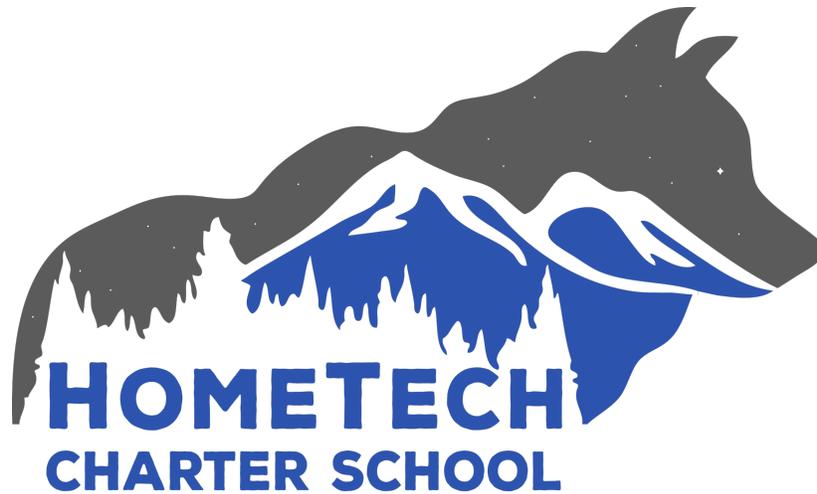


# HomeTech Charter School



**2018-2019**

6249 Skyway Paradise, CA 95969  
(530) 872-1171 Fax (530) 872-1172

Please review the material in the booklet.

## **Introduction**

HomeTech Charter School is a free public school. It is a hybrid program, combining a home school model with classroom attendance. Our students come to school for core, enrichment and elective classes to receive instruction from qualified and caring teachers and to interact with other students; they then receive a packet for independent study at home. Our Success Classes provide open time throughout the week for students to receive extra help from a teacher when needed. Student work areas provide a place for students to work on campus every weekday, with access to computers and printers.

Our campus is safe, welcoming and friendly for students and families. HomeTech Charter School emphasizes student/school/family communication, with weekly one-on-one teacher/student meetings and our online [Aeries portal](#) where parents and students can keep up to date on assignments, grades, attendance and more. HomeTech students receive full academic, social and emotional support, including intervention programs to target individual learning needs, a [Credit Recovery](#) program and an [Early Graduation](#) program. We have a counselor and special education teacher on-site full time.

HomeTech Charter School provides a unique alternative to traditional school settings, combining the benefits of independent study with a supportive classroom and campus experience and inspiring students to achieve their full potential.

## **HomeTech History**

HomeTech Charter School opened in 1994, when home computers were new and exciting. Our technology-based program was focused on a home school model, providing all families with the curriculum and a computer for home use. The original location included a student work area and four offices.

HomeTech Charter School evolved through an online-only program to the current hybrid program with direct instruction in several classroom settings. HomeTech Charter School's current location includes:

- Six classroom
- nine offices

## **Vision Statement**

All HomeTech students will be provided clear pathways leading to their post-secondary academic and vocational goals. Pathways will be paved with partnerships between our school and community. Teachers will provide the framework for a student-driven, integrated curriculum and act as a consistent resource guiding students toward success.

## **Mission Statement**

To engage and educate the whole student by serving and providing direct support in a flexible, dynamic manner. Our techniques will expand the boundaries of traditional education, inspiring students to obtain their full potential.

