



The Learning Choice Academy  
Giving Your Education a Voice

# Parent - Student Handbook

2017-2018



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The Learning Choice Academy's  
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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 third five-year term in the spring of 2014. TLC currently has four-resource center through out 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, which recognizes their special needs, exceptional skills, and creative talents.

The Learning Choice Academy strives toward following exemplary practices in all areas and is an active member in the following organizations:

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

In May 2013, The Learning Choice Academy received its second 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

## **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:**

## Contact Information

The Learning Choice Academy is considered one school with multiple Resource Centers. 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 Resource Center. The Learning Choice Academy currently offers three Resource Centers throughout San Diego County and one Resource Center in Riverside County.

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

South Bay—Chula Vista  
881 Kuhn Drive, Suite 106  
Chula Vista, CA 91914  
Phone: (619) 656-4220  
Fax: (619) 656-0439

East County—La Mesa  
4215 Spring Street, Suites 104 and 325  
La Mesa, CA 91941  
Phone: (619) 463-8811  
Fax: (619) 463-8339

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

Administrative Offices—La Mesa  
4215 Spring Street, Suite 321  
La Mesa, CA 91941  
Phone: (619) 463-8811  
Fax: (619) 463-0052



### 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:

Transitional Kinder and 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 day

## 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 enroll in 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 7, 2016
	Credit for 3 courses		October 28, 2016
	Credit for 2 courses		December 2, 2016
	Credit for 1 course		January 6, 2017

The last day to enroll for Spring semester is April 7, 2017 After this date, students may begin enrolling for the 2016-2017 school year.

### Orientation

Prospective families are required to bring their RegOnline forms as well as the required documents when you attend a school orientation. 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.

Prior to being admitted into The Learning Choice Academy, parents and students will be required to fill out enrollment paperwork via Reg-Online and provide copies of the birth certificate and immunization records and two proofs of residency. If applicable, updated immunization records showing that students in 7<sup>th</sup> – 12<sup>th</sup> 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. 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 an appropriate placement for the student.

### **Enrollment Paperwork**

Parents will be sent an email with instructions to Register Online that must be completely filled out at the time of enrollment. The following items are included in the online registration:

- ✓ 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 through RegOnline and bring or upload 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, the online registration 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. 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 9<sup>th</sup> 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 9<sup>th</sup> 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 7<sup>th</sup>-12<sup>th</sup> graders) or a Doctor's waiver\*
- ✓ Copy of birth certificate\*

*\* Although copies of the Birth Certificate and Immunization Records are required, it may be possible for TLC to request these records from the child's previous school.*

TLC must have all Registration Information completed, signed, and onfile, as well as updated copies of immunization records and proofs of residency on file, in order for enrollment to be completed. If your family does not participate in immunizations you must have a doctor's note stating your child is exempt from immunizations.

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 18<sup>th</sup> birthday, a parent signature is no longer required on any TLC forms. However, all forms are required to be submitted and the student's signature will be accepted on documents.

### **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 enroll the student in required 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 deficient in credits and 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 complete the Online Registration process
- 2) Complete the online registration packet and upload (including proofs of residency, immunizations, transcripts, copy of IEP etc.) or bring hard copies to the school.
- 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 Educational 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 TLC Partners and encounter problems, 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 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 TLC will consider 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 enrolls in TLC, he or she is given an interim placement with the school for 30 school days. During this first 30 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 plan the instruction for the year. Information regarding curriculum choices, extended learning opportunities, and the rights and responsibilities of TLC families will be reviewed, and a first set of lessons in the core subjects will be discussed and created. Students on interim placement may attend extended enrichment groups; 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 30 days.

*Special Education:* Students with IEPs are welcomed at TLC. 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:

#### *Transitional Kindergarten: {TK}*

A student who has his or her fifth birthday between Sept. 2 and Dec. 2 of the school year shall be admitted to a transitional kindergarten program. TK is the first year of a two-year Kindergarten program that uses a modified Kindergarten curriculum that is age and developmentally appropriate. However, it is important to know that an TK student will not be eligible for first grade the following fall, because parents of TK students are required to sign a form stating that their TK student will move into kindergarten the next fall; an additional form should also be signed after the student's 6<sup>th</sup> birthday. After a year of TK and a full year of kindergarten, the student can then move into the first grade.

#### *Early Admission Kindergarten: {EAK}*

Students who will be turning 5 between Dec. 2 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 6<sup>th</sup>

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 on or before by Sept. 1 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 are promoted to the following grade even if they lack credits, but are not guaranteed to graduate until the minimum number of courses have been completed. Typically, grade level is based on years spent in school, which means that a student may be a senior but may still lack 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 the 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, it is important for students to be placed with other students of their own age for social activities and various classes. 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 in 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 “standard exceeded” 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 SBAC or other similar standardized tests) demonstrating below standard 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.  
(See Appendix)

## Special Education

The Learning Choice Academy participates within the SELPA (Special Education Local Plan Area) of the El Dorado County Office of Education. Special education students have access to all rights, services, and resources available to other students in the El Dorado SELPA. The Learning Choice Academy is determined to be a “distance-learning” school for purposes of Special Education services. As such, delivery of services is through a consultative model only.

### TLC Consultative Services

By definition of homeschool, the teacher of record is the parent and is responsible for implementing the conditions of the IEP. The school’s Educational Resource Specialist will meet with the Teacher (Parent), Educational Partner and student every Learning Period (20 to 30 days) to 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 {SAI} with the Educational Partner or Educational Resource Specialist every LP or what is listed in the IEP. TLC Academy does not provide reimbursement for self-selected curriculum, transportation, or assessments not recommended by the IEP team.

### Determination of Services

Students are not denied access based on disability. A student may be given a 30-day interim placement in The Learning Choice Academy to determine if the student is making progress in the Independent Study setting. If it is determined the student’s needs require direct specialized instruction from an educational specialist, The Learning Choice Academy’s model of instruction may not be the correct environment for the student.

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 may be a better fit.

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 Resource Center. Parent will be responsible for monitoring and attending the regular recommended exercises.

### **Attendance**

It is essential both students and parents attend any and all arranged meetings with providers of special education services, both educational and DIS meetings. A meeting with the Special Education team is considered a “required meeting” under the Attendance Rules set forth later in this handbook. 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 Resource Center 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. There will be no DIS services provided during the STAR testing block or 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 Resource Center (4215 Spring St. #321 La Mesa CA 91941) unless previous arrangements for a conference at the home Resource Center 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 Resource Center unless previous arrangements have been made.

Transportation to and from the Resource Center for special education services is the responsibility of the parent and will not be reimbursed.

It is important to remember that optional Extended Day groups are for enrichment only and is not a requirement for a TLC education. If students are disruptive in enrichment groups, 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 enrichment groups 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.

## **Summer School**

Special Education high school students who have been enrolled with TLC for the past year are eligible to take classes during the summer sessions, but they are required to meet with the education specialist once per summer semester for which they have enrolled (each 3-week term counts as a semester during summer school). Currently, TLC does not offer summer school options for elementary or middle school students.

## **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 and/or psychologist, parent, Educational Partner, Resource Center Administrator and 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 is 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 and/or teacher. 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 be active for one year, at which time it will be reviewed for and revised as needed.



**Information for Parents  
Special Education Instruction and Services for Students  
The Learning Choice Academy**

The Learning Choice Academy operates as a public school of the El Dorado County Office of Education ("District") for all special education purposes. Accordingly, eligible students enrolled in The Learning Choice Academy shall receive special education services in accordance with their individualized education programs ("IEP") and in the same manner as any other student enrolled in the SELPA.

The District as the local education agency ("LEA") and a member of the El Dorado SELPA for special education purposes offers a full continuum of special education instruction and related services to ensure that all students receive a free appropriate public education.

Not every service on the continuum of options is offered at The Learning Choice Academy. As a charter homeschool, TLC employs the consultative approach for all instruction and therefore provides special services through a consultative model. Accordingly, a TLC Academy student requiring special education services may receive such services by the school at another Resource Center of the school or as otherwise arranged by the school in accordance with that student's IEP and District and special education local plan area ("SELPA") policy.

Special education placements and related services available on site at The Learning Choice Academy may include general education inclusion, a consultative education specialist, consultative speech and language therapy, and other designated consultative instructional services. These consultative services are administered at the TLC Centers during regular school hours. Every attempt will be made to schedule appointments at the convenience of the student and parent; however there may be some services available only on a given day of the week or at a specific TLC Resource Center. Student assessments, Initial, Annual, Triennial and other Special Education meetings are conducted at the main administrative location in La Mesa, unless otherwise arranged by the District.

The Learning Choice Academy is a School of Choice. Transportation is not provided for either General Education or Special Education purposes. If a student is required to attend an appointment at a District location, transportation may only be provided within District boundaries and is limited to what is agreed upon in the IEP.

