CHARTER
ALTERNATIVE PROGRAMS

# 2026-2027
# Student Handbook

## Contents


General Information 2
- Our Mission 2
- Individualized Learning Plans (ILPs)/Academic Planning Guide 2
- 601 C.A.R.E. Program 2
- Program Address and Telephone Numbers 2
- Annual Notifications to Parent/Guardians 2
- School Accountability Report Card 2
- Equal Opportunity 2

Student Information 4
- CHSA Requirements 4
- Grades 4
- Scheduling Classes 5
- Report Cards and Schedule 5
- Continued Participation in an Independent Study Program 5
- Test Information 5
- School Transfers 6
- Regional Occupational Program (ROP) www.eduhsd.net (Schools/Programs) 6
- Folsom Lake College Dual Enrollment Program 6

College Admission Requirements and Higher Education Information 7

Career Technical Education (CTE) 7
- Student Electronic Information Resource Contract 9

Information and Services 12
- Transportation Services: Transit service is available to students throughout the county. Information on time and fee schedules may be obtained by calling the El Dorado Transit at (530) 642-5383. 12
- Charter Alternative Programs Services 13
- Community Resources 16

Student Attendance 17
- Attendance Policy 17
- Report Absence 17
- Attendance Accounting 17
- Appointments 17
- Notification of Tardiness or Unexcused Absences 18
- Emergency Cards 18
- Parent Contact 18
- Attendance Errors 18
- Early Dismissal 18
- Tardies 18
- Unexcused Absences 18
- Truant Absences 18
- Chronic/Prolonged Illness 19
- Student Attendance During Lunch 19
- SARB (School Attendance Review Board) 19

Student Behavior Expectations 19
- Cheating/Plagiarism Policy 19
- Electronic Devices 20
- Skateboards, Scooters, and Bicycles 20
- Personal Items 20
- Student Transfer and/or Discipline 20
- Student Dress Code 20

Health and Safety 21
- Weapons* 21
- Tobacco & Drug Use Prohibited* 21
- Medication at School 21
- Discrimination, Harassment, Sexual Harassment, Intimidation, and Bullying/Cyber Bullying 21
- Unapproved Video and Photo 22
- Closed Campus 22

Charter Alternative Programs 23
- Mountainside Success Academy 23
- Charter Home Study Academy K-8 23
- Mountainside Middle College High School 24
- Mission Statement: 24
- Calendar 25

## Welcome to our Charter Family!

*Charter Alternative Programs* is a recognized leader in providing a variety of outstanding alternative school options to families for over twenty-five years. We are a part of the El Dorado County Office of Education, a pioneer in creating dynamic educational programs for students, including our being the first county charter school in California's history.

We realize there are many paths to providing an excellent education and strive to research and develop innovative ways to present engaging, rigorous academic curricula that meet California's standards.

Through communication and partnership with families, our programs offer personalized options to meet the needs of students in safe and supportive educational settings. Our structured programs may include the traditional classroom model, independent study/hybrid models, home instruction, or combinations thereof. No matter which educational program you choose, your child will receive high-quality instruction by qualified credentialed teachers using an outstanding curriculum and the innovative use of technology. In addition, our programs extend real and relevant learning through our close association with many educational and community partners, including Folsom Lake College and Regional Occupational Programs.

Our alternative charter programs have received prestigious awards including a California *Educational Options Best Practices* program in the areas of curriculum, instruction, and educational technology. In addition, Charter Community School was awarded a six-year term of accreditation by the Western Association of Schools and Colleges (WASC). This accreditation is the longest available and serves as formal recognition that our programs have met rigorous, research-based standards in all of the essential elements of a quality and effective school.

On behalf of our entire staff, *welcome*. We look forward to partnering with you in your child's education.

Michael Gillespie
Assistant Superintendent

# General Information

## Our Mission

Charter Alternative Programs provides a variety of high-quality, innovative 21st-century programs. We prepare students to be college and career-ready through an engaging, rigorous curriculum. Our programs develop critical thinkers who are problem-solvers and effective communicators. We emphasize the development of the whole individual in safe, supportive learning environments, and we value communication and partnerships with families and community members.

