evidence and argument to be considered for the appeal at the hearing. A staff member will attend the hearing and prepare minutes of the proceeding, which shall become part of the record of the proceeding along with all written evidence or other material submitted to the Executive Director. After considering the evidence, including testimony presented at the hearing, the Appeal Committee may decide to support the Director or the directors' designee's recommendation for expulsion, to reject that recommendation, or to modify that recommendation. The decision of the Appeal Committee shall be in the form of written findings of fact and sent to the Board of Directors.

If the Appeal Committee decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

The Director or the designee following a decision to expel shall send written notice of the decision to expel, including the Appeal Committee's findings of fact, to the student or parent/guardian.

Consistent with Education Code 47605(d)(3), The Learning Choice Academy shall inform the last known district of residence of any student who has been expelled from the school within thirty (30) calendar days of the decision

Once the Appeals Committee renders their decision, the family has (30) thirty calendar days to request a review by the Board of Directors. The Board of Directors will review the written documentation of the meeting held by the Appeal Committee. The decision of the committee will only be overruled in the following instances:

1. Whether the Appeal Committee acted without or in excess of its jurisdiction.
    - An expulsion hearing is not commenced within the time periods prescribed by this article:
    - The expulsion order is not based upon the acts enumerated in Section 48900 Education Code;
    - A situation involving acts not related to school activity or attendance.

2. Whether there was a fair hearing before the Appeals Committee.

3. An abuse of discretion is established in any of the following situations:
    - If school officials have not met the procedural requirements of the policy;

- If the decision to expel a pupil is not supported by the findings prescribed by Section 48915 of the Education Code;
- If the findings are not supported by the evidence.

4. Whether there is relevant and material evidence, which, in the exercise of reasonable diligence, could not have been produced or was improperly excluded at the hearing

Manifestation Hearing

A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities act (IDEA) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or El Dorado SELPA policies require additional or different procedures, including a manifestation hearing.

Additional Policies:
If you would like to view a complete list of the school's policies, or would like to see if the school has a policy about a particular subject or issue, you can contact the administrative assistant in the main administrative office. She can be contacted through email at adminservices@learningchoice.org.

Curriculum:

Because personalized learning is at the core of the TLC program, all students have the right to receive and use core materials that are the most appropriate for their education. A wide variety of instructional materials, addressing different learning and teaching styles, is available. The Educational Partner may help determine the appropriate grade/difficulty level for a chosen program prior to ordering.

Although The Learning Choice Academy wants to make sure students have all instructional materials essential for success, it is necessary to place some limits upon ordering of curriculum. Therefore, TLC Academy will provide one curricula per subject each academic year.

TLC recommends that parents carefully choose the materials that they intend to use for the entire school year. A core catalog is available at all resource centers and online at the school's website. The materials TLC uses generally have extensive information related to them that can be reviewed at the publishers' individual websites. In the event that an assessment indicates that the level selected for a student is either too high or too low, the materials may be returned if unused and a new level selected. If a parent is concerned that the level, or that the instructional style of a particular curriculum may not be appropriate, TLC requests that students not write in consumable materials, such as workbooks, but instead they should complete their work on separate sheets of paper. If a student has written in consumable materials for a certain subject, they may not exchange their curriculum in this subject unless they complete their current course (and are eligible for replacement of their core curriculum—see below for more details).

In most cases, if a parent has concerns about curriculum, they can be addressed by the Educational Partner, who will explain the lessons or help adapt the curriculum to better fit the student's needs.

Replacement of core curriculum:

If a student completes a course and needs to advance to the next level in his or her chosen curriculum, the Educational Partner will help order additional curriculum and/or give suggestions for other ways to enhance the student's educational experience.

Receiving Permanent Curriculum:

Since orders are placed with various companies and publishers, TLC is unable to guarantee how soon core materials will arrive. Generally, most curricula should be in within four weeks. Materials for high school programs will receive first priority, although it is still impossible to guarantee arrival times for curriculum orders. Alternative curriculum will be provided for students who are waiting for core materials to arrive. Students who are working from starter packs provided to substitute for core materials will still get credit for the work they do in the starter pack, even though the permanent curriculum has not yet

been received. If students have problems or have not yet received all requested materials, the EP should be contacted, and he or she will work with the parent to create a temporary solution.

The Learning Choice Academy purchases one major textbook or instructional material to be used for each subject for the year. Curriculum may not be ordered on a trial basis and returned if it turns out the materials are not working for you and your child. However, TLC recognizes the value of offering a variety of resources for student instruction. The school has developed a supplemental library at each site and has an extensive list of thematic units. Discuss your interests with your EP to select alternative materials.

Consumable/Non-Consumable Materials:

All the materials received from TLC remain the property of TLC and must be returned in a timely manner. However, some materials are completely consumable and are for student use. These may include the following:

- Student manuals and workbooks
- Reproduced copies
- Some science kit materials

Foreign Language Materials:

Foreign Language is not a required core subject in grades Kindergarten through Eighth Grade and therefore is not part of the Core Curriculum. Foreign Language materials will only be provided for students in grades 9-12. However, TLC does have Foreign Language materials as part of the supplemental library that may be checked out and used on a monthly basis through the school's library. A great resource for foreign language is available to all TLC students through United Streaming, and other online programs are also available. Ask your EP!

Returning Materials:

At the end of the school year, or when your student is dis-enrolling from TLC, please make every attempt to return curriculum in good, clean condition. Here are some suggestions on how to keep the curriculum in good condition:

- Keep books covered
- Have a specific place to store material
- Place material in a high location so toddlers and pets cannot reach items
- Keep curriculum pieces and manipulative items together in a container

TLC parents will be responsible to pay for lost or damaged materials. In the event that materials are lost or damaged, the parent will receive an invoice for the cost of replacement. Student grades/transcripts will also be withheld from other schools until all materials are returned or bills are paid. Payments should be made directly

to The Learning Choice Academy.

Seniors who are graduating from The Learning Choice Academy will not receive their diplomas or transcripts until all outstanding bills have been paid.

Summer Instruction:

If you have not finished instruction by June, you may not keep the curriculum through the summer. Textbooks and materials must be returned in June so the school can update its inventory and make appropriate purchases of new/replacement curriculum. If your student only needs to complete one or two subjects and your student is in high school, you may use the same curriculum as part of our TLC Summer School if TLC holds summer sessions. It will be returned to the curriculum library, checked in, and then checked back out as material for the next school year. Summer school is only available to high school students. You must sign up for summer school with your EP if you plan on using the same materials. If your student is not enrolled in summer school, he or she cannot keep the curriculum over the summer.

Attendance and Instruction:

In the traditional TLC program, the primary method of instruction is home-based and parent- taught. As the parent, you are expected to actively work with the Educational Partner in order to develop a course sequence, identify the method and style of instruction, and assign student objectives. The TLC parent is considered the main teacher. TLC is designed to offer parents and students the least restrictive environment possible, both socially and academically. Parents are provided with a maximum of assistance toward achieving the students' goals yet are given flexibility in instructional method and/or resources. Although all students must complete the same course objectives, the manner in which they achieve learning can vary according to their interests and resources.

Monthly Meetings:

Planning will be discussed at monthly meetings, approximately every 20 school days, with an Educational Partner. An appointment for a following meeting will be set at the end of every monthly meeting, so it's a good idea to come to meetings prepared with information about any known scheduling issues (doctor or orthodontics appointments, off-site classes, etc.). **Both parent and student must attend these meetings, even if the student is in high school.**

In consideration of other families and staff who are meeting, and for the safety of children, **it is required that children stay with their parents at all times**. Children should not be left unsupervised**.** Also, no animals (with the exception of guide animals for the visually impaired) are allowed on campus, unless the school has granted prior permission.

You should let the Educational Partner or the school office know as quickly as possible if you find you are going to be late for an appointment. TLC understands that sudden problems may delay a family's arrival. <u>However, if you are more than 15 minutes late to any meeting, it may be necessary to reschedule the appointment, and the appointment will be considered a missed meeting.</u>

At monthly meetings with the Educational Partner, students should bring **all** work to document that student work warrants receiving credit for full attendance. Bringing all student work ensures that the EP will be able to identify the student's learning levels and progress, validate student attendance, and make suggestions on how parents can extend or strengthen instruction. While oral reports are valuable for assessing learning, written text assignments, as well as written reports and projects (and pictures of projects), are solid evidences of learning and should be done wherever possible. Educational Partners will select ***original work samples*** to place in a student portfolio. The student portfolio will be available upon request after 3 years of enrollment with TLC. (See parent responsibilities and monthly appendix #11 and 12)

A signed monthly calendar must be completed to show every day instruction was completed. An example: if your child reads one chapter of *The Adventures of Tom Sawyer*,

that can be noted on the calendar for one day. Your EP will provide you with a blank learning log (please see "to do" list for monthly meetings and completed Learning Log for your reference appendix #13-16). You should only include a subject on the Learning Log if it is also on the signed Master Agreement and a part of the TLC curriculum.

Inadequate Attendance of Required Meetings:

You **must** attend monthly appointments, whether they are with the Educational Partner or are related to IEP/assessment meetings in the special education program. TLC Educational Partners dedicate time and effort to prepare for student meetings and it is asked that families call at least 24 hours in advance when they know they will be unable to make a meeting.

Of course it is understood that illness or unexpected problems occur on an occasional basis, which may cause a family to miss an appointment. In this situation, a follow-up appointment should be made as soon as possible after an absence. If your student misses a second appointment, he or she will be placed on probation and an advisory letter will be mailed with a final make-up appointment. If the student fails to attend the third appointment, the student will be withdrawn from The Learning Choice Academy. If a student misses three consecutive appointments, he or she may also be considered truant. This is why it is so important to keep in touch with the Educational Partner. If a student enrolls in another school without providing formal notification, the student may unknowingly be reported as truant.

> ***Processing of student orders and payment of extended units will be withheld for students on probation. More information about probation can be found on page 20 of this handbook.**

If a student misses two consecutive meetings, then makes it to the third meeting, then misses another two consecutive meetings later in the semester, they can still be dropped for lack of attendance. It is essential that students attend their scheduled meetings.

Three Tardies (more than 15 minutes late to class) = Missed Appointment
One Missed Appointment = Follow-Up Appointment must be scheduled
Two Missed appointments = Probation*/Follow-Up Appointment is scheduled
Three Missed Appointments = Mandatory Disenrollment

Because students with special needs are valued and the school wants to give them every opportunity to succeed, there is a requirement that families consistently attend all IEP meetings, triennials, and any meetings with the special education department. The same rules as far as missed appointments with Educational Partners also apply with any of these meetings.

Work Samples

Work Samples will be collected from every subject your student is studying. All work

samples **must** have your student's name and the date written at the top **in your student's handwriting** in order for us to be able to count the work samples towards your student's school attendance.