Appointments for consultative special education instruction abide by the same attendance policies as general education instruction. No appointments will be scheduled on holidays. Consequently, if the student misses a scheduled appointment three times, he or she may be disenrolled from the school. It is very important to **call the school 24 hours in advance** if you cannot make a scheduled consultative appointment for special services.

If you should have any questions regarding this topic, please contact The Learning Choice Academy Director's office at 619-463-6849 or the Special Education Department at The Learning Choice Academy at 619-797-1724.

## 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, weekly bulletin, postings in the Resource center lobby and your Educational Partner.

### 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. (See Appendix #3)

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 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](http://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 Resource Center.

### 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 study groups, 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 resource center.

If families want to submit information about Star Students, email submissions to [events@learningchoice.org](mailto: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](mailto: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](http://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 resource center. 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.

## **SchoolMessenger**

SchoolMessenger is the telephone and email broadcast alert system used by the school for school-wide communication. This service enables school personnel to notify all households and parents by phone within minutes of an emergency. This service is also used to communicate general announcements or reminders. In the event of an emergency or more time sensitive communication, cell phone numbers and home numbers may be called. The service will call all phone number in our selected parent contact lists and will deliver a recorded message from a school administrator. When used for general announcements or reminders home phone numbers and emails will be used.

Please make sure your contact information is up to date with the school. If you need to update your preferences at any time you can use the SchoolMessenger InfoCenter. InfoCenter provides access to all the messages and information sent by the school. Accessible from any internet-enabled device, InfoCenter visually displays and organizes alerts, notifications, and attachments for easy review and reference. InfoCenter also allows you to customize how you receive communications from TLC.

Signing up for InfoCenter is easy. Using the email address that you have on file with TLC, follow these three steps:

1. Download the InfoCenter by SchoolMessenger app from the Apple App Store or Google Play Market. You can also access the InfoCenter web portal at <https://infocenter.schoolmessenger.com/>
2. Click the "New User" button, enter your email address, and create a password. An email will be sent to that address with a secure token. Note: If you receive an "already claimed by another user account" error message that means you've already created a SchoolMessenger account via another SchoolMessenger product, such as Contact Manager. Simply follow the "Return to login" link and login. Use the "Forgot your password" link if needed.
3. After authenticating via the token sent to your email, return to InfoCenter and sign in using your email and password.

## **How does recipients opt-in to receive text messages?**

1. Text the word "YES" to 68453 from each wireless device they wish to receive texts on.
2. Confirm the text device number(s) are in SchoolMessenger. [Note: Depending on the data

synchronization configuration it may take 24 hours or more for numbers to be updated from the district SIS database.]

### **How do recipients opt-out of receiving text messages?**

Recipients not wishing to receive text messages to a particular number can simply do one of the following:

1. Don't opt-in, and don't reply to the opt-in invitation message.
2. Text "STOP" to 68453 at any time.
3. Opt out online at <http://schoolmessenger.com/txtmsg>
4. Request that the SchoolMessenger system administrator add the number to the account's phone number block list.

### **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 study groups, 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 resource center 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 resource center 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 resource center 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 assistant director or Executive 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 resource center Administrator 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 resource center Administrator), an appointment may be made with the TLC Academy Assistant Director or the Executive Director. The Assistant Director or the Executive Director will personally discuss the matter and attempt to establish an acceptable agreement.
- 4) If the determination of the Assistant Director or the Executive 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. (See Appendix)

## 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 the need for their children 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 staff develop connections and establish a sense of community that lasts for the whole year.

**6<sup>th</sup> Grade Camp** and a **Spelling Bee (2<sup>nd</sup>-8<sup>th</sup> grade)** are both offered in conjunction with the County Office of Education.

**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.

**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.

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 unit 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 7<sup>th</sup> 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.

*Family Nights*

TLC sponsors family nights throughout the year. Extended Units may be used for these events.

## Events FAQs:

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

A: Families can pay with cash, check, or extended units (students only). Cash payments should be given directly to the Resource Center Office Manager so a receipt can be given to the parent. Checks should be written to "The Learning Choice Academy." If paying for multiple field trips at the same time, please write separate checks for each event. Students can use 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, family nights or assemblies 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 every field trips/special events?**

A: TLC has a master waiver which should be completed at the beginning of the year for any field trips, events or assemblies that you may attend for the entire year. Each field trip or activity is voluntary and there are specific considerations for that particular location or activity which are 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 or event. 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 7<sup>th</sup>-12<sup>th</sup> 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 Resource Center, and can also be downloaded from our website. Forms can be returned to your Resource Center or mailed directly to the La Mesa Resource Center, Attn: Event Coordinator, at 4215 Spring St, Suite 120, La Mesa, CA 91941.

A reservation is not complete until the RSVP form and applicable payment is received by the school. 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.

**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. Prior to registering and paying for an event, ensure your student is in good standing.



# 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 choose 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.

### Reading and Math Assessments

TLC has requires 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 in Reading and in Math. 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. 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 Assessment of Student Performance and Progress {CAASPP}:

Our school funding is tied to student participation in the CAASPP or Smarter Balanced Assessments (SBAC 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 state 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.

SBAC testing for grades 3–8 and grade 11 is administered during two weeks in the spring at all TLC Resource Centers. TLC tries to make testing convenient and easy to fit different schedules.

The Learning Choice Academy recognizes that students need preparation. SBAC practice tests can be found at <http://www.caaspp.org/practice-and-training/index.html>.

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 SBAC 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/ca/caasppreports.asp>.

### California Standardized Test in Science {CST Science}:

During the transition to new science assessment, the 2016-17 CAASPP System encompasses federally required science assessments in grades 5, 8, and 10. (i.e., California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA). Information is provided about the content, types of questions, participation criteria, and other key targeted resources to assist with understanding the scope and requirements of these science assessments.

### **California High School Exit Exam {CAHSEE}:**

The California High School Exit Examination (CAHSEE), formerly a graduation requirement for students in California public schools, was suspended effective January 1, 2016.

### **Physical Fitness Test {PFT}**

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.

The criteria to Redesignation Fluent English Proficient is based on the following:

1. Student cores Early Advanced or Advanced in three of four tested domains
2. Student scores near or at benchmark in triennial reading assessments
3. Teacher and parent approve RFEP classification

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 10<sup>th</sup> 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 (11<sup>th</sup> grade). The Learning Choice Academy will provide practice materials and test preparation curriculum for interested students.

## **EAP Exams:**

The California Department of Education (CDE) collaborates with the California State University (CSU), California Community Colleges (CCC) and the State Board of Education (SBE), to address the number of incoming college students who require remediation in English and/or mathematics. The Early Assessment Program (EAP) is designed to provide students, their families, and high schools with early signals about students' readiness for college-level English and Mathematics.

The EAP has transitioned to align with new curriculum content standards and the new test which assess student performance.

Effective 2014-15, the grade eleven Smarter Balanced computer adaptive assessments for English-language arts/literacy (ELA) and mathematics replace the augmented California Standard Tests that were used for EAP. The Smarter Balanced Summative Assessments provide grade eleven students with an early indication of readiness for college-level course work in English and mathematics. The California State University (CSU) and participating California Community Colleges (CCC) will use student results from the Smarter Balanced Summative Assessments as a student's EAP status in English and mathematics.

The Smarter Balanced Summative Assessments are administered as part of the new California Assessment of Student Performance and Progress (CAASPP) System. EAP has been incorporated into the new CAASPP. Students wishing to inform the CSU and CCC of their EAP status may submit their CAASPP results by marking the release button at the end of the CAASPP exam. The CSU and

participating community colleges will use the CAASPP results for early assessment of college readiness in English and mathematics.

### **Advanced Placement Exams: {AP}**

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 Resource Center, that school's Resource Center 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.

### **California Mathematics Placement Act:**

**This policy of The Learning Choice Academy Board of Directors has been adopted to establish a fair, objective, and transparent protocol for placement in mathematics courses for students entering 9th grade, in order to ensure the success of every student and to meet the Legislative intent of the California Mathematics Placement Act of 2015.**

1. In determining the mathematics course placement for entering 9th grade students, the Charter School systematically takes multiple objective academic measures of student performance into consideration, including:
  - a. Statewide mathematics assessments, including interim and summative assessments through the California Assessment of Student Performance and Progress ("CAASPP");
  - b. Placement tests that are aligned to state-adopted content standards in mathematics;
  - c. Recommendation, if available, of each student's 8th grade mathematics teacher based on study group assignment and grades;
  - d. Recommendation, if any, of each student's 9th grade mathematics teacher based on study group assignments and grades provided at the beginning of the school year;
  - e. Final grade in mathematics on the student's official, end of the year 8th grade report card;
  - f. Results from all placement checkpoints, including at least one (1) placement checkpoint within the first month of the school year as described in Section 2, below.
2. The Charter School will provide at least one (1) placement checkpoint within the first month of the school year to ensure accurate placement and permit reevaluation of individual student progress. All mathematics teachers responsible for teaching 9th grade students will assess the mathematics placements for each 9th grade student assigned to the teacher's mathematics study group. The teacher's assessment will take into consideration factors which may include, but are not limited to, the student's study group assignments, quizzes, tests, exams, and grades, study group participation, and any comments provided by the student, the student's parent/legal guardian, and/or the student's other teachers regarding the student's mathematics placement. Based on the assessment, the teacher will then recommend that the student remain in the current mathematics placement or be transferred to another mathematics placement, in which case the teacher shall specify the mathematics course or level recommended for the student.
3. The Charter School Executive Director, or his or her designee, shall examine aggregate student placement data annually to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures included in Section 1 of

this policy are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Charter School shall annually report the aggregate results of this examination to the Charter School Board.