## Individualized Learning Plans (ILPs)/Academic Planning Guide

An essential component of our program culture centers on establishing an individualized learning plan/academic plan for each student. Although plans vary according to each student's needs and the program enrolled in, specific academic, social, emotional, and behavioral goals are discussed with the student and parent, and an educational program is tailored around those goals. Each site has program-specific ways for developing and meeting each student's needs and goals, based on what is learned after a thorough review of the student's records. Remediation in math and language arts is incorporated into each student's plan as needed. All programs take care to discuss essential steps to meet graduation requirements, including reviewing transcripts, determining if the student is on track to graduate, and creating a plan to ensure graduation. If a student is behind in credits, lacks the necessary courses required for graduation, or has other academic needs, the plan incorporates options and strategies for the student to make up for these, while also considering future academic and career goals.

## 601 C.A.R.E. Program

We are concerned with the academic, emotional, and social growth of each of our students and offer an intervention program (CARE) that may benefit your child. Our CARE program provides enhanced education services and may include tutoring, transportation services, and/or additional resources. A student under 18 years of age may be eligible for our C.A.R.E. program if they persistently and habitually refuse to obey the reasonable and proper orders of his/her parents, guardian, or custodian, and/or school official (WIC 601a), or are habitually truant from school (WIC 601b). Based on prior school history, students participating in Independent Study Programs who are likely to miss assignments, classes, or meetings without additional resources may also benefit from the C.A.R.E. intervention program. If you would like more information about our CARE program, please contact your program administrator

## Program Address and Telephone Numbers

El Dorado County Office of Education
Charter Alternative Programs and Extended Day
6767 Green Valley Road
Placerville, CA 95667
Phone: (530) 295-2283
Fax: (530) 642-0492
Website: http://charter.edcoe.org
Michael Gillespie, Assistant Superintendent

El Dorado County Office of Education Administration
Phone: (530) 622-7130
Website: http://edcoe.org
*County Superintendent of Schools*
Dr. Ed Manansala

*Deputy Superintendent*
Wendy Frederickson

*Deputy Superintendent*
Amy Andersen

## Annual Notifications to Parent/Guardians

California Education Code requires that parents, guardians, and students be notified of certain specific laws
regarding rights and privileges.

The annual notification booklet, found in the Student Handbook provided to parents/guardians, fulfills this
notification responsibility. It is important that you read the material and acknowledge on the Parents' Checklist
and Sign-Off Sheet or online.

The Charter Alternative Programs is the primary responsible agency for compliance with federal and state laws
and regulations, including advising a 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 EC § 262.3. A copy of the local educational agency complaint procedures (UCPs) shall be available free of
charge upon request.

Students enrolled in our programs shall not be required to pay a pupil fee for participation in an educational activity.

## School Accountability Report Card

Education Code 35256 requires the Board of Trustees to annually issue a School Accountability Report Card
SARC) for each school site, reporting all conditions listed in Education Codes 33126 and 41409.3. Pursuant to
Education Code 33126, the goal of the SARC is to provide data by which parents/ guardians can make meaningful comparisons between schools.

Each summer, the previous year's SARCs are accessible to parents via the District or County Office of Education
website: www.edcoe.org. Copies of the SARC may also be mailed home or made available at the school site or
District Office upon request.

## Equal Opportunity

The County Board of Education and the Superintendent are committed to equal opportunity for all individuals in education. County Office of Education programs and activities shall be free from discrimination based on gender, gender identity or expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation; or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The following person is designated as the Title IX Coordinator:
Dave Scroggins
Assistant Superintendent of Human Resources
6767 Green Valley Road, Placerville, California 95667
(530) 295-2219

## Student Information

**CHSA Requirements**
**Tiered Response**:

- A letter will be sent to notify the parent if the student will be entered into Tiered Engagement.
- Students enter Tiered Engagement for one or more of the following reasons:
    - If the parent/guardian is unable to communicate with the caseload teacher
    - If the student does not complete 90 percent of the assigned school work in a 20 day period
    - If the student does not attend 50% of assigned classes within a 20 day period.
- The student will remain in Tiered Engagement for a 20 day period or until the communication is rectified.
- If the student continues on this path or falls further behind
    - A second Letter will be sent to meet with the Principal
    - A Plan of Assistance meeting will be scheduled if necessary
- If behaviors continue the student will be referred back to the district of residence.