Inadequate Work

Students work at varying paces and so they will not all turn in comparable amounts of work. It will be the job of the parent and the Educational Partner to establish a realistic amount of work to be accomplished during a work period. If, after establishing these realistic goals, a student consistently shows a lack of work, the Educational Partner may give the student only partial credit for attendance instead of full credit. Such an evaluation would cause the student to be placed on academic probation and might eventually lead to disenrollment.

First meeting with inadequate work	**Modification of quantity/type of work**
Second meeting with lack of work	**Reduction grade**
Third meeting with inadequate work	**Probation and/or grade reduction**
No improvement at next meeting	**Disenrollment and/or grade reduction**

Physical Education:

Students in grades 1 through 8 must participate in Physical Education (PE) and High School students must have two years of PE credit in order to graduate. Students may join organized sports for this credit or may carry out physical fitness activities individually. In order to receive credit for Physical Education, the student should keep a record of the minutes performed throughout the month. Please refer to the following expectancies for each grade level:

Elementary grades 1-6, minimum of 200 minutes every ten days
Secondary grades 7-12, minimum of 400 minutes every ten days

Although the time averages 20 minutes daily for younger students and 40 minutes daily for middle and high school students, the student has the flexibility to complete longer times on some days and little or no activity on others. Students in middle and high school completing the minimum (400 minutes each 10 days) will receive a passing or 'C' grade. For your reference, a sample of a completed Physical Education Log is included at the end of this section.

TLC offers a partnership with EMH Sports, a park-based physical fitness provider in San Diego and Riverside Counties. K-12 students may participate in this program for free. Talk to your EP or IA for more details about this program and to sign up.

Late Pickups/Drop-offs Policy:

If students sign up for a class, they must attend the entire class. All students who

participate in on-site classes are expected to report to class on time. Once they are finished with classes for the day, it is expected that they will be picked up promptly (within 15 minutes of the end of class). The Learning Choice Academy does not have the resources or the facilities to provide childcare or supervision after classes end, and when students are not picked up right after class they disrupt the learning environment of other students. Because of this, we have created the following policy to address the issue of consistent lateness:

1st	**late pickup**	**= verbal warning**
2nd	**late pickups**	**= written warning**
3rd	**late pickup**	**= student will be withdrawn from class**

Student Illness:

If your student is ill, please do not send them to class! For the safety of other students, please follow these guidelines to determine whether or not your child should stay at home: If your student is ill on a class day it is required of you to call and get homework for the classes missed. Student will still be responsible for turning in homework within 5 days of missed class.

- **Colds:** Please keep your child at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.
- **Conjunctivitis (pink-eye):** Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.
- **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- **Fever:** The child should remain at home with a fever greater than 100°. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Impetigo:** The child with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is recommended.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- **Strep Throat:** A child with strep throat may return to school 24 hours after antibiotic treatment has begun.
- **Whooping Cough (Pertussis)**: Whooping cough is highly contagious, and characterized by severe coughing spells that end in a "whooping" sound when the person breathes in. The best way to prevent whooping cough is

with the pertussis vaccine, which doctors often give in combination with vaccines against two other serious diseases, diphtheria and tetanus. Doctors recommend beginning vaccination during infancy. Additionally, because immunity from the vaccine tends to wane by age 11, doctors recommend a booster shot at that age to protect against whooping cough, diphtheria and tetanus.

Sick or Injured Child

If your student becomes sick or is injured while at a TLC site and the parent is not also at the location, TLC will call the parent to inform them that the student needs to be picked up from school. If the parent cannot be reached, the alternative emergency contact the parent listed on the registration form will be contacted. Please make sure the emergency contact information the school has on file is accurate. When you sign your student in and out of the site, an emergency phone number must be included every time so the school will know the best way to reach you.

Study Hall:

Study Hall is an important part of the TLC instructional support system in that it allows students and/or parents to get additional help in targeted subjects from a highly qualified teacher. If a parent is having difficulty in teaching a concept or a student is experiencing trouble in learning a new skill, Study Hall may be able to assist! Each TLC site schedules an open Study Hall, or it may be scheduled by appointment, depending on demand. Parents and students K – 5th grade may attend together and receive individualized support.

6th through 8th grade students can attend Study Hall alone if their parent signs them in and out. High School students may attend study hall without a parent present to supervise or sign in/out. The student must follow the behavior rules as stipulated on this form. When the student has completed all assignments or if the student requires discipline, the parent will be called and the student will be dismissed from Study Hall.

Closed Campus:

TLC is a closed campus. Students may not sign themselves in and out for lunch, breaks, or other mid-day activities. Students may only leave campus for lunch if their parents sign them in or out. This policy also applies to students over 14 who may sign themselves out for the day. Students may only sign themselves out if they will not be returning to TLC for the remainder of the day.

Grading
Grading is a collaborative effort between the parent, EP, student, and/or site subject specialist. Your student's grade will be based on the following criteria:

20% of grade	**Completion of all work**
50% of grade	**Quality of work samples and quizzes**
30% of grade	**Final tests and projects**

The grading scale is the same scale used by other schools. Students in elementary grades may also be graded on an O/S/N (outstanding/satisfactory/needs improvement) scale.

90-100%	**A**
80-89%	**B**
70-79%	**C**
60-69%	**D**
0-59%	**F**

Because the evaluation is collaborative, it is important that submitted work be corrected BEFORE meeting with your EP. The assessment should be based upon correct responses, but should also include other conditions such as writing answers in full sentences, demonstrating work in Math and science, depth of explanations, etc.

The EP will provide you with an evaluative grade for each learning period at the end of each meeting or at the beginning of the subsequent meeting. Any questions or concerns may be discussed at that time.

Academic Honesty
Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help, or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. This includes cheating, plagiarism, fabrication of invented or falsified citation of material, or misrepresentation of material related to academic matters. A student caught plagiarizing will not be given credit for the assignment and will not have the opportunity to re-submit. Additionally, a student violating the Academic Pledge will be placed on probation.

Offenses against the academic honesty policy are not counted per class; they are counted on a school-wide basis across multiple classes. The consequences for violations of the academic honesty policy are as follows in conjunction with TLC school conduct rules.

1st offense	**Student will receive no credit for assignment** **Parent conference**
2nd offense	**Student will receive no credit for assignment** **Student's semester grade will be lowered a full letter grade** **Parent conference**
3rd offense	**Student will fail the class** **Parent conference**

Right of Appeal:

If an Educational Partner recommends discontinuing TLC services for a student, the parent has the right to appeal. That appeal should first be directed in writing to the TLC Director. If the TLC Director's answer is unsatisfactory, a parent may submit a written appeal to the TLC Board of Directors within ten days of receiving the recommendation to discontinue enrollment.

On-Site Classes:

Middle School/High School
TLC Middle and High School classes are offered on selected middle and high school topics and are intended to assist families with instruction. These classes are planned and taught by teachers that are highly qualified in their areas of education. They are designed to provide instructional support and a lab experience for better understanding and success. Once a student signs up for a class they must attend for the entire semester. The teachers of these classes will assign the coursework from pre-selected subject text. Parents will still be responsible for correction of student work and supervision of student when not in class.

If a student elects to participate in this program, whether in Science, Math, English, or another course, weekly attendance is **mandatory** in order to continue enrollment in the class. An assessment may be given to place students in the appropriate course. If a student misses more than 2 classes in a semester, or otherwise fails to participate once signed up, he or she will be dropped from the class. See discipline policy

High school students will earn 10 credits (5 per semester) toward the applicable high school graduation requirement for their successful completion of each yearlong course. Middle school students will complete a 36-week school year in subjects by earning a passing grade.

Note: It is the **student's** responsibility to contact the instructor **IMMEDIATELY** if he/she will be absent. If a student needs clarification or assistance on any concept taught, he or she should attend Study Hall.

This program is designed for all students to move at the same pace, so it is essential the student complete assignments at home and parent assists correcting the work. For the same reason, absences are not acceptable for any but the most extreme circumstances. If students receive more than 2 absences in a semester, they will be dis-enrolled from the class. Please plan family vacations and other absences so that they will not conflict with scheduled class days. If your student has obligations that would interfere or prevent them from attending scheduled classes/meetings, please speak to your EP before enrolling in on-site classes.

AIM Program

TLC AIM (Achieve, Inspire, Motivate) Program is a two-day on-site program that provides a high level of personalized learning and interaction for students. This program is split into classes of grades K-1, 2-3 and 4-5, with a maximum ratio of twenty -five students to one teacher per class. The program is ideal for parents who want more support and students who want more socialization.

The program's mission statement says that "*Achieve, Inspire, Motivate* (AIM) is a program that is open to students in Kindergarten through 5th grade within The Learning Choice Academy (TLC). Students, parents, and teachers work as a triad. The AIM team believes

that all children can and will learn. To ensure that all children will reach their highest potential, we offer a program with interactive hands-on, and theme-based curriculum. We will foster a positive school environment in which all children and adults feel welcomed, respected, trusted, and an important part of the school, while maintaining high expectations promoting academic excellence for all students."

In the AIM program, students receive instruction in Math, Science, and Language Arts on their on-site classes. The parent is responsible for teaching Social Studies and Physical Education at home, and must grade these subjects. The parent is still the teacher of record, but the Educational Partner plays a more central role in the day-to-day instruction of the students. The student, parent, and EP meet every six weeks for a student-led Student Centered Conference (SCC).

School hours for this program are 8:30 am to 2:30 pm. Since students attend onsite classes two times a week it's imperative that students come to class on time and ready to learn. Students are considered tardy if they arrive after 8:45 am. Three late arrivals equal one absence. See discipline policy.

Students registered in AIM will not receive Elective Units for the year. Students in AIM will have the option to pay the school directly for Full Day Classes.

If a student withdraws from AIM after the first week of AIM, no units for the semester will be refunded.

AIM Admission:

Enrollment Procedure
Each year TLC will establish an open enrollment window period of time for AIM Academy in which the school will accept applications for the coming school year. Prior to April 1st of each year, the Board of Directors shall set this enrollment window period.

Enrollment packets are available at the TLC office after attending an orientation. However, only those packets that are completed (including all required medical records) and received during the enrollment window period will be considered for enrollment in the AIM Academy for the subsequent school year. Applications received by TLC after the close of enrollment window period will not be considered for admission to AIM Academy and will be returned to the applicant. If there is not room in the AIM Academy program, enrollment into the Choice program is an option at any time of the year, as long as there is room.

Student Eligibility
A student is eligible for admission to TLC if he or she is a resident of San Diego County, Riverside County, Orange County or Imperial County. However, should a lottery be necessary, certain students will receive preference in the admissions procedures as required by the Charter Schools Act.

Selection Process
At the close of the enrollment window period, all enrollment packets shall be reviewed to determine if they meet the admissions requirements described above. A qualified applicant will have completed TLC admission procedures including all forms in the admissions packet and will have supplied all information required by the admissions packet. If at anytime prospective students or parents have falsified information on this application, TLC has the right to terminate their enrollment.