# HomeTech Charter School



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## CONTACT INFORMATION

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Fax Number: (530) 872- 1172  
6249 Skyway Paradise, CA 95969  
[www.hometech.org](http://www.hometech.org)

## **Days to Remember**

<b>August 13</b>	<b>Teacher's Return</b>
<b>August 13-14</b>	<b>Orientations</b>
<b>August 15</b>	<b>School Starts</b>
<b>August 16</b>	<b>Classes Begin</b>
<b>September 3</b>	<b>Labor Day Holiday</b>
<b>September 12</b>	<b>Picture Day</b>
<b>September 21</b>	<b>End of First Grading Period</b>
<b>October 29</b>	<b>Picture Make-Up Day</b>
<b>October 10</b>	<b>Hearing Testing Grades K-2, 5, 8 &amp; 10</b>
<b>October 11</b>	<b>Vision Testing Grades K-2, 5 &amp; 8</b>
<b>November 2</b>	<b>End of Second Grading Period</b>
<b>November 12</b>	<b>Veteran's Day Holiday</b>
<b>November 19-23</b>	<b>Thanksgiving Holiday Break</b>
<b>December 19</b>	<b>End of first semester</b>
<b>Dec. 20 – Jan. 4</b>	<b>Winter Break</b>
<b>January 21</b>	<b>Martin Luther King Jr. Holiday</b>
<b>February 15</b>	<b>Lincoln's Birthday Holiday</b>
<b>February 18</b>	<b>Presidents' Day Holiday</b>
<b>February 22</b>	<b>End of Third Grading Period</b>
<b>April 12</b>	<b>End of Fourth Grading Period</b>
<b>April 15-19</b>	<b>Spring Break</b>
<b>May 27</b>	<b>Memorial Day Holiday – No School</b>
<b>May 31</b>	<b>8<sup>th</sup> Gr. Promotion/12<sup>th</sup> Gr. Graduation</b>
<b>May 31</b>	<b>Last Day – End of second semester</b>

**HomeTech Charter School**  
**2018-2019 Calendar- Start 8/15**  
**Gds K-12**

School Month						Days in School Month	Total Days	Teacher Wk Days
	M	T	W	Th	F			
<b>August</b>			1	2	3			
	6	7	8	9	10			
	13	14	🔔	16	17	Teacher Work Days, 8/13-8/14; First Day of School 8/15		
	20	21	22	23	24			
	27	28	29	30	31		13	13
<b>September</b>	3	4	5	6	7	Labor Day 9/3		
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28		19	32
<b>October</b>	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31				23	55
<b>November</b>				1	2			
	5	6	7	8	9			
	12	13	14	15	16	Veterans' Day 11/12		
	19	20	21	22	23	Thanksgiving Break 11/19 - 11/23 (5 days)		
	26	27	28	29	30		16	71
<b>December</b>	3	4	5	6	7			
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28	12/19 End of 1st Semester (84 days)		
	31					Winter Break 12/20/17 - 1/4/18 (12 days)	13	84
<b>January 2019</b>		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25	Martin Luther King Jr. Day 1/21		
	28	29	30	31			18	102
<b>February</b>					1			
	4	5	6	7	8			
	11	12	13	14	15	Lincoln's Birthday Holiday 2/15		
	18	19	20	21	22	Presidents' Day Holiday 2/18		
	25	26	27	28			18	120
<b>March</b>					1			
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29		21	141
<b>April</b>	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19	Spring Break 4/15-4/19 (5 days), Easter 4/21		
	22	23	24	25	26			
	29	30					17	158
<b>May</b>			1	2	3			
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	🔔	Memorial Day 5/27, Last Day of School 5/31(96 days)	22	180
<b>June</b>	3	4	5	6	7	Teacher Work Days 6/3-6/4	2 (TWD)	180
							182	184

		🔔	Teacher Work Day; First/Last Day of School
			Holidays and Breaks (no school)

## **HomeTech Charter School Student Learning Outcomes**

All HomeTech Charter School students will be:

### **Academic Lifetime Achievers**

- Students use critical thinking to organize, analyze, and synthesize information.
- Students communicate effectively using skills such as reading, writing, listening and speaking through a variety of mediums.
- Students think creatively while exploring a variety of problem solving strategies.

### **Self-Directed**

- Students create personal goals and objectives leading toward their learning and future growth.
- Students enthusiastically share the products of their work.
- Students actively seek knowledge while problem solving.

### **Physically Fit / Healthy**

- Students explore and participate in Healthy lifetime activities and access resources as needed.
- Students are aware of and actively reject unhealthy influences in their lives.
- Students present themselves as positive role models.