4. The Charter School offers clear and timely recourse for each student and his or her parent or legal guardian who questions the student's placement, as follows:
  - a. A parent/legal guardian of any 9th grade student may submit a written request to the Charter School Executive Director, or his or her designee, that:
    - i. Requests information regarding how the student's mathematics placement was determined. Within five (5) days of receipt, the Charter School Executive Director or designee shall respond in writing to the parent/legal guardian's request by providing the information, including the objective academic measures that the Charter School relied upon in determining the student's mathematics placement.
    - ii. Requests that the student retake the placement test, in which case the Executive Director or designee will attempt to facilitate the retest within two (2) weeks.
    - iii. Requests that the student retake the 8th grade end of course final mathematics assessment, in which case the Executive Director or designee will attempt to facilitate the retest within two (2) weeks.
    - iv. Requests reconsideration of the student's mathematics placement based on objective academic measures. Within five (5) school days of receipt, the Charter School Executive Director or designee shall respond in writing to the parent/legal guardian's request. The Executive Director or designee and the student's mathematics teacher must assess the objective academic measures provided by the parent in conjunction with the objective academic measures identified in Section 1 and 2 of this policy. Based on this assessment, the Executive Director or designee must determine whether the most appropriate mathematics placement for the student is the student's current placement or another placement, in which case the Executive Director shall specify the mathematics course or level recommended for the student. The Executive Director's or designee's response must provide the determination as well as the objective academic measures that the Executive Director or designee relied upon in making that determination.
  - b. Notwithstanding the foregoing, if the Executive Director or designee requires additional time to respond to a parent/legal guardian's request, the Executive Director or designee will provide a written response indicating that additional time is needed. In no event shall the Executive Director's or designee's response time exceed one (1) month.
  - c. If, after reconsideration of the student's mathematics placement by the Executive Director or designee, the parent/legal guardian is dissatisfied with the student's mathematics placement, the parent/legal guardian may choose to sign a voluntary waiver requesting that the student be placed in another mathematics course against the professional recommendation of the Executive Director or designee, acknowledging and accepting responsibility for this placement.
5. The Charter School shall ensure that this mathematics placement policy is posted on its website.
6. This policy is adopted pursuant to the Mathematics Placement Act of 2015, enacted as Education Code Section 51224.7.

# 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 study groups.
- The Administrator 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.
- School volunteering is encouraged, if approved by the teacher! However, volunteers should remember they are there to benefit the entire study group, and are not in study group solely for the benefit of their own child. Schoolwide rules apply to parent volunteers to ensure minimal distraction to the teacher.
- Electronic (listening or recording) devices may NOT be used at school without the written consent of both the teacher, the Director or 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 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 school 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 study group exposure who work with children and are supervised by TLC staff.**

Volunteer conditions are typically public settings and rooms where staff or other adults can observe at all times, no solitary time with children, and always within unobstructed view. Typical examples include tutoring, reading, 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 administrative personnel 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 school 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 rooms where staff can observe at most times, but may occasionally include short duration of obstructed view, such as on-site tutoring outside of the room or in a room 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, an evacuation procedure is posted at each resource center. 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 rooms or offices. No one is permitted to leave and no one, including parents, are 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 Resource Center are there for a specific purpose, and once you are done with that purpose you should leave the TLC Resource Center.
- Be respectful and demonstrate kindness.
- Follow the school dress code.

## **Schoolwide Procedures and Rules:**

All students are expected to follow schoolwide procedures and rules; students should come to study groups prepared to learn. This means students should:

- Come on time. Study groups will move quickly. Because of this, it is important that students arrive five to ten minutes before study group begins, but no earlier. Students must also be picked up punctually.
- When you come to study group, you should come prepared to work, with the materials necessary to complete your work.
- Come prepared to listen. In most study groups, 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 study groups 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 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 study groups.
  - Students should not chew gum or consume food or drinks in the rooms or hallways unless they have been given permission to do so.
- Students can only be on campus to attend an activity or a Study group 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 a study group or in appointments with their EP.
- TLC has a three-strikes policy for study group misbehavior for students in all grades (K-12). On the third warning, or strike, they will lose the right to attend the study group for the rest of the semester.

#### Consequences for violation of Schoolwide Procedures and Rules

1. Written warning
2. Conference with parent
3. Probation
4. No study groups
5. Suspension/Expulsion from school

(See Appendix)

#### **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 extended units will be entered into the system or paid (including community college classes), and the student cannot attend school events, 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. (See Appendix)

#### **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.

## Google for Education for Parent or Guardian Consent

To parents and guardians,

At The Learning Choice Academy, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At The Learning Choice Academy, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Without consent, students will not be able to participate in the G Suite environment, even if they have their own personal Google account. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

**By signing the handbook I give permission for [insert name of school/district] to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

### G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Gmail (including Inbox by Gmail)
- Calendar
- Classroom
- Contacts
- Drive
- Docs
- Forms
- Groups
- Keep
- Sheets
- Sites
- Slides
- Talk/Hangouts
- Vault

In addition, we may also allow students, depending on age and grade level, to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "**Additional Services**":

Blogger	Fusion Tables (experimental)	Google Developers Console	Google Photos	Location History
Chrome Management	Google AdSense	Google Finance	Google Play	Merchant Center
Chrome Web Store	Google Advertising Professionals	Google Groups	Google Play Developer Console	Mobile Test Tools
DART for Publishers	Google AdWords	Google in Your Language	Google Public Data	Panoramio
DoubleClick Campaign Manager	Google Analytics	Google Map Maker	Google Search Console	Partner Dash
DoubleClick Creative Solutions	Google Bookmarks	Google Maps	Google Shopping	Play Books Partner Center
DoubleClick DART Enterprise	Google Books	Google My Business	Google Takeout	YouTube
DoubleClick for Publishers	Google Chrome Sync	Google My Maps	Google Translator Toolkit	YouTube CMS
DoubleClick Search	Google Code	Google News	Google Voice	YouTube Promoted Videos
FeedBurner	Google Custom Search	Google Payments	Individual storage	G Suite Training

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### **What personal information does Google collect?**

When creating a student account, The Learning Choice Academy may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;

- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

### **Can my child share information with others using the G Suite for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With The Learning Choice Academy.** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the student's Education Partner, Resource Center Administrator, or the School Director (1-844-468-6852). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the student's Education Partner, Resource Center Administrator, or the School Director (1-844-468-6852). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

### **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 or placed on silent mode in the student's backpack or purse. 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 a study group

Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including 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.

### **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-on-one counseling with 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. 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.

### **Suspension and Expulsion Policy**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at The Learning Choice Academy (“TLC”). In creating this policy, TLC has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools’ list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* TLC is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular instruction. This policy shall serve as TLC’s policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. TLC’s staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Parent-Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

TLC administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Director’s office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom TLC has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”) 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 general education students except when federal and state law mandates additional or different procedures. TLC will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student



identified as an individual with disabilities or for whom TLC has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

### **A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

### **B. Enumerated Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force or violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 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.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Knowingly received stolen school property or private property.

l) 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.

- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) 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.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation 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.
- q) Made terroristic 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.
- r) 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.
- s) 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.
- t) 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.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more

students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by TLC.

2) "Electronic Act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, or image.
- ii. A post on a social network Internet Web site including, but not limited to:
  - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
  - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonates a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

v) A pupil who aids or abets, 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, 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).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force or violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 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.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

k) Knowingly received stolen school property or private property.

- l) 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.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) 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.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. 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.
- q) Made terroristic 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.
- r) 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.
- s) 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.
- t) 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.

u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

2) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

iii. Causing a reasonable student to experience substantial interference with his or her academic performance.

iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by TLC.

2) "Electronic Act" means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

i. A message, text, sound, or image.

ii. A post on a social network Internet Web site including, but not limited to:

(a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

(b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

v) A pupil who aids or abets, 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, 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).

w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, onto campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### **C. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

#### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or TLC employee who referred the student to the Director or designee.

The conference may be omitted if the Director or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or TLC personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with TLC officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If TLC officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

## 3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Director or Director’s designee, the pupil and the pupil’s guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. In such instances when TLC has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil’s parents, unless the pupil and the pupil’s parents fail to attend the conference.