If the number of qualified applications exceeds capacity at any grade level, TLC shall apply the first-level preference to qualified applicants. (Please see hierarchy of preferences listed below.) TLC shall make offers of admission and request a written confirmation of acceptance within (5) days of receipt of letter of acceptance. If the application of a preference exceeds the school's capacity within a single grade level, TLC will conduct a public random drawing within that preference. If space is still available after the application of the first level preference, TLC shall apply the next level of preference. If the application of a preference exceeds the school's capacity within a single grade level, the school will conduct a public random drawing within that preference. This process will be applied beginning with kindergarten and for each successive grade level until TLC's AIM Academy is at capacity.

All qualified students who are not admitted will be assigned a number (by random lottery) and may be offered admission at the beginning of the semester as vacant spots become available. TLC reserved the right to determine its capacity at each grade level, and to reserve spaces within a grade level for students that may not be promoted to the next grade level or for students who may be returning in a subsequent year.

If during any open enrollment window period, insufficient enrollment packets are received during the enrollment window period for AIM Academy, acceptance of admission shall be made from the qualified applicants on a first come, first serve basis. An additional enrollment window period shall be advertised. Any student on the waiting list who did not receive an offer of admission during the year will be required to submit an additional enrollment packet in a subsequent year in order to by considered for enrollment in the AIM Academy in that year.

Hierarchy of Preference for Admission of Qualified Applicants:

1. Currently enrolled AIM Academy students;
2. All other currently enrolled students;
3. Siblings of currently enrolled students;
4. Children of current employees or board members of TLC
5. Children of former TLC families within 3 years
6. Children from last year's waiting list who have submitted a current enrollment packet;
7. All other children

Full Day

TLC's Full Day option for K-5 students offers the opportunity for students to attend one full day of enrichment classes each week. Students have the option of enrolling in TLC's full day of extended classes...Students will practice higher learning skills, too, and have opportunities to learn cooperative and collaborative skills. These classes are grouped for age-appropriateness and are taught non-TLC teachers and have a small class size limit. No homework or specific curricula is required for K-5 students.

Some homeschool parents appreciate a time when students can meet for instruction in a group environment using cooperative exercises and teamwork. TLC Full Day enriches students learning but retains the flexibility for students to choose a wide variety of curriculum because there is no set curriculum or follow-up homework. The Full Day includes:

- *Adventure Courses (K-5)*
  Students are offered elective classes that include specialized topics such as Foreign Language, Art, Music, Drama and other subjects, taught by qualified teachers from the community. In the past, students have studied Science or Art, learned how to dance or play drums, became actors, and performed music.

Students registered in the Full Day Program will use 280 units for Fall semester (payments will be deducted from October to January) and 280 for Spring semester (payments will be deducted from March to June). 70 additional units per semester will be available for other uses.

TLC offers multiple options. Students have the choice to take Full Day classes only, or choose classes a-la-carte. **If a student withdraws after the 2nd class, only 50 units will be charged to the student account. For withdrawals after this date, no refunds will be made and the student's account will be charged 280 units (70 per month) or a- la - carte class fee for 4 months.** Please remember that all class withdrawals must be submitted in writing.

Occasionally, you may wish for your students to attend Full Day classes, but would like to use your extended units to pay for field trips and other school events. In cases like this, parents may pay the school directly for the cost of Full Day classes. The cost of these classes is $280 per semester. If you pay the school directly in this way, your site IA will take your payment and write you a receipt. Payments should be made in full by the fourth week of classes.

If your student enrolls in the Full Day program, their extended units will be used on Full

Day classes as follows:

Class Options	Monthly Units (×4)
Full Day	70
A-la-carte	Varies

AIM students may attend full day , upon recommendation from their AIM classroom teacher.

Classroom Rules for all onsite classes:

Each student and parent must sign and turn in the Classroom Procedures and Rules form to their designated site. See the School Policies section of this handbook for more information about classroom procedures.

It is important to remember that optional Full Day classes are for enrichment only and are not a requirement for a TLC education. If students are disruptive in these classes, parents are also required to attend. In situations where students require continual supervision by a nurse, either a parent or an itinerant nurse are required to attend all on-site classes.

Please see the policies section of this handbook for more information about the school's class attendance policies.

Registration:

New sessions begin each semester and are twelve weeks long. Class size may be limited based on facility space available. Students must register every semester for Full Day classes. Fall Full Day Registration does not automatically roll over to the spring semester.

Full Day registration is generally available a month before class begins. Priority is given to students who enroll in the entire Full Day program on a first-come, first-served basis, once all paperwork is completed and turned in. Spaces are then allocated to the A-La-Carte option. New students enrolling will be on a wait list according to the date and time the registration form is received. Registrations for the Fall 2014 semester will be in September 2014 and for the Spring 2015 semester, registration begins in January 2015.

Extended Units

Extended Unit Process:
Each TLC student in the Choice program receives an allotment of 70 units, or dollars, each month (September through June) to provide for extended courses. Students in the AIM program do not receive extended units. Extended classes must be educational, but flexibility is allowed for the unique needs and interests of the individual student.

One of the exciting things about TLC is the opportunity to offer students enrichment and learning opportunities that are just right for them. These classes may be found in a number of different venues:

1) *TLC Full Day Classes.* The Learning Choice Academy was first in presenting a new concept, called Full Day, for its students. This option offers the opportunity for students to attend one full day of enrichment classes on site each week. These classes are grouped for age-appropriateness, and have a small class size limit—18-30 students, depending on the grade level and the subject. If you are signed up to use extended units for Full Day and for another class, the units for Full Day will be deducted first from your account.

2) *On-site Extended Classes (a la carte).* TLC may offer classes on an individual basis. TLC students are welcome to sign up for any of these classes. Some examples of on-site extended classes offered in the past include music classes, journalism, and other similar classes. Classes will be advertised in the Weekly Bulletin and the Monthly Newsletter. If a class requires an allocation of units, the amount will also be publicized.

3) *Off-site Extended Classes (a la carte).* In addition to all the courses already mentioned, TLC parents have found numerous other classes that students may take off site. TLC will pay 70 units per month to help cover the cost of classes. The Learning Choice Academy does not print a directory of the hundreds of partner studios, teachers and agencies because it would need to constantly be updated! It is important to know that the school does not endorse or recommend a specific location for classes.

Don't forget to check out classes and sports opportunities offered by the YMCA, local recreation centers, Little League/AYSO, Little League, San Diego City Museums, Zoo/Wild Animal Park, and the San Diego Junior Theater. (TLC does not pay for entrance fees, memberships, processing fees, or material fees, only for classes.)

Eligibility for Extended Units:

Extended units for classes are available to students who are enrolled with TLC and who have met the following requirements:

1. *Enrollment paperwork has been received.* Student may attend classes during their first

30 days of TLC enrollment, but funds will not be disbursed until after the student returns for another meeting and turns in the work from their first 30 days. Parents are responsible for any class fees incurred during this 30-day interim placement period if the student does not complete his or her work during this 30-day period or if the student dis-enrolls from TLC during this time.

2. *Students and parents meet their monthly meeting requirements:*
    a. Families must attend their scheduled monthly meetings.
    b. Student work must be validated by the Educational Partner
    c. Instructional time verified must be appropriate for educational time spent.

3. *All curricula must be returned by the deadline, and fines for damaged or missing materials must be paid.* Extended unit payments will be held until all materials are returned.

    Since Extended Units are an enrichment option above and beyond the required general studies, students who miss two consecutive appointments for monthly meetings, or who complete inadequate work to receive full attendance validation, will forfeit their extended unit funds until they meet with their Educational Partner, turn in their assigned work and are removed from attendance probation.

Procedure for Receiving Extended Units:

As a public school, TLC is under scrutiny in the handling of funds. For this reason, TLC has developed policies that will allow us to meet with auditor approval. Payments will not be made until all of the required paperwork has been received and processed by TLC. Once all paperwork is received, TLC Academy has 30 school days to make the payment. For one-time class payments, funds will not be disbursed until the student has completed the class. For recurring payments, funds will not be released until the end of the month for which the provider is to be paid. Classes taken in July or August are not eligible for the use of elective units, and no funds accrue in these months.

1) Paper Trail

It is important that TLC keep written documentation for all financial transactions. For this reason, when enrolling in classes or withdrawing from them, it is essential that parents make all wishes known in writing. Unfortunately, it is impossible to enroll in courses, or withdraw from them, via a phone call. <u>The only forms recognized to sign up for a class are:</u>

- Application for Full Day/Adventure Options
- Request for Payment
- Reimbursement Form

Email and written letters will be accepted only for <u>withdrawal</u> from a class, and **all withdrawals must be submitted in writing**. EPs are happy to review forms before they are submitted, but all forms should be turned in directly to your site IA or secretary, not to your EP.

2) Request for Payment

All of the information on how to request enrollment in a course is provided on the *Request for Payment* form. Complete it, sign it, and return it to any TLC resource center. Forms should not be left with Educational Partners; they should be submitted directly to the office, mailed or sent by FAX (except receipts/invoices). **The Request for Payment form must be submitted within the same month applying for payment.** For instance, if a student attends a class on the 1st of October, the Request for Payment Form must be submitted by October 31st.

This deadline has been set because, as a public school, The Learning Choice Academy must follow sound business practices. Our auditors become concerned when the school cannot account for future financial expenses. For that reason, the financial database system closes accounts at the end of each month and readjusts the budget at the beginning of the following month. This allows the school to report current and future financial balances accurately.

If new students begin their enrollment after the 15th of the month, no units will be allocated for the remainder of this initial month of enrollment. If students begin before the 15th of the month, full funds for the first month of enrollment will be allocated.

For any classes taken during the month of June, all classes must be completed by the last day of school (June 15, 2015). No extended units may be used for classes taken in July or August.

3) Agreement to Pay

TLC will generate an "An *Agreement to Pay"* form. This form will include all of the essential information on the Request for Payment Form, including the name of the Instructor, the title of the class, and the amount of units that TLC agrees to pay. This needs to be signed by both parent and provider and returned to TLC. The parent or guardian of a TLC student is responsible for any and all expenses beyond the maximum monthly allowance, including partial or full payment for extended classes. Once the information on the *Agreement to Pay* is verified as accurate, it should be given to the extended class instructor or agency. The instructor also needs to read the information on the form to make sure it is correct. He or she then needs to sign the document. Parent should return the signed form to TLC.

The instructor also needs to submit an IRS W-9 form to TLC. If a W-9 is not already on file with TLC, a form will be sent with the Agreement to Pay. TLC needs a W-9 on file before any payments will be made to providers.

4) Invoice

Once this agreement is established, the Instructor should invoice the school for payment. If the student is going to be taking the class over a long period of time, the instructor should invoice monthly for services rendered. The invoice submitted to TLC Academy must be an **original** invoice, with an original provider signature. If the invoice is not an original copy, processing may be delayed.