### **Introspective**

- Students consistently focus inward evaluating their actions and the impact on others.
- Students are able to identify and address their current state of mind.
- Students apply personal learning styles and strengths while addressing areas of growth.

### **Responsible Citizens**

- Students develop a global awareness and respect others and their environment.
- Students actively engage in our democratic society and participate in civil discourse suspending bias in order to gain insight.
- Students practice citizenship while positively impacting our environment.

### **Ethical**

- Student's conscience rules his/her actions.
- Students use virtues to positively influence those around them.
- Students will ASPIRE to do what is right.

## Graduation Requirements

HomeTech Charter School will issue a diploma certifying high school graduation to all students who meet the following criteria:

<b>ENGLISH</b>		<b>40 CREDITS</b>
English 9	Grade 9	10 credits
English 10	Grade 10	10 credits
English 11	Grade 11	10 credits
English 12	Grade 12	10 credits
<b>SOCIAL SCIENCE</b>		<b>30 CREDITS</b>
World History	Grade 10	10 credits
U.S. History	Grade 11	10 credits
American Government/Econ	Grade 12	5/5 credits
<b>SCIENCE</b>		<b>20 CREDITS</b>
Earth Science		10 credits
Biological Science		10 credits
<b>MATHEMATICS</b>		<b>20 CREDITS</b>
10 of the 20 credits <u>must</u> be Algebra 1 or Algebra 2 (Algebra 1A and Algebra 1B, Algebra, Geometry, Algebra 2)		
<b>PHYSICAL EDUCATION</b>		<b>20 CREDITS</b>
Physical Education	Grade 9-12	20 credit
<b>FINE ARTS</b>		<b>10 CREDITS</b>
Intro to Arts		
<b>COMPUTER LITERACY</b>		<b>05 CREDITS</b>
Computer Literacy		
<b>COLLEGE/CAREER EXPLORATION</b>		<b>05 CREDITS</b>
College & Career Exploration		
<b>ELECTIVES</b>		<b>50 CREDITS</b>
<b>TOTAL credits</b> required to graduate from HomeTech Charter		<b>200 CREDITS</b>

## **Graduation Requirements continued...**

### **State Mandated Testing**

The State of California requires each school to administer the CAASPP Online Smarter Balance Testing program to student's grades 3-8 and 11 each year. The Common Core State Standards tests monitor student progress and ensure that all students leave high school ready for college and career. Students in grades 5, 8 and 10 will also be given a paper-based test for science.

### **Early Graduation**

HomeTech Charter School acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which he/she completes HomeTech's requirements for high school graduation.

### **Graduation Requirements**

HomeTech Charter School will issue a diploma certifying graduation to each student that completes the required course of study (200 Units) and competency requirements. To receive a diploma a student must complete 8 semesters of high school coursework resulting in the 200 credits earned.

### **Class Credit Loads**

Students in the 9<sup>th</sup> through 12<sup>th</sup> grades must be enrolled in at least 4 classes each semester. Students who are credit deficient may take a maximum of 45 credits.

### **Concurrent Enrollment**

Students enrolled at HomeTech may also attend classes at Butte College. Desired classes may not always be available.

# Campus Rules

## HomeTech is a CLOSED Campus

- Students must sign in.
- Students must sign out.
- Once on campus, students may NOT leave without alerting the principal or administrative assistant.
- 11<sup>th</sup> and 12<sup>th</sup> grade students ONLY have off-campus privileges.

## No Tolerance Campus

- No smoking. If a student smells of smoke, the parent will be notified immediately.
- No drugs or alcohol. If staff suspects abuse, the parent will be notified immediately.

## Study Hall and/or Non-Class Time

- Students may be on campus outside of “class time” to *work only*.
- Bring weekly assignments or teachers will provide additional work to keep students occupied.
- Any cell phone, iPod or other electronic device that is disruptive will be confiscated and returned ONLY to a parent.

## Computer Lab

- No food or drinks in the computer lab.