This determination will be made by the Director or designee upon either of the following: 1) the pupil’s presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil’s suspension will be extended pending the results of an expulsion hearing.

## **D. Authority to Expel**

A student may be expelled either by the TLC Board of Directors following a hearing before it or by TLC Board of Directors upon the recommendation of an Administrative Panel, to be assigned by the Board of Directors as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a member of the TLC Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.



## **E. Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Director or designee determines that the pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of TLC's disciplinary rules, which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at TLC to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

## **F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

TLC may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by TLC or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. TLC must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, TLC must present evidence that the witness' presence is both desired by the witness and will be helpful to TLC. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

## **G. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

## **H. Presentation of Evidence**

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. A recommendation by the Administrative Panel 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. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel 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 decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors, which will make a final determination regarding the expulsion. The final decision by the Board of Directors shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

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

#### **I. Written Notice to Expel**

The Director or designee, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with TLC.

The Director or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

#### **J. Disciplinary Records**

TLC shall maintain records of all student suspensions and expulsions at TLC. Such records shall be made available to the authorizer upon request.

#### **K. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from TLC as the TLC Board of Directors' decision to expel shall be final.

#### **L. Expelled Pupils/Alternative Education**

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

TLC shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

### **M. Rehabilitation Plans**

Students who are expelled from TLC shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to TLC for readmission.

### **N. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board of Directors following a meeting with the Director or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Director or designee shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon TLC's capacity at the time the student seeks readmission.

### **O. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities**

#### 1. Notification of SELPA

TLC shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that TLC or the SELPA would be deemed to have knowledge that the student had a disability.

#### 2. Services during Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

#### 3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, TLC, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If TLC, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If TLC, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that TLC had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent and TLC agree to a change of placement as part of the modification of the behavioral intervention plan.

If TLC, the parent, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then TLC may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or TLC believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or TLC, the hearing officer shall determine whether the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and TLC agree otherwise.

#### 5. Special Circumstances

TLC personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

#### 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated TLC's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if TLC had knowledge that the student was disabled before the behavior occurred.

TLC shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to TLC's supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent has requested an evaluation of the child.
- c. The child's teacher, or other TLC personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If TLC knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If TLC had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. TLC shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by TLC pending the results of the evaluation.

TLC shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## Uniform Complaint Policy and Procedures

### Scope

The Learning Choice Academy (“Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Consolidated Categorical Aid Programs, Foster and Homeless Youth Services, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, Special Education Programs.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

- d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
- (5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Debi Gooding  
Executive Director  
The Learning Choice Academy  
4215 Spring St. A-104  
La Mesa, CA 91941  
Phone: 619-463-8811

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

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

#### Notifications



The Executive Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Executive Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

• **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Response**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

- **Step 5: Final Written Decision**

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.

7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. (see appendix for complaint form)

#### **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 [admins@learningchoice.org](mailto:admins@learningchoice.org).

## **Curriculum**

Personalized learning is 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 are 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 arrive 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 interim curriculum provided to substitute for core materials will still receive credit for the interim curriculum completed, 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 suitable for the parent and/or student. However, TLC recognizes the value of offering a variety of resources for student instruction. The school has developed a supplemental library at each resource center and has an extensive list of thematic units. Discussion with your EP to select alternative materials is encouraged.

## **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 by contacting your EP.

## **Returning Materials**

At the end of the school year, or when a student is dis-enrolling from TLC, TLC requests 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
- Do not eat or drink near or around the curriculum.

**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 a student has not finished instruction by June, curriculum may not be kept 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 a student only needs to complete one or two subjects and your student is in high school, he/she 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 registration is completed with your EP and the same materials may be utilized by completing the summer school registration and curriculum request form. Students not enrolled in summer school may not keep curriculum over the summer.

## Attendance and Instruction

In the traditional TLC program, the primary method of instruction is home-based and parent-taught. The parent is 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

Instructional planning will be discussed at monthly meetings, approximately every 30 school days, with an Educational Partner. An appointment for a following meeting will be scheduled 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, extended activities, 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.

The Educational Partner or the school office should be informed as quickly as possible when arriving late for an appointment. TLC understands that sudden problems may delay a family's arrival. **However, for late arrivals 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.**

At monthly meetings with the Educational Partner, students are required to 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 three years of enrollment with TLC. (See parent responsibilities and monthly appendix #11 and 12)

A signed and dated monthly learning log 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 learning log 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). 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

Parents **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.

If a student misses two consecutive meetings, then attends the third meeting, but 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.

**\*Processing of student orders and payment of extended units will be withheld for students**

<b>Three Tardies (More than 15 minutes late to study group)</b>	<b>= Missed Appointment</b>
<b>One Missed Appointment</b>	<b>= Follow-Up Appointment must be scheduled</b>
<b>Two Missed appointments scheduled</b>	<b>= Probation*/Follow-Up Appointment is</b>
<b>Three Missed Appointments</b>	<b>= Mandatory Disenrollment</b>

**on probation. More information about probation can be found on page 20 of this handbook.**

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. (See appendix #17-19)

### **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 TLC 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.

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

### **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 (see appendix)

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. Contact your EP for more details about this program and to sign up. (See appendix)

### Late Pickups/Drop-offs Policy

If students sign up for a study group or enrichment activities, they must attend the entire study group. All students who participate in study groups or enrichment activities are expected to arrive on time. After dismissal, it is expected students will be picked up promptly (within 15 minutes after dismissal). The Learning Choice Academy does not have the resources or the facilities to provide childcare or supervision after dismissal, and when students are not picked up on time, they disrupt the learning environment of other students. Because of this, we have created the following policy to address this issue:

<b>1<sup>st</sup> late pickup</b>	<b>= verbal warning</b>
<b>2<sup>nd</sup> late pickup</b>	<b>= written warning</b>
<b>3<sup>rd</sup> late pickup</b>	<b>= student will be withdrawn from study group</b>

### Student Illness

An ill student may not attend study groups or enrichment activities. For the safety of other students, the following guidelines must be followed to determine whether or not the student should stay at home: If your student is ill on a study group or enrichment day, it is required to call and get homework for the study groups missed. Student will still be responsible completing and submitting homework within five days of the missed study group.

- **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 Resource Center 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 Resource Center, an emergency phone number must be included every time so the school will know the best way to reach you.

### 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 Resource Center subject specialist. 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 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. More information about probation can be found on page 18 of this handbook.

Offenses against the academic honesty policy are not counted per study group; they are counted on a school-wide basis across multiple study groups. The consequences for violations of the academic honesty policy are as follows in conjunction with TLC school conduct rules. (see appendix)

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

### **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.

The Learning Choice Academy's  
2017-18 Board of Director's

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#### **Secretary**

Cathy Kniss

# Study Groups

## Middle School

TLC Middle and High School study groups are offered on selected middle and high school topics and are intended to assist families with instruction. Study Groups 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 study group they must attend for the entire semester. The teachers of study groups will assign the coursework from pre-selected subject texts. Parents will still be responsible for correction of student work and supervision of students when not in study groups.

If a student elects to participate in this program, whether in Science, Math, English, or another course, weekly attendance is **highly recommended** in order to continue in the study group. An assessment may be given to place students in the appropriate course. If a student misses more than two study groups in a semester, or otherwise fails to participate once signed up, he or she may be dropped from the study group. (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 year-long 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 schedule a meeting with your EP or teacher of that subject.

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 two absences in a semester, they will be dis-enrolled from the study group. Please plan family vacations and other absences so that they will not conflict with scheduled study group days. If your student has obligations that would interfere or prevent them from attending scheduled study groups/meetings, please speak to your EP before enrolling in study groups.

## AIM Program

TLC AIM (Achieve, Inspire, Motivate) Program is a two-day study group that provides a high level of personalized learning and interaction for students. This program is split into study groups of grades K-5, with a maximum ratio of twenty-five students to one teacher per study group could become combo groups and are determined by number of students registered. 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 5<sup>th</sup> 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, TLC offers a program with interactive hands-on, and theme-based curriculum. TLC 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 study group day. The parent is responsible for teaching Social Studies and Physical Education at home, and must grade these subjects. The **parent is 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 have the opportunity to attend study groups two times a week, it's imperative that students come to study groups 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.

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

#### *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.

#### **Lottery Process (if needed) for Study groups**

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 study groups are 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 documents are received during the enrollment window period for study groups, 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 documents in a subsequent year in order to be considered for enrollment in TLC 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 documents
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 activities each week. Students have the option of enrolling in TLC's full day of extended enrichment activities. Choosing this option allows students to participate in engaging and fun activities. Students will practice higher learning skills, too, and have opportunities to learn cooperative and collaborative skills. These enrichment activities groups are grouped for age-appropriateness and are taught by community partners that are experts in their fields and have a small number 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.

Students are offered elective enrichment activities that include specialized topics such as Foreign Language, Art, Music, Drama, Science 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. Enrichment options change each session to provide variety for students.