**Requirements to remain Enrolled at CHSA**

- Complete all course work as assigned to me in Google Classroom and by my at home teacher.
- Follow all directions given by my classroom and at home teacher.
- A letter will be sent to notify me that I am in Tiered Engagement:
    - If I do not meet with my caseload teacher
    - If I do not complete 90 percent of the assigned school work in a 20 day period
    - If I do not attend 50% of assigned classes

**Requirements for CHSA students On Campus**

- Follow all rules and regulations of the school.
- Listen to the directions given by the teachers and staff inside and outside of class while on campus or at school activities.
- Treat everyone with kindness and respect.
- Follow The schools mission  Ready to learn - Open to ideas - Act kindly and Safely - Reflect and improve

Students may participate in the commencement ceremony when cleared by the school administration.

## Grades

*Letter Grades.* Students receive letter grades of A, B, C, D, or F. Grades of pass or fail may be given under special circumstances.

Charter Home Study Academy students K—5 utilizes a standards-based grading system, 3-1 (3 means meets or exceeds, and 1 means does not meet). The evaluation will be based on work submissions, caseload meetings, quizzes and tests, and benchmark assessments.

*Course Credit.* Credit will be awarded for any passing semester grade (A-D). Credits will be awarded based on the percentage of work completed at an acceptable level. Full credits will be awarded if all of the coursework for a semester has been completed. If less than the full semester's coursework is completed, variable credit will be awarded accordingly.

*Failing Grades.* An "F" grade does not carry credit. Failing grades in any courses required for graduation must be made up as soon as practical for the student and the school.
*NM/NC Grade.* Under special circumstances, a student may receive an NM or NC grade. NM signifies that a student has not been enrolled long enough for a grade to be determined. NC indicates that no credit has been earned.

*Transcripts.* The Registrar maintains High School Transcripts in the Main Office. Students can request that a transcript be sent to other school sites, including colleges, universities, and scholarship sponsors/organizations. A fee may be charged for official transcript reproduction.

*Early Withdrawal.* Partial credits may be awarded if a student withdraws from classes before the end of the term.

## Scheduling Classes

*New Students.* New students must attend an intake interview before starting school. Please call your school for more details.

- MSA - (530) 295-2434
- CHSA (530) 622-6984
- MMCHS (530) 622-8594

## Report Cards and Schedule

*Mountainside Success Academy* - Eight report cards are issued during the year, approximately one every 4-5 weeks. Mid-quarter progress reports are not formal report cards; quarterly report cards are formal reports and considered permanent. Student progress is available online weekly. Please contact the registrar (530)295-2259 for information and online access instructions.

*Mountainside Middle College High School* – Transcripts are issued each semester, and student progress is available to parents and students online through Canvas.

*Charter Home Study Academy K-8 - Two report cards, one per semester, are issued for grades K–8*. Two mid-quarter progress reports are issued for grades 6 – 8. Student progress is available online. Please call (530)622-6984 for information and online access instructions.

## Continued Participation in an Independent Study Program

In order to continue in our program, which runs under Independent Study rules and regulations, it is mandatory for all students enrolled to make satisfactory educational progress (EC 51747). While we use multiple measures to assess satisfactory progress, the main measure is passing classes or earning credits. Students in our MMCHS programs must pass a minimum of four classes or earn a minimum of 20 credits per semester. Meeting this requirement is essential for maintaining eligibility in the program and ensuring timely graduation. A meeting with a caseload teacher or school administrator will be scheduled to discuss student placement for students who are not able to meet this minimum requirement.

## Test Information

### Achievement Tests

*Smarter Balanced.* California Assessment of Student Performance and Progress, or CAASPP, is California's current testing program. This system includes annual computer-adaptive assessments in English/Language Arts and Mathematics for grades 3-8 and 11 as well as Science in grades 5, 8, and 10. To learn about the types of

questions on the computer-adaptive test, parents are encouraged to visit California Department of Education's Smarter Balanced Practice Test web page at http://www.cde.ca.gov/ta/tg/sa/practicetest.asp. Score reports will be sent to parents each year in August/September so that student progress can be reviewed. These reports will present a student's overall score in each content area as well as information about past years' performance. CAASPP testing will occur each year in the Spring (April/May). Exact dates of testing will be communicated with families via mail and electronically. If parents have questions regarding their child's participation in testing, they should call the school office..

**High School Diploma Equivalency Tests**

*General Education Development (GED).* This test is given to adults 18 years of age or older who wish to obtain a high school equivalency certificate. Concurrently enrolled 18-year-old high school students can also take the test. Contact Adult Education for testing information (530) 295-2291.