## Respect and Responsibility

- Be respectful of staff and peers.
- Be responsible for your actions.
- Arrive to class on time and prepared to participate.
- Complete assigned work.

## Dress Code

- No offensive slogans or symbols including beer logos.
- No revealing clothing.
- Proper hygiene.
- Infraction of any of the above may result in student being sent home.

## Paradise High and Other Campuses

- HomeTech students are NOT allowed on Paradise High or any other campus.

## Roles

### Principal:

- Continually monitor appropriateness of student placement at HomeTech
- Administer discipline as necessary

### Teacher:

- Instruct, evaluate and provide support for students
- Meet with students weekly (minimum)
- Keep students informed of progress
- Be available to students via phone or email

### Parents:

- Attend a minimum of **two mandatory** parent/student/teacher conferences each semester.
- Sign completed attendance sheets and return to homeroom teacher at the end of each month
- Monitor student progress and oversee completion of work and study skills; provide signatures as required
- Review work (for quality and completeness) weekly before the scheduled weekly meeting
- Provide transportation to required meetings/classes *on time* (there are no excused absences)
- Provide several contact numbers (work, cell, etc.) so that you may be reached **at any time**
- Be immediately available by phone if your student is at school
- Respond to teacher's calls, emails in a timely manner
- Pick up students *promptly* from classes or outings (we cannot leave your student unattended)
- READ Newsletter/Calendar monthly (available on line or pick up hard copy in office)
- Call before class time to report your student's absence

### Student:

- Complete all assigned work *on time*
- Attend all required classes/meetings
- Meet with teacher every week to turn in work. If work is not finished, the student must stay at HomeTech to work until it is completed
- Seek help as needed through email, phone or support classes
- Sign in and out each time you are at HomeTech
- Parents must contact HomeTech **each** time their student is to leave campus without a parent
- Make every effort to schedule appointments (doctor, dentist, etc.) outside of class time

## A. School Policy Statement

1. One of HomeTech Charter School's major goals is to help students develop and maintain responsible behavior in order to perform at their highest academic level in school. The school staff works very hard with those students who have difficulties. Frequent contacts are made with parents, so they may be aware of and help with any potential difficulties. The ultimate goal of the staff and principal is to assist in teaching our students responsibility and to assure the necessary instruction/behavior modification is taking place to effectively and positively change a student's inappropriate behavior.

### Every student is expected to fulfill the following responsibilities:

- a) Students will be responsible for understanding and following the rules and regulations for the classroom, and the school.
- b) Students will respect the valid authority of any member of the school staff and volunteers.
- c) Students will come prepared for class and will respect the rights of the other pupils to learn. Failing to do so, he/she will be disciplined in accordance with the California law, Charter Policy and the rules and regulations of the school.
- d) Students will pursue the required course of study in which he/she is enrolled in a satisfactory manner.
- e) Students will obey the authority of the school at all school functions whenever and wherever held.
- f) Students will maintain consistent, regular and prompt attendance.

## **B. Disciplinary Actions**

1. At school, teachers are the primary agents in encouraging positive student behavior and in utilizing corrective measures to remedy negative behavior. Teachers and the principal will administer depending on the nature of an offense and the level of its severity, the following disciplinary alternatives, not inclusive or necessarily in this order. Discipline is progressive in nature.
  - a) Counseling/verbal warning
  - b) Loss of privileges/implement interventions
  - c) Parent notification
  - d) Parent/teacher conference
  - e) Assignment of special tasks (writing prompts)
  - f) Suspension from classroom by the teacher
2. Referral to the principal for action may be necessary when classroom teachers have not been successful in correcting the student's actions. Parents of students who have been referred to the Principal for this reason will be called.

The principal will determine the severity of the disciplinary incident by examining the student's past behavioral history and the nature of the offense.