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. This program is an exceptional value as these enrichment groups taken individually in the community would cost significantly more.

TLC students have the choice to take Full Day or choose a-la-carte. **If a student withdraws after the 2<sup>nd</sup> day, 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) for 4 months.** Please remember that all withdrawals must be submitted in writing.

Occasionally, you may wish for your students to attend Full Day enrichment, 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. The cost is \$280 per semester. If you pay the school directly in this way, your Resource Center Office Manager will take your payment and write you a receipt. Payments should be made in full by the fourth week.

If your student enrolls in the Full Day program, their extended units will be applied to Full Day as follows:

<b>Options</b>	<b>Monthly Units (x4)</b>
Full Day	70
A-la-carte	Varies

## School Rules for all of TLC

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

It is important to remember that Full Day is optional and is for enrichment only and is not a requirement for a TLC education. If students are disruptive in full day, parents will be required to attend. In situations where students require continual supervision by a nurse, either a parent or an itinerant nurse are required to attend.

Please see the policies section of this handbook for more information about the school's attendance policies. (See appendix)

## Registration

New sessions begin each semester and are twelve weeks long. Group size may be limited based on facility space available. Students must register every semester for Full Day. Fall Full Day Registration does not automatically roll over to the spring semester. However, students enrolled in the Fall session will have priority enrollment in the Spring session.

Full Day registration is generally available a month before enrichment groups begin. 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 AIM students and 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. Please view sample registration forms. (See appendix)

## 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 Activities 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 enrichment activities may be found in a number of different venues:

*Full Day.* Students are offered elective activities that include specialized topics such as Foreign Language, Art, Music, Drama, Science 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. Enrichment activity options change each session to provide variety for students. **See Full Day section for more information.**

*Full Day.* TLC may offer enrichment activities on an individual basis. TLC students are welcome to sign up for any of these. Some examples of enrichment activities offered in the past include music, journalism, and other similar enrichment. Enrichment activities will be advertised on the website. If enrichment activities require an allocation of units is required, the amount will also be publicized.

*Off-site Extended enrichment activities.* In addition to all the courses already mentioned, TLC parents have found numerous other enrichment activities that students may take off site. TLC will pay 70 units per month to help cover the cost. 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!

Don't forget to refer to 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 enrichment activities 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 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 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 payments, funds will not be disbursed until the student has completed the activities. For recurring payments, funds will not be released until the end of the month for which the provider is to be paid. Activities 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 or withdrawing, 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. The only forms recognized to sign up are:

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

Email and written letters will be accepted only for withdrawal, 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 the office manager at your site, 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 enrichment groups on the 1<sup>st</sup> of October, the Request for Payment Form must be submitted by October 31<sup>st</sup>.

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 15<sup>th</sup> of the month, no units will be allocated for the remainder of this initial month of enrollment. If students begin before the 15<sup>th</sup> of the month, full funds for the first month of enrollment will be allocated.



For any activities taken during the month of June, all must be completed by the last day of school (June 13, 2018). No extended units may be used 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 enrichment groups, 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. Once the information on the *Agreement to Pay* is verified as accurate, it should be given to the 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. 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 activity
- Name of student(s) attending
- Dates that were attended
- Tuition amount for each student

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

### 5) *Cancellation*

In the event that a student does not attend after signing up for it, it is the parent’s responsibility to notify TLC *in writing* during the month in which they stopped attending. Failure to do so may mean that Extended Unit funds are paid to the Instructor, even though the student has not attended. Out of consideration for the instructors, if a student attends at least one time during a month, he or she may not be dis-enrolled until the following month. If a student leaves TLC before the 15<sup>th</sup> of any given month, they will receive no 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 on the 1<sup>st</sup> of October, the Request for Payment Form must be submitted by October 31<sup>st</sup>.

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

**Monday, May 14, 2018 is the last day to submit Request for Payment forms for May and June 2018.**  
**Wednesday, May 31, 2018 is the last day to receive Agreement to Pay, W-9 or Summary of Expertise forms.**

**Tuesday, June 13, 2018 is the last day any Invoice will be accepted for payment.**

## Reimbursement for payment

The school may ONLY reimburse families for activities 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 when activities begin and end.**

TLC does **not** pay for entrance, memberships, processing fees, or materials fees. 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 activity has been completed. For activity lasting multiple months, the total amount to be reimbursed for the activity will be allocated across several months, and only one check will be mailed once the activity has been completed. For example, if a student takes a driver's training 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 activity
- Date of activity
- PAID tuition amount

### *IMPORTANT DATELINE:*

The Reimbursement Form must be submitted within the same month applying for payment. For instance, if a student attends an activity on the 1<sup>st</sup> of October, the Reimbursement Form must be submitted by October 31<sup>st</sup>. The receipt may be submitted at a later date, if necessary.

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

**Tuesday, June 8, 2018 is the last day to submit Reimbursement forms or original receipts for May and June 2018. 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)**

<i>Month</i>	<i>Carryover</i>	<i>+ Monthly Units</i>	<i>Amount Used This month</i>	<i>Units Remaining</i>
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 activities, the Request for Payment or the Reimbursement Form must be submitted within the same month it begins.

Example:

A student begins an extended activity in October. The *Request for Payment* or the *Reimbursement Form* must be submitted before October 31<sup>st</sup>.

The only exception to this rule is for the month of June. Because the end of the school’s fiscal year is June 30<sup>th</sup>, **all** “Requests for Payment” forms must be turned in by May 14<sup>th</sup> 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 13<sup>th</sup>. 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 in writing a *set amount* of funds from one month to pay for an extended activity, 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.

<p>Example: Student wants to take a Museum of Art class in December for 200 units.</p> <ol style="list-style-type: none"> <li>1. Student turns in <i>Request for Payment</i> form in September, designating cost of December, and the set amount to be allocated each month.</li> <li>2. <i>Agreement to Pay</i> designates desire to use earlier month’s funds to pay for December.</li> <li>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.</li> </ol>
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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, any funds from prior months already allocated are not reimbursable; 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 activities conducted at a TLC Resource Center
- Optional activities 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. Activities should meet state standards in P.E., visual & performing arts, foreign language or some other academic subject. Some examples:
  - 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 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, 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 activities, 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](mailto: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 activities were held are noted.

(See appendices)

## **High School**

The Learning Choice Academy serves students from kindergarten through the senior (12<sup>th</sup> 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 high school instruction is home-based and parent-taught. The parent is 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 resource center 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 California State University 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 requirements students take at TLC, in addition to the earned letter grade for the subject, 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 enroll in College Prep classes in 9<sup>th</sup> 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
<b>English</b>	40 Units	40 Units	40 Units
<b>Math</b>	30 Units: <i>Must include completion of Algebra 1 or equivalent</i>	30 Units: <i>Algebra 1 or equivalent, Geometry, Algebra 2 (40 recommended)</i>	30 Units: <i>Algebra 1 or equivalent, Geometry, Algebra 2</i>
<b>Science</b>	30 Units: <i>Life Science Physical Science Earth Science</i>	20 Units: <i>Must be in 2 of these 3 disciplines: Biology, Chemistry &amp; Physics (30 recommended)</i>	20 Units: <i>Must be a lab science in Physical Science, Life Science, Biology, Chemistry or Physics</i>
<b>Foreign Language</b>	20 Units	20 Units (30 Recommended)	20 Units (30 Recommended)
<b>Social Science</b>	30 Units: <i>World History US History Government/Economics</i>	20 Units: <i>World History US History Government</i>	20 Units: <i>US History Social Science</i>
<b>Physical Education</b>	20 Units	0 Units	0 Units
<b>Visual &amp; Performing Arts</b>	10 Units	10 Units	10 Units
<b>Computers/Study Skills</b>	10 Units <i>(May be a combination of both or 10 credits of Computers)</i>	0 Units	0 Units
<b>Electives*</b>	30 Units	10 Units	10 Units
<b>Total Credits Required</b>	220	150	150
<b>Examinations</b>	CAHSEE	SAT I, SAT II and ACT	SAT I or ACT
<b>Community Service</b>	80 Hours or Community 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 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 <u>English</u> .
30 credits	Three courses in <u>mathematics</u> , including one year of Algebra (California Education Code Section 51224.5).
30 credits	Three courses in <u>science</u> , including biological and physical sciences.
30 credits	Three courses in <u>social studies</u> , including United States history and geography; world history, culture, and geography; a one-semester course in <u>American government</u> and civics, and a one-semester course in economics.
10 credits	One course in <u>visual or performing arts</u>
20 credits	Two courses of <u>foreign language</u> . (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 <u>physical education</u> , 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
30 credits	Elective courses
Additional Req:	Service project that impacts the community

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 30 credits must be comprised of 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.

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}**

The California High School Exit Examination (CAHSEE), formerly a graduation requirement for students in California public schools, was suspended effective January 1, 2016.

### **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.

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.