Invoices must be addressed **to the school** (not parent or student) and include the following:

- Full name of instructor or business
- Billing address
- Name of class
- Name of student(s) attending the class
- Date class or classes were attended
- Tuition amount for each student

TLC provides a template invoice that vendors may simply complete. This should help the processing of payments. This template can be found on our website at www.learningchoice.org/programs.

5) Cancellation

In the event that a student does not attend the class after signing up for it, it is the parent's responsibility to notify TLC *in writing* during the month in which classes were stopped. Failure to do so may mean that Extended Unit funds are paid to the Instructor, even though the student has not attended class. Out of consideration for the instructors, if a student attends at least one class during a month, he or she may not be dis-enrolled until the following month. If a student leaves TLC before the 15th of any given month, they will receive no class funds for that month.

IMPORTANT DATELINE:

The Request for Payment Form must be submitted within the same month applying for payment. For instance, if a student attends a class on the 1st of October, the Request for Payment Form must be submitted by October 31st.

Because The Learning Choice Academy must close the fiscal year by June 30th, specific deadlines for submittal of forms have been set.

Friday, May 15, 2015 is the last day to submit Request for Payment forms for May and June 2015.
Friday, May 29, 2015 is the last day to receive Agreement to Pay, W-9 or Summary of Expertise forms.
Monday, June 15, 2015 is the last day any Invoice will be accepted for payment.

Reimbursement of Tuition for Classes:

The school may ONLY reimburse families for classes through a YMCA, public recreation center, AYSO, Girls and Boys Club, Little League, Public (City) Museums, Zoo/Wild Animal Park, Community College and the Christian Youth Theatre (CYT/CCT)/San Diego Junior Theater. The **original** receipt must be provided, and must include **the name of the student and dates of the class.**

TLC does **not** pay for entrance, memberships, processing fees, or materials fees, only classes. An exception has been made for YMCA high school fitness memberships that allow students to use exercise equipment. Records of attendance must be kept and submitted to the EP for credit. Reimbursement payments will be made once the class has been completed. For classes lasting multiple months, the total amount to be reimbursed for the class will be allocated across several months, and only one check will be mailed once the class has been completed. For example, if a student takes a driver's training class from February to June, the reimbursement will not be made until June. No extended units may be used in July or August.

Procedure for Reimbursements:

The Reimbursement Form should be submitted. Careful note should be taken to make sure the agency falls within the accepted organizations. An original receipt should be attached. The receipt must demonstrate payment of tuition and include:

- Name of Organization
- Contact information from provider (either stamped or printed on receipt)
- Name of student
- Name of class
- Date of class(es)
- PAID tuition amount

IMPORTANT DATELINE:
The Reimbursement Form must be submitted within the same month applying for payment. For instance, if a student attends a class on the 1st of October, the Reimbursement Form must be submitted by October 31st. The receipt may be submitted at a later date, if necessary.

Because The Learning Choice Academy must close the fiscal year by June 30th, specific deadlines for submittal of forms have been set.

Friday, June 12, 2015 is the last day to submit Reimbursement forms or original receipts for May and June 2015. No receipt will be accepted for payment after this date.

Transfer of Unused Credits:
While some TLC families use all of their Extended Units every month (and some spend even more out of their own pockets), it is not unusual for a student to use only part of his or her

units during any given month. Because of this, a system was developed so that a certain number of units may be rolled over from one month to the next. The maximum amount of units that may accumulate and roll over is 100 units.

EXAMPLE STUDENT ALLOWANCE RECORD:
(Based on Traditional Calendar)

Month	*Carryover*	*+ Monthly Units*	*Amount Used This month*	*Units Remaining*
September	**0**	**70**	**0**	**70**
October	**70**	**70**	**0**	**140**
November	**100**	**70**	**0**	**170**
December	**100**	**70**	**90**	**80**

Deadlines for Submission of Forms

If a student desires to have TLC pay for an extended class, the Request for Payment or the Reimbursement Form must be submitted within the same month class begins.

Example:
A student begins an extended class in October. The *Request for Payment* or the *Reimbursement Form* must be submitted before October 31st.

The only exception to this rule is for the month of June. Because the end of the school's fiscal year is June 30th, **all** "Requests for Payment" forms must be turned in by May 15th in order to utilize the current school year's credits.

In order for electives to be paid using the current year's funds, **all** invoices must be received by June 15th. Unfortunately, there can be **NO EXCEPTIONS** to this rule.

Allotment of Credits for Future Use

In order to allow more flexibility, it is possible to designate <u>in writing</u> *a set amount* of funds from one month to pay for an extended class, taking place in a future month. This allotment of funds must be assigned IN ADVANCE and cannot amount to more than the total sum of available monthly credits up to and including the month when the extended course will take place.

Example: Student wants to take a Museum of Art class in December for 200 units.

1. Student turns in *Request for Payment* form in September, designating cost of December class, and the set amount to be allocated each month toward that class.

2. *Agreement to Pay* designates desire to use earlier month's funds to pay for

December class.

3. Credit funds will be allotted from prior months to reach total sum of cost: September – 50 / October – 50 / November – 50 / December – 50 / for a total of 200 units.

If, after making this agreement, the student decides to not take the planned extended class, TLC must know as soon as possible and *in writing.* Unfortunately, <u>any funds from prior months already allocated for that class are not reimbursable</u>; however, funds for the current and following months will be available again for other uses.

Additional Options for Use of Extended Units

Students may use their extended units for:

- Optional classes conducted at a TLC site
- Optional classes held off-site
- School field trips
- A course at a Community College (although TLC does pay the tuition costs for some community college courses—ask your EP if you have any questions about community college payments)

Choosing an Instructor:

Contracts with instructors are between parents and the vendor. TLC bears no responsibility for damages, injuries, or other expenses incurred, other than the payments stipulated on the Agreement to Pay form. The parent/guardian is responsible for all arrangements, agreements, and supervision of the course. Parent and student agree to release TLC from any responsibility related to this service.

Instructors should be selected with three things in mind:

1. Classes should meet state standards in P.E., visual & performing arts, foreign language or some other academic subject. Some examples of classes are:
   - Archery
   - Team sports
   - Instrument or voice lessons
   - Drama classes
   - Art
   - Spanish
   - Tutoring services
2. The Instructor must be willing to bill TLC and if a class is ongoing, the Instructor must invoice TLC monthly.
3. Immediate family members may not be paid using Extended Units.
4 It is expected all instructors will conduct themselves in a professional manner.

All instructors teaching a class at a TLC resource center they will sign a contract. The contract defines the responsibility of each instructor to follow the school-wide discipline plan and identifies the duty of each instructor to leave the space in a clean condition.
In the case of athletic activities or classes, such as soccer, karate, or swimming, students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school or off-site provider may suggest or recommend the use of certain equipment to be used or purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By choosing to enroll in optional school activities, including off-site elective classes, you, the parent/legal guardian, acknowledge that such risk exists and assume these risks. Participation by students is strictly voluntary, and TLC Academy holds no responsibility for any injuries or other damages that may happen during optional school activities, including off-site activities or events.

Extended Unit Contacts:

Your Educational Partner should be able to answer the questions you have about your student's account. If your EP does not have the answer immediately, he or she can gather the information at the next staff meeting and contact you with the answer in a timely manner. You can also email the electives department directly at extendedunits@learningchoice.org.

Why has TLC not paid my student's instructor?

There are a number of reasons your instructor may not have been paid, including insufficient paperwork. Additional reasons a student's Extended Units may be withheld are that curriculum has not been returned, TLC appointments have been missed or the student has not shown enough work to warrant school attendance. Also, the school has 30 days after the receipt of all paperwork to pay instructors. If your student has not returned all of the curriculum previously used, the school may withhold payment of Extended Units or student records (grades or transcripts) until it is received.

Please make sure all of the following have been completed successfully:

1. The Agreement to Pay form was returned to the school with both parent and provider signature.
2. A W-9 form for the provider is on file at the school.
3. The provider sent an invoice to the school with the following information:
    1. Addressed to TLC Academy (not to the parent)
    2. Student's name appears on the invoice.
    3. The dates or month classes were held are noted.

High School

The Learning Choice Academy serves students from kindergarten through the senior (12th grade) year. High school is a rewarding and challenging time and the desire is to provide students with as many resources as possible to ensure academic success.

The high school experience is about more than just completing academic coursework. It is a time to develop personal responsibility and community involvement. TLC's aim is to help prepare students for success in all areas by offering resources and activities that promote academic development, physical fitness, a sense of responsibility toward community, the formation of friendships, and a code of conduct which instills self-respect, self-discipline, and honesty.

As with the elementary and middle grades TLC CHOICE program, the primary method of instruction is home-based and parent-taught. As the parent, you are expected to actively work with the Educational Partner in order to develop a course sequence, identify the method and style of instruction, and assign student objectives. The TLC parent is considered the main teacher.

TLC is designed to offer parents and students the least-restrictive environment possible, both socially and academically. Parents are provided with a maximum of assistance toward achieving the students' goals yet are given flexibility in instructional method and/or resources.

Although all students must complete the same course objectives, the manner in which they achieve learning can vary according to their interests and resources.

Programs of Study:

The Learning Choice Academy is prepared to provide a variety of individualized instructional programs to meet the needs of a diverse variety of students. As educational partners, one of the goals of the first consultation with the student is to determine which academic track they would like to follow. Each site will have a hard copy of track and course descriptions. In addition, each educational partner will provide students with curriculum, lesson plans, etc. Students may select from one of two academic programs:

- **College Prep**
- **School-to-Diploma**

College Prep:

This program is more structured and academically intense than the school-to-diploma program, and is designed for students wishing to prepare for admission into any of the Ten University of California or twenty-three CSU campuses.

The University of California website states:

> A carefully planned program of high school courses provides students with the best preparation for University work. It can give them a definite edge in their undergraduate studies and the opportunity to do advanced preparation for their chosen field of study. Most important, students who master certain basic subjects and skills in high school substantially increase their chances of success at the University.
>
> Prospective University students should give priority to completing the high school courses required for admission (the "a-g" Subject Requirements). Students should understand, however, that the "a-g" requirements represent minimum admission standards. Completing these courses with satisfactory grades will not automatically prepare them for freshman work in every subject, much less in their major or program of study. The University strongly recommends, but does not require, that students complete additional coursework in many of the "a-g" subjects.
>
> A student who is well prepared for University work will have taken four years of English; four years of mathematics, including a course in the senior year; two to three years of language other than English; two to three years of laboratory science; two or more years of history and social sciences; and one or more years of visual and performing arts.
>
> Students should also give careful thought to the general field of study, and perhaps the specific major, they want to pursue at the University. If they are able to make this decision in advance, they can plan to take additional courses in high school related to the field.

For A-G classes students take at TLC, in addition to the earned letter grade for the class, the student's transcript will also list the a-g subject matter requirements fulfilled by the class.

The Learning Choice Academy has prepared course descriptions and outlines, listing scope and sequences of each course, texts, required and recommended reading, activities, and assessments. Courses are constantly updated and submitted for approval from the University of California. All College Prep (CP) and UC courses follow this procedure.