Disciplinary action will be applied according to California law, HomeTech Charter School policy and the rules and regulations of the school

*b) Principal actions are as follows: (Generally several steps would be followed, the principal will determine the disciplinary action necessary according to the severity of the offense)*

1. Counseling
2. Parent notification/conference
3. Placement on school discipline steps/parent contacted
4. Probation (school restriction from student activities and extracurricular activities) parent contacted
5. School suspension

## **C. Disciplinary Step System**

1. A student is placed on Step 1 of the discipline system when referred to the principal because of repeated or less serious offenses (e.g., excessive violations for disruptive behavior). A teacher counsels the student and this action necessitates a call to the parent by the principal. A letter is sent to the parents. (reference Item 2 above)
2. A student is placed directly on Step 2 of the discipline system for serious offenses (fighting, lying, cheating, truancy, forgery, defiance, damaging property, stealing, disruption, etc.) or if he/she has continued the type of behavior for which he/she was previously placed on Step 1. This action necessitates a conference with the parent/ student/ principal. A letter is sent to the parents.
3. A student is placed on Step 3 for continued misbehavior. This action necessitates a call and an additional conference with the parents and a follow-up letter is sent to the parents.
4. A student is placed on Step 4 for continued misbehavior or for a further serious offense. In a situation where a student commits an act serious enough to warrant disenrollment, the school principal will notify the student and his/her parents of the disenrollment in a conference and by letter. The student will then be referred to his/her school of residence.

5. The step system is progressive for a school year (i.e. a student who has been placed on Step 1, a further offense would place him on Step 2, 3, or 4 depending upon the seriousness of the offense). A student cannot be on the same discipline step twice within one school year.
6. Students on Steps 3 or 4 at the close of school will be on disciplinary probation the following year.

### **Education Code 48900**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the HSD, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the HSC, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use of possession by a pupil or his or her own prescription products.
- 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 Section 11014.5 of the HSC.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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.
- n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the PC or committed a sexual battery as defined in Section 243.4 of the PC.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p) Made terroristic threats against school officials or school property, or both.

## HomeTech Charter School

### Parent/Guardian and Student Legal Rights

You must acknowledge you have read this statement of your rights by returning the Parent/Student Consent form

State and Federal law requires school districts to notify pupils, parents and guardians of minor pupils of parental rights. This law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld. This notification form will be sent home with students on the first day of school.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this article.

The following rights, responsibilities, and protections are provided (when used in this notification, "parent" includes a parent or legal guardian).

#### PROCEDURES -

- Student discipline: Rules pertaining to student discipline, including those that govern suspension or expulsion, are available from the building principal. They are also communicated to all students every year.
- Open campus: The governing Board of HomeTech Charter School, pursuant to §44808.5 of the Education Code, has decided to permit the pupils who are enrolled in grades 11 or 12 at HomeTech Charter School to leave the school grounds during the lunch period. Visitors at school: HomeTech Charter School encourages parents/guardians to visit our schools. To ensure the safety and well being of all students and staff and to avoid potential disruptions, visitors must sign in at the school office. To ensure minimum interruption of the instructional program, arrangements for visiting any classroom should be made in advance and at the discretion of the teacher and/or administration. If a parent conference is desired, teachers will be happy to schedule an appointment during non-instructional time.

#### RIGHTS –

- Safe Schools: Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school, are allowed to transfer to a safe public school.
- Sex offender information: The district works with local law enforcement agencies to receive information about registered sex offenders who may reside or work within district boundaries. It is law enforcement's responsibility to assess the relative danger of an offender and to notify the public upon determination of a risk. Parents/guardians may contact law enforcement for additional information when notification is made. If law enforcement notifies the district of the presence of either a "high risk" or "serious" sex offender in the community, the district may initiate notification to parents/guardians about the presence of the sex offender. This notification shall consist of the distribution of the written materials provided by law enforcement in the geographic areas recommended by them. Notification shall be by means of school newsletters.
- Uniform complaint procedures: The district is primarily responsible for compliance with State and Federal regulations and to establish procedures to deal with complaints alleging unlawful discrimination or failure to comply with State or Federal law in programs such as adult education, categorical aid programs, career technical education, child care/development programs, child nutrition programs and special education programs. The district will follow uniform complaint procedures when addressing complaints in any of these areas. If you believe the district has violated State or Federal law in any of these areas, you may file a written complaint. The complainant has the right to appeal the district's decision to the CA Department of education by filing a written appeal within 15 days of receiving the district's decision. Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complainant 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. Copies of uniform complaint procedures are available from your site principal or the district office free of charge. The Principal/Superintendent is HTCS compliance officer.
- Discrimination: The district has a policy of nondiscrimination on the basis of sex, race, color or national origin or lack of English skills. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with Federal law,