*California High School Proficiency Exam (CHSPE).* By proving proficiency in basic skills, students can earn a certificate from the State of California, which is the legal equivalent of a high school diploma. Students must be 16 or have completed 10th grade to take the CHSPE. Passing the CHSPE does not exempt students from attending school unless the student's parent signs a waiver granting permission to leave early. Contact the administrative staff for more details.

*Certificate of Completion*. Students in Special Education may earn a Certificate of Completion rather than a diploma if the student's Individual Education Plan (IEP) determines it appropriate. Parents may contact their child's Special Education case manager for more information.

## School Transfers

*Transfers within Charter Alternative Programs (CAP).* Transfers from one CAP program to another require a meeting with the principal of each program to determine whether or not the transfer is in the best interest of the student's educational needs and academic success.

*Transfers to District Schools.* Please contact your school office for the appropriate steps.

## Regional Occupational Program (ROP) www.eduhsd.net (Schools/Programs)

*ROP* is a California job-training program that is part of the California public school system. The purpose of ROP is to provide marketable job skills upon completion of the program. Each program offers practical, hands-on job training in a lab setting or in a local business work site.

The program can help students to obtain entry-level skills, upgrade existing skills, prepare for advanced training, retrain in a new field, reinforce basic skills, learn a skill to finance a college education, practice interviewing techniques, fill out job applications, raise self-esteem, and identify how to locate potential jobs.

All El Dorado County Office of Education Charter students 16 years of age or older can enter the ROP program. There is no registration fee; however, for some courses, students may be required to purchase special items related to the course. For more details, contact your site administrator.

## Folsom Lake College Dual Enrollment Program

Students at MMCHS take Community College classes beginning in 9th grade. This helps to accelerate students in both high school and college. It also gives them valuable experience and exposure to college-level rigor in a wide variety of classes that we could not offer at a small school. There are some restrictions on the courses and the high school credits:

- Students can earn High School elective credit for any college classes.
- Students can replace select classes required for high school graduation with college classes with prior approval from the school Counselor.

Please see your school administrator at your school for more details. They will help you enroll in college classes.

## College Admission Requirements and Higher Education Information

Each school year, a school district shall provide the parent of students in grades 9 through 12 with a written explanation of the requirements for admission to the California State University ("CSU") and the University of California ("UC") systems. (Ed. Code, § 51229)
To qualify for admission to the UC or CSU systems, high school students must meet the "Subject Requirements," otherwise known as the "a-g" requirements. To learn more about college admission requirements, please visit the UC (www.universityofcalifornia.edu) or CSU (www.calstate.edu) websites or your student's counseling office.
For a list of District courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU systems, please see below and refer to: https://doorways.ucop.edu/list.

University of California/California State University - Minimum College Admissions Requirements:

| "A-G" Courses | Subject | CSU/UC Requirements |
|---|---|---|
| A | History/Social Science | 2 years required |
| B | English | 4 years required |
| C | Mathematics | 3 years required (e.g. Algebra, Geometry and Calculus) 4 years recommended |
| D | Laboratory Science | 2 years required (e.g., Biology, Chemistry, and Physics), 3 years recommended |
| E | Language Other than English | 2 years required, 3 years recommended |
| F | Visual and Performing Arts (VPA) | 1 year required |
| G | College Preparatory Elective | 1 year required |

## Career Technical Education (CTE)

CTE may be offered by the District as career and workforce preparation for high school students, preparation for advanced training, and the upgrading of existing skills. CTE provides high school students who are 16 years of age or older with valuable career and technical education so students can: (1) enter the workforce with skills and competencies to be successful; (2) pursue advanced training in postsecondary educational institutions; or (3) upgrade existing skills and knowledge. A CTE course may also satisfy a graduation requirement and a subject matter requirement for admission to the UC and CSU.
CTE courses offered by the District that may satisfy a subject matter requirement for admission to the UC and CSU include:

| CTE Course Name | Corresponding UC/CSU Admission Requirement |
|---|---|
| • Building Construction | May Meet "F" Requirement" |

| | |
|---|---|
| • Culinary Arts<br>• Plant Production/Greenhouse Management<br>• Robotics<br>• Small Engine/Motor Repair<br>• Welding<br>• Digital Arts/Media | |

To learn more about CTE, please visit www.cde.ca.gov/ci/ct. To learn more about the District's career technical education classes, please visit the District's website at: https://www.stancoe.org/division/educational-options/career-technical-education

Students are encouraged to meet with school counselors to help them choose courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Please contact your site counselor for further information.