A student who is planning to attend a four-year college should begin taking College Prep classes in 9th grade. Students will only have 4 years of high school with which to prepare themselves for the rest of their lives, including college. The College Prep program is demanding, with little room for error. Should a student not take one of the required courses during a year, chances are they will not have the opportunity to make it up before graduation and may end up at a Community College for 2 years making up the work. While this is a good option for some, it can be a crushing blow to a student and family who have their hearts set on entering a 4-year college right after graduation. Lastly, keep in mind that these CP requirements are often above a high school's minimum graduation requirements.

Course outlines as decided by the University of California are more prescriptive than the typical course outline, with specific assignments covering the concepts contained within the course. Not everything on the course outline needs to be covered; however, students in College Prep classes should be able to present evidence that they had some depth and scope to what they covered. There are selected textbook choices for students to pick and choose for electives**.** Students may still have choices of assignments and projects within the course outlines, but full descriptions must be developed and approved by the High School Counselor to ensure that courses will be UC-approved. Halfway through the term and then at the end of the term, tests or other pre-approved assessments (projects, oral or written reports, etc.) will be given to college prep students to ensure that adequate learning has occurred.

In California, the University of California typically represents the "best of the best," and admission to a UC/CSU campus is extremely competitive. Just because a student completes the a-g requirements, this does not mean the student will be automatically accepted to a UC school. The high school counselor is available to help guide you through the college admissions process.

The list of CP-required courses is found on the next page.

	Graduation Track	College Prep Track	
High School Subject Area	**The Learning Choice Academy Requirements**	**UC Required Courses**	**CSU Required Courses**
English	40 Units	40 Units	40 Units
Math	30 Units: *Must include completion of Algebra 1 or equivalent*	30 Units: *Algebra 1 or equivalent, Geometry, Algebra 2 (40 recommended)*	30 Units: *Algebra 1 or equivalent, Geometry, Algebra 2*
Science	30 Units: *Life Science* *Physical Science* *Earth Science*	20 Units: *Must be in 2 of these 3 disciplines: Biology, Chemistry & Physics (30 recommended)*	20 Units: *Must be a lab science in Physical Science, Life Science, Biology, Chemistry or Physics*
Foreign Language	10 Units	20 Units (30 Recommended)	20 Units (30 Recommended)
Social Science	30 Units: *World History* *US History* *Government/Economics*	20 Units: *World History* *US History* *Government*	20 Units: *US History* *Social Science*
Physical Education	20 Units	0 Units	0 Units
Visual & Performing Arts	10 Units	10 Units	10 Units
Computers/Study Skills	10 Units *(May be a combination of both or 10 credits of Computers)*	0 Units	0 Units
Electives*	40 Units	10 Units	10 Units
Total Credits Required	220	150	150
Examinations	CAHSEE	SAT I, SAT II and ACT	SAT I or ACT
Community Service Project		N/A	N/A

* Must be chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine arts. See UC Doorways for approved courses at each high school.

School to Diploma Program:

Many students on the School to Diploma track have a post-graduation goal of moving into a junior college environment, a vocational school, a military enlistment or the workforce. While this track is more flexible and less structured than the College Prep track, these students still must complete TLC's minimum course and credit requirements and course work in order to graduate.

A wider variety of materials are available for achieving high school credit in a School to Diploma course than in College Prep courses; however, these materials and the assignments for these courses are still established and approved prior to the beginning of the course.

Students on the School to Diploma track do not have to meet the University of California's A-G requirements in order to pursue their goals, but should still work hard during their high school years to learn as much as possible about a variety of subjects.

As much as possible, students will work toward completion of the CHSPE (California High School Proficiency Exam) or GED (General Educational Development) certificate, if not a traditional diploma. **It is important that all high school students work toward some type of completion.** Courses in this program are designed to prepare the student to enter the workforce, emphasizing life skills and basic academic achievement to ensure success as adults.

Graduation Requirements:

California Education Code specifies a minimum set of courses required for high school graduation. Section 51225.3 states that all pupils receiving a diploma of graduation from high school must complete all classes in the table below while in grades nine to twelve. California state requirements are the courses in the subjects specified, each course having a duration of one year (10 credits), unless otherwise specified; TLC adheres to all state requirements. Please see the table on the next page for TLC's graduation requirements.

40 credits	**Four courses in English.**
30 credits	**Three courses in mathematics, including one year of Algebra (California Education Code Section 51224.5).**
30 credits	**Three courses in science, including biological and physical sciences.**
30 credits	**Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics, and a one-semester course in economics.**
10 credits	**One course in visual or performing arts**
10 credits	**One course of foreign language. (For the purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.)**
20 credits	**Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of Education Code Section 51241.**
5 credits	**One semester course in Technology/Computer Skills**
5 credits	**One semester course in Study Skills/Test Preparation**
40 credits	**Elective courses**

While volunteer service is not an academic requirement, students are still required to submit the following items for approval in order to graduate: a community service agreement form, a community service log tracking the time spent in volunteer service, a community service confirmation form signed by the volunteering organization, and a final reflection paper.

The governing board, with the active involvement of parents, administrators, teachers, and pupils, may adopt alternative means for pupils to complete the prescribed course of study, which may include:

1. Practical demonstration of skills and competencies
2. Supervised work experience or other outside school experience
3. Career technical education classes offered in high schools
4. Courses offered by regional occupational centers or programs
5. Interdisciplinary study
6. Independent study
7. Credit earned at a postsecondary institution

The Learning Choice Academy will require students to complete a minimum of 220 credits in order to graduate. A typical one-year course will be worth 10 credits. Some courses may

be one-semester courses worth 5 credits. Most students who take a rigorous sequence of courses will end up with slightly more credits. Of the required credits, a minimum of 50 credits must be comprised of elective courses. **Parents are responsible for certifying instructional minutes in elective courses.** Students will earn credits based upon the amount of instructional time they spend on a course: e.g., a student completing 90 hours will receive 5 credits; 180 hours will receive 10 credits, and so on. Students must also pass the CAHSEE and meet the state physical education requirements in order to graduate.

The minimum GPA required to graduate is 2.0.

The Learning Choice Academy is accredited through the Western Association of Schools and Colleges. WASC is the accrediting organization of all California schools. Most courses should transfer without any problems, but while every attempt has been made to ensure transferability of courses, The Learning Choice Academy cannot guarantee certification at a different school.

California High School Exit Exam (CAHSEE):

All California high school students must pass the Language Arts/Writing and Mathematics portions of the California High School Exit Exam to earn a high school diploma. Students take the exit exam for the first time in the spring of their 10th grade year and will have multiple opportunities before their graduation date to earn a passing score on both portions. It is to your students' best advantage to take it the first time it is offered, to familiarize them with the test format and give them better opportunity to pass in the future if they do not pass the first time. If 10th graders do not take the test, it negatively impacts the school.

Seniors at TLC who have not passed the CAHSEE, but who have taken the exam each time it has been offered, may be allowed to participate in the school's graduation ceremony, provided they have met all other requirements for graduation; however <u>they will not receive their high school diplomas until the CAHSEE is taken and passed</u>. The school does have materials that can help students to prepare for and take this exam. Seniors who participate in the graduation ceremony but have not passed the CAHSEE are expected to take the CAHSEE again at the next available test administration. These students have the right to intensive instruction and services for up to two additional years if they have not passed one or both parts of the CAHSEE by completion of the 12th grade.

Students with IEPs are also required to participate in this testing.

Physical Education:

High School students must have two years of PE courses (20 credits). Students may join organized sports for this credit or may carry out physical fitness activities individually. In order to receive credit for Physical Education, the student should keep a record of the minutes performed throughout the month. Students in secondary grades 7-12 must complete a minimum of 400 minutes every ten days.

Although the time averages 40 minutes daily for middle and high school students, the student has the flexibility to complete longer times on some days and little or no activity on others. Students in middle and high school completing the minimum will receive a passing or 'C' grade.

The requirement for Physical Education may be met at home in the same manner as all studies. The student may address the educational objectives and record personal progress on physical fitness through various methods at home. Since The Learning Choice Academy does not directly offer PE, students may be interested in completing physical education classes using their extended units. Many sports leagues in town are fee-based, and open to any student within the age requirements. TLC also offers a partnership with a park-based physical education provider; talk to your EP for more details.

Work Experience Education and Internship Program:

The WEE program is part of a total educational process that: (1) helps students to choose a career path wisely; (2) prepares them for full-time employment suitable for their abilities and interests; and (3) affords students the opportunity to learn to work with others in ways that are successful and rewarding. This program requires one semester of classroom-based instruction on related topics, and one semester of the TLC Internship Program. The WEE program uses the integrated efforts of teachers, counselors, students, parents, and mentors. The WEE program helps students develop skills, habits, and attitudes conducive to job success and personal growth and assists students in selecting careers and preparing realistically and wisely for the world of work.

As the second half of the WEE program, The Learning Choice Academy highly recommends that juniors and seniors complete an internship in a local organization. The internship consists of an orientation followed by a two-week, full-time immersion at the work site, concluding with the intern's presentation of learning. Each student is paired with a workplace mentor who understands and supports the goals of the program. Mentors communicate regularly with TLC about student progress, attendance, and project development. All interns develop a substantial project(s) with the mentor that contributes to the organization. The site experience is supported by a seminar back at school, where students prepare for and reflect on their internship experiences. Intern assignments include mentor interviews, photojournalism, creation of an internship portfolio, project proposals, and regular reflection on growth and progress. Near the end of the internship, each intern presents his/her work and overall learning to a panel of mentors and other site employees. This culminating event celebrates the student's accomplishments and offers an occasion for reflection and critique. Students receive credit for successfully completing their internship and related course work.

Students who complete both WEE 1 (classroom-based instruction) and WEE 2 (the TLC internship program) will receive 10 elective credits.

Early Graduation:

The Learning Choice Academy High School program is designed to be a four year program and students are not encouraged to try to complete high school in less time, since this may compromise the educational experience. Heavy course loads required to graduate early may not allow students to fully engage in and get the most out of their classes and participate in extracurricular learning opportunities. However, TLC does acknowledge that some students are capable of completing high school in less than four years. A student must complete the following requirements and procedures in order to be considered for early graduation:

- A high school student must apply for early graduation by the end of fall semester of 10th grade.
- Students who transfer after the fall semester of their 10th grade year may also petition to graduate early, but will be evaluated on a student-by-student basis.
- A minimum GPA of 3.0 must be maintained at all times.
- All students petitioning to graduate early must meet with the school counselor and their EP prior to submitting the petition.
- Petitions must be approved by the school counselor

Graduation Ceremony Requirements

In order to participate in TLC's graduation ceremonies:

- All TLC books must be returned.
- All fees must be paid.
- Students may not have more then 10 credits left to complete. If students are short 5 or 10 credits, but are registered to take summer school, they may still walk in the graduation ceremony.
- Students must have completed 80 hours of community service.
- Students must pass both portions (English Language Arts and Mathematics) of the California High School Exit Examination (CAHSEE). If students have not passed the CAHSEE, they must be registered for the test immediately following graduation.
- Must have a GPA of at least 2.00.
- Have a record of responsible behavior according to TLC's published discipline policies. Seniors will be denied participation in commencement exercises (and other senior activities) for zero tolerance infractions or activities.
- Students may not graduate if they have over 10 credits remaining and have NOT passed the CAHSEE.