complaints alleging non-compliance with this policy should be directed to the school principal. Appeals may be made to the Assistant Superintendent of Human Resources (the District's Title IX Coordinator) at 1859 Bird Street, Oroville, CA 95965, 530-532-5650.

- Teacher qualifications: Parents have the right to request information regarding the professional qualifications of their child's teacher, including whether the teacher has met State credential criteria for grade level and subject matter taught, whether the teacher is teaching under emergency or other provisional status, the baccalaureate degree major of the teacher and any other graduate certification or degree held and whether the child is provided services by paraprofessionals, and if so, their qualifications.
- Access to records: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:
  - 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access – Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  - 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate – Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
  - 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA – The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district.

- Privacy: If you believe the District is not in compliance with Federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education (see address above).
- Student directory information: The District also makes student directory information available in accordance with State and Federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency, including military recruiters, or person except private, profit-making organizations (other than employers, potential employers or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges.
- Right to refuse release of information: Upon written request from the parent of a student age 17 or younger, the

district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted to the school office within 15 calendar days of the receipt of this notification by written note or by completing the appropriate section of the "Acknowledgment of Notification of Parents Legal Rights" form that was sent home with each student on the first day of school.

- Student records: Parents and eligible students will be notified prior to the destruction of any special education records.
- Nondiscrimination: Uniform complaint procedures shall be followed when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from State financial assistance.
- Sexual harassment: State and Federal law prohibit sexual harassment of students. If a student feels he/she has been sexually harassed by an employee of the district, a non-employee who is regularly present in the school area or another student, he/she may submit a complaint to a teacher or the principal. The district's written policy regarding sexual harassment is available at your child's school or the District Office.
- Disabled students: Section 504 of the Rehabilitation Act of 1973 defines students who may be considered disabled. A person is disabled under this act who:
  - 1) Has a mental or physical impairment which substantially limits one or more major life activity; or
  - 2) Has a record of such an impairment; or
  - 3) Is regarded as having such impairment.
- The district will identify, evaluate and provide free appropriate education to students qualified disabled within the meaning of Section 504 of the Rehabilitation Act of 1973. Parents of students should contact their site principal for procedures regarding accommodations under Section 504.

#### HEALTH -

- District immunizations: The district may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization.
- Assistance with medication: Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions. A form is available at your child's school.
- Medication: The parent or legal guardian of any student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage and the name of the supervising physician. With the consent of the parent or legal guardian of the student, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.
- Health examination for school entry: By law, all children entering the first grade are required to have a certificate of a health examination on file at school. Children must have completed the examination up to 18 months prior to first grade entry or within 90 days thereafter. Parents are informed of the requirement at the time of kindergarten and first grade registration. The Department of Education works with the Child Health and Disability Prevention Program (CHDP) in assisting all children in meeting this requirement. CHDP is a preventive health program serving California's children and youth and provides routine health examinations to identify problems and to refer suspected problems for necessary diagnosis and treatment. A waiver may be signed by the parents should they choose not to obtain the health examination.
- Medical care: The governing board may provide or make available medical or hospital services for injuries to students arising from school programs or activities. No student shall be compelled to accept such service without consent or, if a minor, without the consent of a parent or guardian.