### **Internship Program**

The Internship 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. The Internship program uses the integrated efforts of teachers, counselors, students, parents, and mentors. The Internship 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.

Students who complete 1 year of Internship 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 than 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.
- 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

### **Academic Counselor [academiccounselor@learningchoice.org](mailto:academiccounselor@learningchoice.org)**

It is important for the entering high school student to consider future goals. The TLC academic 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 through their Educational Partner. Unofficial and official transcripts will include such information 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 Resource Center 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, Resource Center OFFICE MANAGER or directly to the counseling office. Requests may also be mailed to:

The Learning Choice Academy  
Attn: Samantha Peterson

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 Resource Center location or faxed to any of our school Resource Center 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 18, 2017 to January 2, 2018. Please do not expect a transcript during December break.

#### *Summer*

Any students requiring a transcript for summer must do so by June 13, 2018. 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. (See appendix)

### **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 (11<sup>th</sup> 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 TLC’s Academic 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 12<sup>th</sup>-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*

##### *Community College Form*

These funds are for high school students to take a class that is not offered by TLC. 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. Must attach receipt of payment and once class is finished a transcript showing a passing grade is turned in, payment will be issued.

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.

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.



**The Learning Choice Academy**  
Giving Your Education a Voice

## **Appendices**



# The Learning Choice Academy

Giving Your Education a Voice

## Request for Student Double Promotion

**NOTE:** Students may not be double promoted until the end of the third grade year or later.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Educational Partner: \_\_\_\_\_

Parent: Why do you think your student should be double promoted?

Educational Partner: Please certify the following:

Student scores as proficient or above on state standards tests (STAR) in all of Language Arts, Reading, and Mathematics.  Yes  No

Student demonstrates a high level of competency in work samples  Yes  No

Student is recommended for double promotion by parent  Yes  No

Student is recommended for double promotion by Educational Partner  Yes  No

Educational Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Request for Student Retention**

**NOTE:** Students may not be retained until the end of the third grade year or later.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Educational Partner: \_\_\_\_\_

Parent: Why do you think your student should be retained?

Educational Partner: Please certify the following:

Student has been enrolled with TLC for at least one year.  Yes  No

Student has state standardized test scores (from STAR or other similar standardized tests) demonstrating far below or below average scores in all subjects.  Yes  No

Student has work samples demonstrating work far below average or below average in all subjects.  Yes  No

Student is recommended for retention by parent.  Yes  No

Student is recommended for retention by Educational Partner.  Yes  No

Educational Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>Parent Last Name</b>	<b>First Name</b>
-------------------------	-------------------

<b>New Address</b>	<b>City</b>	<b>Zip Code</b>
--------------------	-------------	-----------------

<b>New Mailing Address</b>	<b>City</b>	<b>Zip code</b>
----------------------------	-------------	-----------------

( ) <b>Home Telephone</b>	( ) <b>Cell Phone</b>	( ) <b>Work Phone</b>
------------------------------	--------------------------	--------------------------

**New E-mail Address**

**Additional Comments:**

**Parent Signature**

**Date**

OR

**EP Signature**

**Date**

**Advised Via (For EP use ONLY)**

**\*\*\*\*Please note that a current proof of residency is required with change of address**

For OM use Only:

**Date Entered in FMP**

**OM Initials**



**TLC Parent/Staff Cooperative  
REQUEST FOR CONSIDERATION**

The Board of Trustees has designed a process for all communication requiring action from a staff member. Please return this form to your Educational Partner. If you have a concern, please discuss it with your Educational Partner. If you feel the need to further discuss the topic, you can formalize your questions through this process. If you are not satisfied with the response you receive, you may forward this form to the next person on the communication flow chart below. Please follow the sequence and mark the relevant boxes below as needed.

***I have submitted this form to:***

- (1<sup>st</sup>)  My Educational Partner (EP) \_\_\_\_\_ Date Submitted
- (2<sup>nd</sup>)  My Resource Center's Lead Partner \_\_\_\_\_ Date Submitted
- (3<sup>rd</sup>)  The TLC Director \_\_\_\_\_ Date Submitted
- (4<sup>th</sup>)  The TLC Board of Trustee \_\_\_\_\_ Date Submitted

**Your Idea/Event/Concern/Need:**

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Purpose (please state why this is important to you/others)-include any barriers, i.e.:  
Concerns that others might have and how they might be resolved if possible:

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What would you be willing to do to facilitate the action you would like to see? Are you requesting specific help/assistance/facilities/ or materials? If yes, please explain being as specific as possible:

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How can we contact you for response?

---

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---

---

Family Name: \_\_\_\_\_

Event / Field Trip  
Registration and  
Waiver Form

# Beauty and the Beast

Registration is as easy as 1-2-3:


Location	Date	Start-End	Price	RSVP by
Casa del Prado Theatre 1800 El Prado San Diego, CA 92101	Wednesday, April 1, 2009	10:30 AM – 12 PM Check in at 10:00 AM	\$5 per student	March 24, 2009 Min. 10

1. Complete all registration form sections.
2. Complete the **waiver form** located on the back of this sheet.
3. Include payment. Cash, checks, and units (student allowance) are accepted. Checks Payable to *The Learning Choice Academy*. Separate checks required for each event, field trip, or assembly registration. Units are available to the assigned student and may not be used for another person. Since the school pays for ALL programs in advance, No reimbursements will be granted.

Priority is based upon the returned date. First come - first serve.  
Parents are responsible for providing transportation and supervision.

<b>Parent Name (Last, First):</b>		<b>Total Adults:</b>	<b>Total Students:</b>	<b>Total Siblings:</b>	
<b>Address:</b>		<b>Phone:</b>	<b>Email:</b>		
		<b>Resource Center (check one):</b> <input type="checkbox"/> Chula Vista <input type="checkbox"/> Scripps Ranch <input type="checkbox"/> La Mesa <input type="checkbox"/> Temecula			
Names of those attending	Relationship to Student	Grade/Age	Form of Payment		
			Add individual amount by each choice. Units available for students only.		
1.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
2.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
3.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
4.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
5.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
6.	Parent    Student Sibling		<input type="checkbox"/> Cash__ —	<input type="checkbox"/> Check__ —	<input type="checkbox"/> Units__ —
<b>Special Instructions:</b> Additional fees for parking. Circle which seating level you select under price.					
<b>Signature:</b>		<b>Date:</b>	<b>Total Cash:</b>		
			<b>Check #:                  Total:</b>		
			<b>*only one check is needed</b>		
<b>(For Internal Use Only) Received by:</b> _____		<b>Date:</b> _____	<b>Total Amount:</b>		

Entered into FMP: _____ Date: _____ Sent to EU Dept.: _____ Date: _____	Created: 1/23/2008
--	--------------------

OVER 



**The Learning Choice Academy Home School  
Event / Field Trip Waiver**

\_\_\_\_\_ has/have my permission to participate in the TLC Academy field trip or activities listed below. I fully understand the following:

\*Participation in these activities is voluntary.

<b>Activity</b>	<b>Location</b>	<b>Date</b>
Beauty and the Beast	Casa del Prado Theatre, Balboa Park	Wednesday April 1, 2009

**Consent to Treat:**

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physicians or dentists and performed by or under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. I understand that I will be responsible for payment for any services including ambulance or emergency transportation that may be considered necessary in the best judgment of emergency personnel and/or attending physicians or dentists.

1.  Check here if there are NO special problems that the staff should be aware of and no medications are required on the trip.
2. All medication must be registered on this form with a physician's written instructions on dispensing:  
\_\_\_\_\_  
\_\_\_\_\_
3. All prescriptions, except those which must be kept on the student's person for emergency use, must be kept and distributed by the staff.

If your son or daughter has a special medical problem, kindly attach a description of the problem to this sheet.

All persons making the field trip or excursion shall be deemed to have waived all claims against the school, district or the State of California for injury, accident, illness, or death occurring or by reason of the field trip excursion. All parents or guardians of pupils taking out of state field trips or excursion shall sign a statement waiving such claims. My signature on this form shall constitute an informed and knowing waiver as required by law.

\_\_\_\_\_  
Signature of Parent/Guardian

Date

\_\_\_\_\_  
Emergency Phone Number and/or cell number of a parent

\_\_\_\_\_  
Health Insurance Company / MEDICAL

Policy Number



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.

<b>Student Signature:</b> _____	<b>Parent Signature:</b> _____
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<b>Educational Partner Signature:</b> _____
---

**For office use only**

Agreement Released by: _____	Date: _____
Counselor Signature: _____	Date: _____



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

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### VIOLETION OF PROBATION NOTICE

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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

The Learning Choice Academy  
4215 Spring St. #104 La Mesa, CA 91941

June 11, 2011

Mrs. Parent  
123 ABC Road  
Chula Vista, CA 91914

Dear \_\_\_\_\_:

It has come to our attention that the following instructional materials you acquired from The Learning Choice Academy for your child, \_\_\_\_\_, has not been returned to the school. As noted in the Parent Handbook and as agreed by you, these books are the property of The Learning Choice Academy and are to be returned to our school upon disenrollment. A statement is enclosed that lists the titles of materials you still possess and the cost for each item in the list.