Guidance Counselor: counselor@learningchoice.org

It is important for the entering high school student to consider future goals. The TLC guidance counselor will meet annually with every high school student to create or revise a course outline that is individualized specifically to meet each student's interests. Many

entering high school students do not know what they plan to achieve in the future, and many often change their minds with time. By having a solid plan in place during all 4 years of high school, students will be well equipped for life after high school, regardless of their future plans. The guidance counselor is also available to answer questions about testing, scholarships, and teen field trips.

Course of Study Record:

The student course of study record is a checklist for High School Counselors and EPs to ensure that students are completing the required courses for graduation.

All Educational Partners will be provided with a Course of Study Record for each student. This will be prepared based upon discussion with the student and parents, and on the student's previous work as verified by records or transcript from the previous school.

The Course of Study Record will serve as a visual tool at home for both students and parents. It will allow the students to "take ownership" of their program and see the progress they make as they complete each course. In addition, it provides a very simple, easy-to-follow plan as they fulfill the requirements for their high school track.

Transcript Requests

All TLC high school students (9-12) may receive an unofficial transcript though their Educational Partner. Unofficial and official transcripts will include such information as CAHSEE test scores, credits attempted vs. credits earned, grade point averages, etc.

To request an official transcript, fill out the Transcript Request Form. You can obtain a transcript request form from any school site office or from the TLC website in the high school section. Please fill out one transcript request form per mailing location. Transcript requests forms may be dropped off to your EP, site IA or directly to the counseling office. Requests may also be mailed to:

The Learning Choice Academy
Attn: Jeff Fechner
4215 Spring Street Suite A-321
La Mesa, CA 91941

Students are allotted four free official transcripts per year (July 1 to June 30). If additional official transcripts are required there is a $3.00 fee per transcript. The school director may waive charges for scholarship applications, direct requests from colleges or military units, and hardship cases on a case-by-case basis. All official transcripts are processed and mailed out by the counselor. Official transcripts are not available for pick-up. They will only be mailed.

The following information is necessary in order to process a transcript. **If any of the below information is missing from the transcript request form, the request will not be processed.**

- First and last name
- Date of birth
- Last date of attendance
- Address, city, state, zip where transcripts should be mailed
- A signature is also required to process the request.

We will ONLY accept requests that have been mailed, dropped off at a site location or faxed to any of our school site locations. We do not honor phone or email requests.

Students who graduate or dis-enrolled from The Learning Choice Academy must return all curricula before transcripts will be issued.

Please allow 8-12 days for transcripts to be processed.

December Break
The school is closed from December 24, 2012 to January 7, 2013. Please do not expect a transcript during December break.

Summer
Any students requiring a transcript for summer must do so by June 14, 2013. If any students are intending to attend Community College, a transcript is necessary for enrollment; please plan ahead. Any transcript requests turned in after this date may be delayed due to the summer vacation.

Other Information
Transcripts will not be prepared without all the information requested on the Transcript Request Form.

Please fill out separate forms for each student.

Work Permits:

Students may obtain a work permit through the school counselor. Student must be in good academic and behavior standing in order for a work permit to be issued. Guidelines set forth by the state of California on the work permit must also be followed. The work permit needs to be filled out in its entirety in order for processing; this includes all phone numbers, addresses, signatures and insurance information. Work permits will not be issued if **ANY** information is missing. **Please allow one week for processing the temporary work permit.** The official work permit is issued through the San Diego work permit office and is mailed directly to the employer within six weeks, pending approval from the guidance counselor.

Grades/Report Cards:

In keeping with The Learning Choice Academy's philosophy of accommodating all types of

educational philosophies and styles, TLC tries to be sensitive to the desires of some students and parents who do not want to receive formal grades. However, for the TLC homeschooled student, high school poses a different set of circumstances from those in grades K–8. Outlines for college prep courses, for example, have a suggested grading scale for type of work completed. The Learning Choice Academy can provide suggested grading rubrics for all subject areas. Students will be provided with report cards at the end of each semester.

Incomplete Policy:

The grade of "I" (incomplete) can be given for any class beginning at any time during the semester. If a student does not complete a subject before the end of the semester, the course will be given an incomplete on the report card and the transcript. The student will have another semester to complete the course. An incomplete may be assigned only when a student fails to complete the work of a course for **justifiable** reasons, such as a serious illness or a death in the family. Other reasons are subject to approval by the TLC guidance counselor. The student will be obligated to make up the incomplete by the end of the next semester. Upon completion, the EP evaluates the work completed and assigns a semester grade to replace the incomplete. If the student does not complete the course in an additional semester, they will receive an F on their transcript. After the time for completing the incomplete course has elapsed, a student may subsequently receive credit for the class only by re-enrolling and repeating the work. If a student withdraws and does not complete the agreed-upon work, that student will receive an F on their cumulative grade report and transcript. If the "I" is incurred during the last semester of the senior year and that class is deemed necessary for graduation, the student will not receive a diploma until the incomplete is made up.

Additionally, if there will be an extra cost to TLC for the student to complete the course (such as paying an extra semester worth of class tuition at a community college), TLC will not pay the cost for the student to finish the course—the student is responsible to pay any extra class costs incurred while making up incompletes.

Policy on Dropping Classes:

Students dropping a course during the first eight weeks of a semester may drop without having an entry recorded on their cumulative grade history records. Students dropping a course after the first eight weeks of a semester may receive an "F" on their semester grade reports and cumulative grade history records. Grades reported on the semester report card are part of the student's cumulative grade history records.

Students who transfer out of TLC during the last two weeks of a semester shall earn final grades and credits for the semester. Students who leave prior to this time may be issued a report of grades at the time of leaving, but these grades are not a part of the permanent grade history.

If a student drops a community college course after 60 calendar days, they will receive an

"F" for that class. If a student wishes to drop a community college course within 60 calendar days, they may do so without any penalties or marks on their transcript. A form to drop these classes must be submitted to the college, not directly to TLC. Talk to your EP if you have any questions about this process.

High School Code:

The Learning Choice Academy has been assigned a High School Code from Educational Testing Service (ETS). This code allows students to take the various college entrance exams available to them. In addition, any students applying for financial aid will need to include this code on their application. They will also include this code on their college applications. TLC's high school code is 053922.

SAT and AP Exams:

ETS is the company that administers and publishes the Scholastic Aptitude Test (the SAT is now called the SAT 1: Reasoning Test). High school students may be interested in taking this test, since it is a requirement for admission into most colleges (with the exception of Junior Colleges). Other tests that students may wish to take are the PSAT (Practice SAT), the ACT, and the ASVAB (required for entrance into the armed forces). Students should check with any colleges they plan to apply to in order to see which tests their chosen schools prefer. The Learning Choice Academy will keep track of all of the registration deadlines, exam dates, locations, and fees, and will relay this information throughout the year. Most students should take the SAT during their junior year (11th grade). The Learning Choice Academy will provide practice materials and test preparation curriculum for interested students.

AP (Advanced Placement) exams are designed for use by colleges in granting credit, advanced placement, or both for a course in a particular subject (*AP Bulletin for Student and Parents*). Students would pick their subject of interest, and upon preparation, take the AP Exam at a different location. The Learning Choice Academy is not authorized to administer the tests, since TLC does not offer classroom instruction of the core curriculum onsite. Keep in mind, however, that these subject-area exams are **very** strenuous. They require thorough knowledge and mastery of the subject, at an advanced (college) level. The parent should make every attempt to ensure the student has sufficient background and preparation before encouraging them to take the exam. If a student passes the AP Exam, they will receive one year of high school credit (10 credits) in the subject.

Community College Attendance:

High school students are given the option of attending local community colleges and receiving high school credit (for up to two classes per semester). The Community College option is perfect for students wishing to take advanced, college-level courses not offered through The Learning Choice Academy. Here are some important points to remember before the students take a college class:

- **Every community college has different policies!** Please check with your college of choice to see what their specific requirements for admission are.
- Students are **NOT** guaranteed admission to the college or class of their choice.
- Students wishing to attend some community colleges **must be** either 14 years old or entering the 9th grade. Some colleges have different policies; some colleges may require that students must have completed tenth grade **and** be at least 14 years old. You should check with your chosen college about their policies. TLC is not responsible for students who are not eligible to attend community college.
- Students must be determined by the Director or designee to have the ability to benefit from "advanced scholastic or vocational work." The student must be in good academic standing with at least a 2.0 GPA. Some community colleges require a GPA of 2.5. Prior approval is needed from the school before the student can take a community college course.
- Students must have written parental approval prior to filing a college Application for Admission. Students must also submit the Concurrent Enrollment form. **The Concurrent enrollment form must be signed by t TLC's guidance counselor**.
- High school students are limited by college policy to attending 2 college classes per semester, for a total of 4 courses per year
- Students must attend a community college within the school's boundaries (San Diego, Riverside and Imperial Counties).
- To take community college classes, TLC students must also be enrolled in 4 classes at TLC. This policy may be waived for 12th-graders on a case-by-case basis.
- If a student does not complete or fails a community college course, the student will not be approved to take community college courses the following semester.
- **The Learning Choice Academy will pay for tuition only, not books, parking, student cards or other fees.**
- Students on academic probation will not be approved to take any college course.
- Students completing most college classes will earn 10 high school credits. In order to receive credit for community college forms, the student must submit a copy of their transcript with their reimbursement form once the class has been completed. If a student would like to be reimbursed, they must pass the class. However, a transcript must be submitted whether or not the student passes the class.
- Most semester-long college courses are equal to a year-long high school course, physical education excepted. College courses move much faster than high school courses, and students should be prepared to do more work in a semester than they do in high school classes.

Enrolling in a Community College Course:

There are a few steps you need to take to successfully enroll.

1. *Apply*
   Submit a concurrent application to the community college Office of Admissions. Applications are available at any community college campus or online. Parental permission is required for students under 18. The signature of the student's Educational Partner and the Guidance Counselor is also required for concurrent education. The level and quality of the student's past work will determine whether the form will be signed. Recommendation by The Learning Choice Academy is taken seriously and each application will be evaluated to make sure it is the best placement for the student and that the student will likely be successful in both the coursework and environment of a community college. A TLC staff member's signature on this form does not guarantee the student will be accepted by the community college.

2. *Register*
   Students should review the community college class schedules. Students must indicate to their Educational Partner that they would like to register for community college classes as a part of the school day. Once a student decides which class(es) they intend on enrolling in, a copy of the syllabus must be submitted to the educational partner and the guidance counselor. The teacher will follow up with the student verbally on how the CC class is going during monthly meetings. No samples need to be collected or documented

3. *Pre-Admission Test*
   Students may be required to take a Placement Test prior to acceptance into the Concurrent Enrollment program. This varies with each community college.