#### CURRICULUM -

- Curriculum review: Each school site has a curriculum description for all courses taught at that site available for parent/guardian review, at parent request.
- Special education: If a child is an "individual with exceptional needs," special education is available at no cost to the parent. Parents, teachers, administrators or other individuals who believe that a student may require special educational services may refer the child for consideration for special education. Any

individual, agency or organization has the right to file a written complaint if it believes that a child's rights have not been met under special education laws/regulations. For information regarding referral procedures, complaints, etc. call the Director of Special Services at 872-6400.

- Makeup work: No student may have his or her grade reduced or lose academic credit for any absence excused pursuant to Education Code 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.
- Drug education: Instruction on drug education and the effects of the use of tobacco, alcohol, narcotics, dangerous drugs and other dangerous substances is included in courses on health and other appropriate areas of study in grades 1-12. Information regarding the district policies for tobacco, alcohol and drugs is available at your child's school on request.
- Venereal disease education: Parents are notified in writing prior to any instruction or class in which venereal disease education and human reproductive organs and their function or processes are described, illustrated or discussed. Materials to be used may be reviewed prior to instruction.
- Student access to the internet: Students who use the internet at school, and their parent(s)/guardian(s) are required to sign the HomeTech Charter School Internet Access Acceptable Use Policy. By doing so the student and parent(s)/guardian(s) agree to abide by the restrictions outlined in the policy. Consequences of violations include, but are not limited to, the suspension or revocation of internet access, suspension or revocation of network privileges, suspension or revocation of computer access and/or school suspension.
- Excused from health education: Whenever any part of the instruction in "health," family life or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental consent.

#### ATTENDANCE –

- Absence for personal reasons: State law permits students to be absent for justifiable personal reasons. In accordance with board policy, the request must be in writing and must be agreed to by the building principal.
- Home/hospital instruction: Home/hospital instruction is available for students with temporary disabilities. This typically involves students who are confined to a hospital or home for a period of one month or more because of an incapacitating illness or injury. This program is facilitated through the eLearning Academy.
- Alternative schools: California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:
  - 1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
  - 2) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
  - 3) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
  - 4) Maximize the opportunity for students, teachers and parents to continuously react to the changing world, including but not limited to the community in which the school is located.
- In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.
- Attendance options: Parents/guardians have a number of attendance options available for their students. These include charter schools, regular school programs, independent study and others. More information about these options is available in this handbook, on our website, or by calling the District Office. Parents/guardians may also request an inter-district attendance agreement for their student's attendance at a school outside of the Paradise Unified School District or an intra-district agreement (request for change in school of attendance) for attendance at a school in grades K-8 outside of the student's residence area. Appropriate forms are available at the school office or the District Office and must be completed annually.
- Permissive absence: Pupils may be excused from school in order to participate in religious exercises or to receive religious instruction at their place of worship with written parental consent.

• McKinney-Vento Homeless Support Program: Students who are living in a temporary housing situation are entitled to continue attendance at the school of their residence. The district will provide transportation and eligibility for the free lunch program. Contact your school office of the District Office if you are in need of this program.  
INFORMATION –

- Free and reduced price meals and transportation: Needy pupils may be eligible for free or reduced price meals or transportation. Details are available at your child’s school.
- Surveys: The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Parents have a right to give consent before students are required to participate in a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  - 1) Political affiliations or beliefs of the student or student’s parent;
  - 2) Mental or psychological problems of the student or student’s family;
  - 3) Sex behavior or attitudes;
  - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5) Critical appraisals of others with whom respondents have close family relationships;
  - 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7) Religious practices, affiliations, or beliefs of the student or parents; or
  - 8) Income, other than as required by law to determine program eligibility.

*Parents must receive notice and an opportunity to opt a student out of –*

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Parents have a right to inspect, upon request and before administration or use –*

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office (see address under “Access to records” above).

- Pesticide application: HomeTech Charter School does not intend to use pesticides on a regular basis. However, if a situation should arise that requires the application of pesticides in your child’s school a list will be developed of parents or guardians who want to be notified before individual pesticide applications are made. If you would like to be included on this list please notify your child’s school in writing.
- Asbestos: Complete, updated management plans for asbestos-containing material in school buildings are available.