To avoid damage to your credit rating and additional legal action, please either return these materials immediately or send a check for the cost of the materials to:

The Learning Choice Academy  
861 Harold Place, Suite 301  
Chula Vista, CA 91914.

We urge you to attend to this situation before June 30, 2013.

If you want to discuss special arrangements for payment, please contact us at 619-463-6840.

Sincerely,

Natalie Granger  
Curriculum and Instructional Lead

Enclosure



## 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:

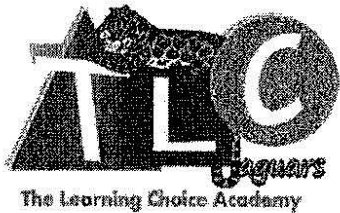
Wrong Way:

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.



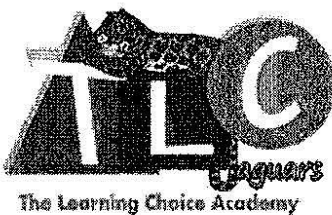
The Learning Choice Academy  
Student Learning Log

September 2011						
S	M	T	W	T	F	S
03	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2011						
S	M	T	W	T	F	S
						01

Student Name: john student      Student#      Grade: 4      Form:  
 Teacher:      Teacher# 523      Learning Period: 1      Track:  
 Possible Days: 19      Days Claimed: \_\_\_\_\_

Teacher Sig: *M. Teacher*      Date: 9-30-11  
 Parent Sig: *M. Student*      Date: 9/30/2011

Week 1 - List below one subject and one assignment studied per day	Att
09/06/2011 LA Read "By the Great Horned Owl" - ch. 1	
09/07/2011 Math Ch. 1 Lesson	
09/08/2011 LA Spelling pages 6-7	
09/09/2011 Science Ch. 1 Section	
Week 2 - List below one subject and one assignment studied per day	Att
09/12/2011 Math Ch. 1 Lesson 4	
09/13/2011 Social Studies p. 10-14	
09/14/2011 Math Ch. 1 Lesson 6	
09/15/2011 LA Spelling pages 13-15	
09/16/2011 LA Read "The GHS" chapter 4	
Week 3 - List below one subject and one assignment studied per day	Att
09/19/2011 Math Review	
09/20/2011 Science Ch. 1 Section 4	
09/21/2011 Social Studies p. 32-38	
09/22/2011 Math Ch. 2 Lesson 2	
09/23/2011 LA Spelling - Test	



The Learning Choice Academy  
Student Learning Log

September 2011						
S	M	T	W	T	F	S
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2011						
S	M	T	W	T	F	S
						01

Student Name: john student      Student#      Grade: 8      Form:  
 Teacher:      Teacher# 523      Learning Period: 1      Track:  
 Possible Days: 19      Days Claimed: \_\_\_\_\_

Teacher Sig: \_\_\_\_\_      Date: \_\_\_\_\_  
 Parent Sig: \_\_\_\_\_      Date: \_\_\_\_\_





**The Learning Choice Academy**  
Giving Your Education a Voice

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

**ATTENDANCE POLICY REMINDER 1<sup>st</sup> Missed Meeting**

To the parents of Student,

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 Wednesday December 3, 2014. Another meeting was scheduled for Thursday December 10, 2014 at 10AM. Another appointment has been scheduled to meet on Friday, December 12, 2014 at 8AM.

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**

To the parents of \_\_\_\_\_,

It has come to our attention that your student has missed two scheduled meetings. 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:** \_\_\_\_\_.

**Another meeting was scheduled for** \_\_\_\_\_.

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.



Physical Education Registration /Agreement to Pay
2014-2015

PLEASE NOTE: Students must be officially registered with TLC in order to enroll in this program. These classes are offered through EMH Sports and Fitness Institute. TLC will pay the cost of the program for any K-12 students who enroll—Use of extended units is not needed to take these classes.

Although Physical Education classes are optional, once a student signs up for the class, weekly attendance is mandatory. Registration form needs to be completed and signed by the 5th of each month to ensure placement in class that month. If student misses more than two classes in a month parent will be responsible for payment.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Number City State zip

Select the EMH Class Location desired (select ONE location only): Must go ON-LINE and choose one.

- Chula Vista/Bonita, Escondido, Hemet, La Mesa, Lake Elsinore, Mission Valley, Murrieta, Rancho Bernardo, Riverside, Temecula, Vista, Other

I understand that if I miss more than two classes during the month, I will be dis-enrolled from the class.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that if my child/student misses more than two classes during the month, they will be dis-enrolled from the class and I will be responsible for payment of the class.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have informed parent/guardian and student of the class requirements, explaining that the student will be Dis-enrolled from the class if they miss more than two classes during the month and that the parent will be responsible for payment.

Educational Partner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that if a student does not meet requirements or misses two classes during the month they will be dis-enrolled. As the class instructor, I agree to release The Learning Choice Academy from any responsibility or liability.

EMH Instructor Signa \_\_\_\_\_ Date: \_\_\_\_\_



## 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 order 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 consequences:

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.

**Page 1 of 2-See Back**

## **School-wide Discipline Policy**

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

1. Written warning
2. Conference with parent
3. Probation
4. No Study Groups
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.

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\*\*\*\*\*

I understand my student is enrolled in the \_\_\_\_ Full Day \_\_\_\_ Core Only, \_\_\_\_ Adventure only classes. I understand these classes continue for one semester. My student's tuition account will be charged an amount of \_\_\_\_ 280 units, or \_\_\_\_ 160 units, or \_\_\_\_ 240 units. No refund will be granted after the first day of class. \_\_\_\_\_

Parent initial

I understand my student is being offered an optional, voluntary class. This class is not part of the regular school program. Therefore, it is the class instructor's right to determine whether my student may continue attendance in the class. \_\_\_\_\_

Parent initial

I understand that parents may remain in the classroom, but may not have siblings in the room. Parents must be diligent to ensure they do not interrupt instruction or distract students. \_\_\_\_\_  
Parent initial

**Name of Student:** \_\_\_\_\_

**Site:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



# The Learning Choice Academy

Giving Your Education a Voice

K-5 Full Day and Adventure Only Program

**Fall 2010**

**\*STUDENTS MUST BE OFFICIALLY REGISTERED WITH TLC  
IN ORDER TO ENROLL IN THIS PROGRAM**

STUDENT INFORMATION			
NAME:			
<i>Last</i>	<i>First</i>	<i>Middle</i>	
EDUCATIONAL PARTNER: _____			GRADE _____
PARENT NAME: _____		EMAIL: _____	
ADDRESS: _____			
PHONE: (____) _____		RESOURCE CENTER: _____	
PROGRAM SELECTION (MUST BE COMPLETE)			
<b>CLASS LEVEL: (CIRCLE ONE)</b>		<b>LOCATION: (CIRCLE ONE)</b>	
K-2	3-5	Chula Vista	La Mesa / Scripps Ranch
<b>SELECT: (CIRCLE ONE)</b>			
Full Day (70 units Oct.-Jan.)	Core Only (40 units Oct.-Jan.)	Adventure Only (60 units Oct.-Jan.)	A La Carte (see back)

- I understand that if I enroll my student in the FULL DAY option, all my student's units will be used for the month (October-January) for this program (280 units Full Day, 160 units Core Only and 240 units Adventure Only). See above for specific amount per month.
- I understand that after the first day of classes, student units will not be refunded if my student should withdraw from the class.
- I understand that continued enrollment is contingent upon following all full day classroom procedures and rules.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**FULL DAY – A LA CARTE CLASS OPTION**

The Learning Choice Academy has coordinated a schedule of educational opportunities for students to experience a more traditional day of school. The Full Day choice offers students the option to attend a weekly classroom setting within the homeschool environment. Many thoughtful hours of planning and coordination have been dedicated to schedule a full day of classes that integrate academics with quality enrichment classes. We recognize that not all students may desire the entire Full Day schedule; therefore we offer the possibility for students to enroll in just the Core session, or just the Adventure session. If room allows, student may have the ability to enroll in single courses.