4. *Textbooks*
   Textbooks can be purchased in the community college bookstore or other store designated by the college. Purchase of all textbooks and instructional materials for the college course is the responsibility of the student. Textbook titles are listed on the syllabus for each course. Most college textbooks may be sold back to the college at the end of the semester. Your community college class schedule will indicate the location, building, and room number of each class. Campus maps are available at the Information Center and are posted on bulletin boards throughout campus to help students locate buildings.

Other important items of note regarding attendance at a community college:

Behavior
It is a privilege to take college classes while still in high school. College instructors will not tolerate disruptive behavior in the classroom. Concurrent enrollment students must demonstrate the maturity necessary for taking college-level classes. If disciplinary action is required, a student may be withdrawn from classes at the discretion of the community college.

Drop/Add
Concurrent Enrollment students may adjust their schedules through the drop/add period provided for in the community college calendar (approximately the first five days of a regular semester). A drop/add form must be completed on the student's behalf. Students taking community college courses for high school credit must notify The Learning Choice Academy Educational Partner or guidance counselor of their desire to drop or add a course. If the student completes all requirements for dropping/adding of a class on time, the course will not appear on any permanent record.

Withdrawals
Concurrent enrollment students may request to withdraw from a course, resulting in a "W" on their transcript, through the withdrawal period provided for in the community college calendar (approximately midway through the semester).

A withdrawal form must be completed for the student. Students taking community college courses for high school credit must notify their TLC Educational Partner or guidance counselor of their desire to withdraw.

Please note: Students may automatically receive a failing grade or "F" if they attempt to withdraw from a course past the accepted period of the semester. Keep your college's deadlines in mind if you plan on taking any community college courses.

Grades
Community college instructors will submit final grades for all courses per regular procedure. The student will be required to show completion of the course and grade in order to receive high school credit. The student must submit a copy of their college transcript to their EP once the class has been completed, regardless of their grade in the class. If no transcript is produced within 30 days after the end of the semester, a grade of "F" will show up on the student's transcript for that course. Grades will be adjusted so that a semester grade of "A" at Community College equals a full academic year (two semesters) grade of "A" at the high school. If a student earns a grade of I, D or F they may retake the course the following year. A higher grade will replace the GPA calculation for the "I", D or F on the transcript.

Payment of Community College Course Fees

There are two options for requesting payment of community college fees:

1) A *Community College Form*
   These funds are for high school students to take a class that is <u>not offered by TLC</u>. These funds are not part of the regular student units and will not be deducted from the student's account. In order for TLC to pay for these classes, they must be in core academic subjects and a Concurrent Enrollment form must be signed before registration.
2) *Reimbursement*
   Students can use their elective units to pay for an enrichment class taken at the

community college and get reimbursement. Payment for this class would be deducted from the student's elective units account. Students must submit a transcript showing their grade for the course they took along with this reimbursement form.

All classes must be pre-approved by both the EP and the counselor before any payment will be made. Only approved San Diego Community College classes will be reimbursed. Classes taken for personal enrichment at a private or other public university will NOT be reimbursed or taken for high school credit. TLC's community college fund will not reimburse families for tuition of classes that do not qualify for High School course credit. However, students may use their extended units to pay for these classes. TLC will not purchase community college textbooks or pay any other fees associated with the course. TLC will not pay the cost of these textbooks because if students are advanced enough to handle coursework on a college level, they should be able to write and take notes in their books like other college students do. If TLC pays for the books, then they become TLC property and the student cannot damage them by writing in them. Often, the textbooks that students' use for their college class do not fill a requirement from the core curriculum, and TLC cannot use public funds to buy expensive books that cannot be reused for other students.

Students can only count a total of two classes per semester for high school credit, no matter which option they use.

As with the other academic programs offered at The Learning Choice Academy, the community college option will provide students with valuable preparation and experience. If you have any questions about Community College classes, please contact the Guidance Counselor.

Appendices

The Learning Choice Academy
Giving Your Education a Voice

Student Academic Probation Agreement

Please complete the following form and return to the TLC counselor. One copy to be given to family and one copy will be retained by Educational Partner.

Date: _____

Student Name:_____ **EP Name:** _____

This is an agreement between The Learning Choice Academy, "TLC" and you. By signing this document, you acknowledge that you have been placed on student probation by TLC for the following reason ('s).

- **Failure to make monthly meetings or to complete at least 80% of assignments**
- **Two or more unexcused absences from on-site classes**
- **Failure to maintain a 2.0 GPA**
- **Failure to return textbooks and/or other instructional materials loaned by the school**
- **Other:**

The purpose of this status is to help you improve your academic effectiveness. You are required to attain a minimum semester GPA of 2.0 each semester that you are on probation to remain enrolled at TLC. If you do not attain the required semester GPA, you will be dismissed from TLC. You are also required to attend all meetings set-up between you and your educational partner and any other requirements as designated in the Parent-Student Handbook.

Once you attain/regain an overall TLC GPA of 2.00 or above (on a 4.00 scale), or have met the requirements stated in your probation contract you will be released from probation and this agreement.

To assist you in attaining/regaining academic good standing, it is recommended that you:

1. **Schedule an appointment with your educational partner to review strategies for academic success.**
2. **Attend all meetings**
3. **Communicate on a regular basis with your educational partner to receive accurate measurement of your academic progress in each class.**
4. **Learn to study more effectively and manage your time more wisely-contact the counselor for more information.**

By signing below, you indicate that you have read and understand all of the terms and conditions of this agreement and acknowledge that failure on your part will result in suspension (or dismissal) from TLC.

Student Signature:	**Parent Signature:**

Educational Partner Signature:

For office use only

Agreement Released by:	**Date:**
Counselor Signature:	**Date:**

The Learning Choice Academy
Giving Your Education a Voice

4215 Spring Street, Suite A-104, La Mesa, CA 91941
Phone: 619-463-8811, Fax: 619-463-8339

VIOLATION OF PROBATION NOTICE

Dear TLC Parent,

It has come to our attention that your student has violated their probationary agreement. Although there are often valid reasons as to why a violation may occur, we would like to remind you of the academic agreement you made with The Learning Choice Academy.

The Educational Partners and staff at TLC are responsible for your student's academic success. For this reason, your student agreed to terms with an academic probationary agreement in order to maintain a high level of academic success. Please meet with your Educational Partner as soon as possible to review the terms of the probationary form.

Your next scheduled EP meeting is set for [DATE]. If you fail to make this appointment the student withdrawal process will begin. You have ten (10) calendar days from the above date to appeal the withdrawal. If you have questions or would like to request the appeal form please feel free to contact administrative services.

We sincerely hope any problems can be resolved. If there is a problem of which we are not aware, please call the school to share it with your EP.

Thank you for your consideration.

The Learning Choice Academy
Giving Your Education a Voice

Parent Responsibilities

1. Meet with your Educational Partner (EP) at least once every 30 school days, as agreed upon in the Master Agreement.

2. In the event of an emergency, you may re-schedule your parent meeting by contacting you EP 24 hours prior to the meeting date. Any meeting that is not attended or is 15 min. late will be considered a missed meeting. If you have three missed meetings it may result in withdrawal from the program.

3. Instruct and Oversee the day-to-day education of your TLC Student

4. Fill out the Student Log and Attendance Log with consistency and accuracy. One concept for one subject must be recorded each day.

5. Contact your EP with any questions or concerns you may have. If your EP cannot help, he or she will seek assistance from the TLC Administration.

6. Notify your EP immediately in the event that you wish to withdraw your child from the program or have moved.

7. Provide your EP work samples, which demonstrate growth or mastery.

8. Although your EP is responsible for monthly evaluations of student work, daily grading by the parent is necessary to provide timely feedback on academic performance for the student.

9. Use proper care of school materials. All non-consumable materials must be returned to your EP once the student has completed the assignments for which they were intended. Parents are responsible for the replacement cost of lost or damaged materials.

10. Be proud of yourself! You have taken on an amazing responsibility – the education of your children!

The Learning Choice Academy
Giving Your Education a Voice

Monthly Checklist

I have the following ready for my EP:

- ☐ **Work is neat and legible**
- ☐ **All work is graded**
- ☐ **Student Learning Log and PE Log is completely filled out and signed**
- ☐ **Original Samples in All Subjects are included.**
    - Name and date included on all samples in student's own handwriting.
    - All Samples are graded
    - Put a star by the assignment that is being turned in as a sample on the learning log.
- ☐ **All complete assignments are organized and are easy for my EP to look through.**

"TO DO" List for Meeting
with your Educational Partner

- Bring your Child! Your child must attend all scheduled meetings.
- Have Learning logs filled in and signed each month
- All completed assignments must fall in between the Learning period dates
- A sample needs to be handed in to your EP in **ALL** subject Areas that are on the Master Agreement.
- Make sure your child's first and last name and date is on **ALL** papers in his/her own handwriting, especially on the samples you are turning in to your EP.
- Remember when collecting samples from your child's work to hand in to your EP, they should not contain religious references.
- Fill out the Student Learning Log thoroughly. Pay special attention to how the log should be filled out with one subject and one concept for each date Example:

Wrong Way:

11/7/14	**Math**
11/8/14	**Science class**
11/9/14	**PE**

Right Way:

11/7/14	**Math-adding two digit numbers**
11/8/14	**Science class- Studying the scientific method**
11/9/14	**Reading – Read chapters 3-6 on Tom Sawyer**

*****If the Learning log is not filled out correctly, you will be asked to redo it. *****

Please fill out PE logs correctly. Example:

Wrong Way:

11/7/14	**Walked the dog or played at the park**

Right Way:

11/7/14	**Jogged 1 mile or swimming laps**

- GRADE! GRADE! GRADE! Try to grade as much as possible! This will give you and your EP a better assessment of how your child is doing and what areas you and your EP need to troubleshoot. Definitely grade all samples you are handing in.

The Learning Choice Academy
Giving Your Education a Voice

4215 Spring St. #104
La Mesa, CA 91941
619-463-8811

ATTENDANCE POLICY REMINDER 1st Missed Meeting

Dear TLC Parent,

It has come to our attention that your student has missed a scheduled meeting. Although there are often valid reasons to reschedule appointments, we would like to remind you of the schools attendance policy.

The Educational Partners and staff at TLC are responsible to the state of California for validating your student's attendance. For this reason a procedure has been developed for attendance verification. Attendance for your student is verified on a monthly basis when the parent and student meet with the Educational Partner and bring completed work.
Unfortunately, you missed a scheduled appointment on _____.

When a student fails to meet at the appointed time, the E.P. must mark the student as absent and reschedule the meeting. When the student attends the second meeting and shows completed work, the absences will be removed and attendance will be validated.

We sincerely hope any problems with attendance can be resolved. If there is a problem of which we are not aware of, please call your Educational Partner and explain the situation.