**SELECT INDIVIDUAL ADVENTURE CLASS (ES) BY CHECKING THE APPROPRIATE BOX:**

**3-5 Classes**

<input type="checkbox"/>	<u>Location</u>	<u>Title of Class</u>	<u>Grade</u>	<u>Units</u>
<input type="checkbox"/>	Chula Vista	Cooking	K-2	40
<input type="checkbox"/>	Chula Vista	Lego Engineering	K-2	40
<input type="checkbox"/>	Chula Vista	Musical Theater	3-5	40
<input type="checkbox"/>	Chula Vista	Cooking	3-5	40
<input type="checkbox"/>	Chula Vista	Lego Robotics	3-5	40
<input type="checkbox"/>	Chula Vista	Musical Theater	3-5	40
<input type="checkbox"/>	La Mesa	Art with Linda	K-2	40
<input type="checkbox"/>	La Mesa	Cooking	K-2	40
<input type="checkbox"/>	La Mesa	Oceanography	K-2	40
<input type="checkbox"/>	La Mesa	Art with Linda	3-5	40
<input type="checkbox"/>	La Mesa	Cooking	3-5	40
<input type="checkbox"/>	La Mesa	Oceanography	3-5	40
<input type="checkbox"/>	Scripps Ranch	Dance	K-2	40
<input type="checkbox"/>	Scripps Ranch	Fleet Science	K-2	40
<input type="checkbox"/>	Scripps Ranch	Museum Art	K-2	40
<input type="checkbox"/>	Scripps Ranch	Dance	3-5	40
<input type="checkbox"/>	Scripps Ranch	Fleet Science	3-5	40
<input type="checkbox"/>	Scripps Ranch	Museum Art	3-5	40





Full Day Change-Drop Form

<b>Student Name:</b>		<b>Grade:</b>	
<b>Educational Partner:</b>		<b>Resource Center:</b>	

1. Select one of the following options:	<input type="checkbox"/> Drop
	<input type="checkbox"/> Change
	Effective Date:

If "change" was selected in box 1, you must complete box 2 & 3

2. Select the Resource Center you would like to attend:	<input type="checkbox"/> Chula Vista
	<input type="checkbox"/> La Mesa
	<input type="checkbox"/> Scripps Ranch
	<input type="checkbox"/> Temecula

3. Select the change of program:	<input type="checkbox"/> Full Day
	<input type="checkbox"/> Core
	<input type="checkbox"/> Adventure
	<input type="checkbox"/> A La Carte

<b>Additional Comments:</b>	

Parent Signature: \_\_\_\_\_

EP Signature: \_\_\_\_\_ Advised Via: \_\_\_\_\_

\*If student attended two classes, 50 units will be deducted from the student's account.

\*If student attended a third class, the tuition amount will not be reduced and will be deducted from student's account.



Request for Payment
4215 Spring St., Suite A-104, La Mesa, CA 91941 Phone: (619) 463-8811 Fax: (619) 463-0052

The student may enroll in an extended class of choice. This class can be offered by TLC, or an independent instructor of expertise. Independent classes may be held at a TLC facility, at a studio or in a home.

TLC PAYMENT REQUIREMENTS

- All paperwork must be completed before payment is made.
This form must be submitted before or within the month the student will attend the class, except for the month of June. Final date to submit any Request forms, including for June, is May 15, 2012.
All information about the class and instructor must be correct.
The instructor/agency (who is not a family member) must submit an updated W-9 form each year in order to get paid
After the request for payment has been processed, an Agreement to Pay will be mailed to the parent to be signed by both the parent and the instructor. Until all required paperwork has been correctly completed and signed by both parties, TLC will not make payments. The Agreement to Pay and the provider W-9 forms must be received by May 31, 2012 for payment to be made.
The instructor or agency must submit an original invoice (not fax or email) with signature to get paid. All original invoices must be received by June 14, 2012.
Student must be in good standing with TLC and attend the class in the month stipulated on the Agreement to Pay in order for the instructor or agency to be paid.

TLC PARENT/STUDENT INFORMATION

Parent Name Student Name
Address City Zip Code
Phone E-mail

PROVIDER INFORMATION

Studio/Instructor Name Type of Class
Address City Zip Code
Phone E-mail

BACKGROUND CHECK INFORMATION

In order to assure your student's safety, TLC will provide a free service to complete a Background Check on the instructor. If selecting this option, you should inform the instructor first before requesting the Background Check service as the instructor will not be paid until TLC has received the results. Instructors will be fingerprinted at the San Diego County Office of Education.

- Select one of the following options:
I request the Background Check and understand the payment limitation as stated above.
I will supervise my student and waive the Background Check service.

PAYMENT OPTIONS

Month class begins: Month Class Ends:
Select one of the following payment options:
Payment should be made one time only (upon completion of class) for a total tuition of \$
Payment should be made on an ongoing monthly basis \$ (per month)

I understand the requirements for the TLC Extended Class program as defined in the Parent-Student Handbook (beginning on page 135) and I will follow them. I understand and have read the reimbursement policies on this form and agree to comply. I am responsible for letting TLC know when my student withdraws from class. I understand that my request will not be processed unless this form is filled out completely. I understand that requests must be made by May 15, 2012, or they will not be processed

# Reimbursement Form



The Learning Choice Academy  
Giving Your Education a Voice

4215 Spring St., Suite A-104, La Mesa, CA, 91941  
Phone: (619) 463-8811 Fax: (619) 463-0052

## TLC POLICY /DEADLINES

- TLC will reimburse the parent/guardian for payment of **tuition only**. **Excludes membership, entrance, material or other fees.**
- The student must remain in good standing with The Learning Choice Academy.
- If the student does not attend the class, it is the parent's responsibility to notify the school immediately.
- **Reimbursement form must be submitted to TLC before or within the month the class is held.**
- Payment by TLC does **not** in any way endorse an agency; TLC is **not** liable for student safety while attending.

**Reimbursement form must be submitted to TLC Academy before or within the month the class is held.**

- Last day to submit form with receipt is **June 14, 2012.**
- Class must be held before last day of school, June 14, 2012.

## TLC PARENT/STUDENT INFORMATION

Parent Name \_\_\_\_\_ Student Name \_\_\_\_\_  
Residential Address \_\_\_\_\_  
City \_\_\_\_\_ Zip code \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## TYPE OF ORGANIZATION

Check ONLY one of the organizations provided:

<input type="checkbox"/> Public Recreation Dept	<input type="checkbox"/> County/City Museum
<input type="checkbox"/> Junior Theatre/CCT	<input type="checkbox"/> YMCA/Boys & Girls Club
<input type="checkbox"/> Little League	<input type="checkbox"/> Zoo/Wild Animal Park
	<input type="checkbox"/> Community College (non-core)

**NOTE: If the class is not one of these organizations, it does not qualify for reimbursement. A Request for Payment form must be filled out.**

## AGENCY / CLASS INFORMATION

**An original receipt must be attached with agency letterhead or stamp, name of student, name of class, class dates and amount paid.**

Specific Name of Agency (Example: Cuyamaca YMCA) \_\_\_\_\_  
Agency Address \_\_\_\_\_  
City \_\_\_\_\_ Zip code \_\_\_\_\_  
Agency Phone (Required) \_\_\_\_\_ Agency E-mail \_\_\_\_\_  
Class Name: \_\_\_\_\_ Class Starts: \_\_\_\_\_ Class Ends: \_\_\_\_\_  
(Month) (Month)

Total Tuition Cost: \$ \_\_\_\_\_

I understand and have read the reimbursement policies on this form and agree to comply.

**INVOICE TO:**

The Learning Choice Academy  
4215 Spring Street, Suite 321  
La Mesa, CA 91941

Agency Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class Name: \_\_\_\_\_

**\*\*\*A separate original invoice must be provided for each monthly billing period**

	Student Name:	Class Dates:	Tuition Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$

Total Tuition Amount: \$ \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: TLC Academy provides students a monthly allowance for tuition of classes. Payment does not in anyway endorse an agency; TLC is not liable for student safety. Payment will be made on a monthly basis if all paperwork is completed and invoice is submitted. Payments will not be made in advance or for more than the agreed amount. Payments will not be made for students who do not attend the class or who have disenrolled from the school. The last date to submit invoice is June 13, 2017.**



**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: \_\_\_\_\_ Resource Center: \_\_\_\_\_  
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: \_\_\_\_\_  
 (counselors name/ registrar)

Parent/Guardian signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
(Student must be 18 to sign release)



**4215 Spring Street, Suite A-104, La Mesa, CA 91941**  
**Phone: (619) 463-8811 • Fax: (619) 463-0052**  
**www.learningchoice.org**

### 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** \_\_\_\_\_



**UNIFORM COMPLAINT PROCEDURE FORM**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- Special Education
- Pupil Fees
- Consolidated Categorical Aid
- No Child Left Behind Programs
- Local Control Funding Formula
- Foster/Homeless Youth
- Lactating Pupils

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:**

- Age
- Ancestry
- Color
- Disability (Mental or Physical)
- Ethnic Group Identification
- Gender / Gender Expression / Gender Identity
- Genetic Information
- National Origin
- Race or Ethnicity
- Religion
- Sex (Actual or Perceived)
- Sexual Orientation (Actual or Perceived)
- Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Debi Gooding  
Executive Director  
The Learning Choice Academy  
4215 Spring St. A-104  
La Mesa, CA 91941  
Phone: 619-463-8811



I have been given a copy or a link to a copy of The Learning Choice Academy's 2017-2018 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:** \_\_\_\_\_ (2017-2018)