Thank you for your consideration.

The Learning Choice Academy

The Learning Choice Academy
Giving Your Education a Voice
4215 Spring St. #104
La Mesa, CA 91941
619-463-8811

ATTENDANCE POLICY REMINDER 2nd meeting

Dear TLC Parent,

It has come to our attention that your student has missed a scheduled meeting. Although there Are often valid reasons to reschedule appointments, we would like to remind you of the schools attendance policy.

The Educational Partners and staff at TLC are responsible to the state of California for validating your student's attendance. For this reason a procedure has been developed for attendance verification. Attendance for your student is verified on a monthly basis when the parent and student meet with the Educational Partner and bring completed work. When a student fails to meet at the appointed time, the E.P. must mark the student as absent and reschedule the meeting. When the student attends the second meeting and shows completed work, the absences will be removed and attendance will be validated. Until then, your student will be placed on probation, which means TLC will not pay for any classes or provide new materials until the student's attendance is current.

However, failure to show up for a third consecutive appointment will start an automatic process for the student's withdrawal from The Learning Choice Academy. Your next scheduled meeting with your E.P. is set for the date of _____. If you fail to make this appointment the student withdrawal process will begin. You have (10) calendar days from the third missed meeting date to appeal the withdrawal. If you have questions or would like to request the appeal form please feel free to contact our office.

We sincerely hope any problems with attendance can be resolved. If there is a problem of which we are not aware of, please call your Educational Partner and explain the situation.

Thank you for your consideration.

Study Hall Policy

Dear Parents and Study Hall Students:
Study Hall is an important part of the TLC instructional support system, in that it enables students to get additional help in targeted subjects from a credentialed teacher. In offer to ensure that study hall is an effective learning tool, it is important to follow specific guidelines, which are listed below.

1. Age Requirement – Middle school and **above may attend study hall without a parent there to supervise.** However, for students under age 14, it is necessary for the student's parent or other designated adult to physically sign the student in and out at the beginning and end of their time at TLC. For example, if a student is enrolled in the first class in the morning, parents are required to sign the student in. The student may then move from that class to other classes and on to study hall without any more sign-in responsibilities by the parent. However, at the end of the student's time at TLC, the parent or a designated adult is responsible to sign the student out before taking him or her home. Students in fifth grade or below must be supervised by a parent or designated parent when utilizing study hall.

2. Behavior Requirements – Students may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process and/or deprives others of their rights to educational opportunities. *This includes in-class cell phone use, socializing, and other off-task behavior*.

School-wide Discipline Policy

TLC instructors acknowledge the importance of maintaining a safe environment for all students. Therefore, when students disrespect the rules, there will be cnsequences:

1. Written warning
2. Conference with parent
3. Probation
4. No onsite classes
5. Suspension/expulsion from school

*The School retains the right to skip one, or all of the above steps, if the infraction violates student safety, such as possession of a weapon, threats of violence, possession of tobacco or other drugs, or comments deemed to be discriminatory or derogative to race or personal belief. TLC instructors have the final decision on what is considered appropriate or inappropriate classroom behavior.

FULL-DAY CLASSROOM PROCEDURES AND RULES

By nature, classroom experiences are different from one-on-one and small-group learning experiences, and they offer different opportunities and challenges. While each homeschooling family may have its own unique ways of learning and working together, when we come together to learn, it is important for us to establish certain procedures and rules that enable us all to work together in an atmosphere that is both positive and enjoyable.

Each Full-Day teacher will be instructing his or her class using specific classroom rules, and students will be expected to follow these rules. In addition, however, TLC has some all-school procedures, rules and discipline policies:

Students should come to class prepared to learn. This means students should:

Come on time. Time in these classes will move quickly—there is so much to do and learn! Because of this, it is important that students arrive five to ten minutes before class begins. Students must also be picked up punctually after class.

Come prepared to listen. In most classes, there will be points during which the teacher will be giving lesson details and information. Students are expected to listen to the teacher and not talk while he or she is already talking.

There will also be many times when the class will be discussing topics and students will have the opportunity to speak and listen to each other. During these times of discussion, students will take turns speaking and listening quietly to each other.

Come prepared to participate! Some students are very comfortable with lots of other people in the learning environment; others are more comfortable in groups of just a few. We have purposely kept our classes small so that there are opportunities for all students to feel comfortable. Many activities will be completed in groups of two and three; some may involve larger groups. All of them will be opportunities for students to practice their social skills and get to know other students in our program.

Agree to follow the class rules. So that all of our students make the most of this opportunity to interact, we have established the following rules:

Unless specifically requested by the Full-Day Teacher, please do not have students bring anything from home with them, as these things may be a distraction to your student and to other students. Specifically, we request that students not bring cell phones, Walk Mans, magazines, computerized game units, or other toys. If you would like your student to keep a cell phone for emergencies, it must be turned off.

Refrain from touching other students or their property.

Avoid using profanity or language that could be considered degrading or derogatory to others.

Dress appropriately.

1. Shoes are required.
2. Clothing should cover private body parts and/or underwear.
3. Tattoos should be covered.
4. T-shirts should not contain offensive language or graphics.

The Learning Choice Academy
Giving Your Education a Voice

Transcript Request

- **Please allow 8 to 12 school days to process**
- **One transcript form per student and mailing location**

Parent/Guard:_____ **Request Date:**_____

Student Name:_____ **Grade:**_____

Enrollment Date:_____ **Site:**_____ **EP:**_____

DOB: _____ **Place of Birth:**_____

List of previous High School(s) attended:

1. _____
2. _____
3. _____

Check One ONLY:

Unofficial Transcripts	……..☐	Official Transcripts	……☐

Check One ONLY:

☐ Send now; Do **NOT** hold for semester grades
☐ Hold until semester grades are posted…….. ☐ Fall ☐ Spring
☐ Hold until after Graduation
☐ Other
Instructions:

Send Official Transcripts directly to:

School Name: _____
Address: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Send Attention to:
(counselor's name/ registrar)

Parent/Guardian signature: _____

Student Signature: _____
(Student must be 18 to sign release)

The Learning Choice Academy Internet Use Policy

Internet use is limited to thirty minutes if other patrons are waiting to use the station.

Use of the Internet is a privilege and access is voluntary. TLC has the right to set and enforce rules and regulations concerning the use of the Internet computer stations.

TLC staff cannot provide in-depth training concerning Internet computer jargon or personal computer use.

The Internet is a global electronic network without government control of its users or content. TLC cannot be responsible for the reliability or quality of information found on the Internet. The Internet may contain material of a controversial nature. Parents must assume responsibility for their children's use of the Internet.

Sexually explicit or sexually suggestive (obscene/pornographic) material access and/or viewing are prohibited. Users must also refrain from inappropriate Internet conduct. Examples of inappropriate conduct include, but are not limited to: violation of computer security systems, violation of another user's privacy, violation of computer usage policies, use of the Internet for unlawful, indecent or malicious activities, misrepresentation of oneself , use of abusive or objectionable language, engaging in harassing behavior such as sending or posting slanderous, libelous, obscene or threatening messages, and other activities that could cause congestion and disruption of networks and systems.

Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet computer.

The Internet computer is not to be used for solicitation, advertisement, or for any other commercial purposes.

TLC reserves the right to review any materials stored in files to which all Internet users have access, and will remove any material in its opinion, does not comply with this document.

TLC makes no warranties, expressed or implied, that the functions or content of the system will meet any user's specific requirements, or that it will be error-free or trouble-free, current or uninterrupted; nor be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operations, or inability to use the system.

In consideration for the privilege of using the Internet computer and for having access to the information contained on the Internet computer, users hereby release and hold harmless TLC, the operators of the Internet computer, and any institutions with which they are affiliated from any and all claims of any nature arising from the use, or inability to use,

the Internet computer.

Users whose conduct on the Internet is deemed inappropriate and/or users who access sites that are deemed inappropriate for a public setting will have their Internet privileges revoked.

Student Name:_____

Student Signature:_____Date:_____

Parent Name:_____

Parent Signature:_____Date:_____

The Learning Choice Academy
Pledge for Academic Honesty

The intent of the Academic Pledge is to give each of our students a sense of moral responsibility. It is the expectation of The Learning Choice Academy that each member of the community will assume responsibility for his or her own actions and will develop essential values of personal integrity. Students who see other students violate this pledge are expected to report violations immediately to a teacher, lead teacher or director.

According to our mission statement, The Learning Choice Academy requires that each person in the school display the highest standards of personal integrity at all times. Stealing, lying, cheating, or any other activity that conflicts with these standards and undermines the integrity of the community cannot be tolerated. Such actions violations of this Academic Pledge will result in serious consequences, including possible dismissal. There are three major components to the Academic Pledge:

STEALING is taking something from someone else without permission, no matter what it is. Stealing also includes vandalism to the property of individuals or the community. Those who steal are not respecting the rights of people around you. Students found guilty of stealing will be given an automatic penalty comprised of suspension and possible dismissal from school, which is subject to the discretion of the Director of The Learning Choice Academy.

LYING is any intentional false statement or omission of information in order to hide the truth. Students found guilty of lying will be subject to disciplinary action at the discretion of the Director of The Learning Choice Academy.

CHEATING happens when someone uses or takes credit for the work of another person, whether or not the material is used directly or is disguised as a student's own work (also known as plagiarism). Cheating also includes when another person in the family does the student work, or if the student tells another student, without the consent of the teacher, answers and/or questions to homework or tests.

The consequences for violations of the academic honesty policy are as follows in conjunction with TLC school conduct rules.

Consequences for cheating are as follows:

First Offense—The student will receive no credit for assignment.
Parent Conference

Second Offense—Student will receive no credit for assignment
Student's semester grade will be lowered a full letter grade
Parent conference

Third Offense—Student will fail the class
Parent conference

We, the undersigned parent and student, do hereby attest that we have read and agree to abide by The Learning Choice Academy's Academic Pledge.

Signature of Student _____ ***Date*** _____

Signature of Parent/Guardian _____ ***Date*** _____

Signature of EP: _____ ***Date***_____

The Learning Choice Academy
Giving Your Education a Voice

Parent-Teacher Accountability

I have been given a copy or a link to a copy of The Learning Choice Academy's 2014-2015 Parent-Student Handbook. I understand I am to read this handbook. I agree that I, and my student(s), will be held accountable for the following regulations written in the Parent-Student Handbook.

The undersigned has read and hereby agrees to hold **The Learning Choice Academy**, its employees, agents, volunteers and/or sponsors and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of facilities, equipment and participation by my son/daughter in school activities, to the fullest extent of the law.

If I have any questions or concerns about the contents within this handbook, I will submit them to my Educational Partner in writing for further clarification.

Name of Student(s):

_____ _____

_____ _____

_____ _____

_____ _____

☐ I received a hard copy of the handbook.

☐ I received an electronic copy (or link) of the handbook.

Signature of Parent: _____ (2014-2015)