## Student Electronic Information Resource Contract

*Please read this document carefully. When the Family Information Checklist is signed by you and your parent or guardian, it becomes a legally binding contract.*
*You and your parent or guardian must sign the Family Information Checklist before you can be issued an account or use a school computer.*

Listed below are the provisions of this contract between you and the El Dorado County Office of Education (hereinafter EDCOE). If you violate these provisions, access to the information service shall be denied and you will be subject to disciplinary action ranging from detention to expulsion and/or prosecution, depending on the nature of the offense.

**TERMS AND CONDITIONS OF THIS CONTRACT**

**1. PRIVILEGES.** The use of the information system is a privilege, not a right. Inappropriate use of hardware or software shall result in cancellation of your privileges and disciplinary or legal action. The EDCOE school administrator shall have the final decision regarding what is considered inappropriate use. The system administrator may close an account at any time. Administration, staff or faculty may request that the system administrator deny, revoke or suspend specific user accounts.

**2. ACCEPTABLE USE.** The use of your assigned account must be in support of education and research and consistent with the educational goals and objectives of EDCOE. You are personally responsible for following this provision at all times when using the electronic information service. You may only utilize software which is preinstalled on computers and networks. You may not run personal software which is downloaded or on removable media on EDCOE computers without written permission from the site administrator or designee. Disabling or attempting to disable, bypass or remove preinstalled software (including virus protection and Internet filtering software) is forbidden. Posting of material to Internet sites, including but not limited to student-generated web pages, must be approved and monitored by an authorized staff person.

**3. PROHIBITED USE.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, threatening or obscene material; issuing terrorist threats; advertisement, purchasing or selling of products or services; pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; plagiarizing or illegal use of copyrighted materials; and other issues described herein. Since content and types of contact cannot be restricted in chat environments, entering chat groups is strictly prohibited. You may not attach your personal computer to the EDCOE network. Use of EDCOE's Public Wi-Fi by students is permitted for instructional purposes. Use of teacher computers or teacher network accounts is prohibited. Hacking or attempts to access confidential information may result in disciplinary or legal action. Attempting to access, accessing, or deleting another student's files is prohibited. Attempting to open, opening or removing a computer case or removing parts, cables or other equipment is forbidden unless it is part of a computer technician's class or program. It is your responsibility to report any misuse of the network or abuse of the equipment to the school site administrator.

**4. PRIVACY.** System use is not private. Any transmitted, created, or transferred items, including but not limited to electronic mail, can be read and monitored by the system administrator. Messages related to or in support of illegal activities must be reported to the authorities. Do not reveal your home address or personal telephone number of the addresses and telephone numbers of students or colleagues. Do not use your credit card to purchase goods, since that information could be misused.

**5. NETWORK ETIQUETTE.** You are expected to abide by the generally accepted rules of network and/or Internet etiquette. These rules include, but are not limited to, the following:

- **Be polite.** Never send, or encourage others to send, abusive messages.
- **Use appropriate language.** Never swear. Never use vulgarities or other inappropriate language.
- **Prevent disruptions.** Never use the network in any way that could disrupt use of the network by others.

**6. SERVICES.** EDCOE makes no warranties of any kind, whether expressed or implied, for the service it is providing. EDCOE shall not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. EDCOE specifically disclaims any responsibility for the accuracy of information obtained through its services.

**7. SECURITY.** If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account or allow another student to use your account. Any user identified as a security risk shall be denied access to the information system.

**8. GO GUARDIAN**. GO GUARDIAN software monitors the students' internet activity for dangerous sites and conversations/interactions. This activity will be alerted to school personnel during school hours from 7:00 a.m. to 5:00 p.m. Monday through Friday. If/when suspect activity takes place outside of those hours, warnings will be received when school staff is next on-site. Parents and guardians are expected to monitor and be aware of internet usage both during and outside of school hours. Dangerous activity may not be alerted to staff, and therefore parents, until the following workday. It is imperative that parents and guardians stay vigilant and alert._____(Initials)

**9. VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy the data, software, or hardware of another user, EDCOE, or any other agencies or networks that are connected to the system. This includes but is not limited to the uploading or attempted uploading or creation or attempted creation of computer viruses, physical damage to a computer, and hacking. Any vandalism shall result in the loss of computer services, disciplinary action, and/or legal referral. Parents or guardians are responsible for property loss or damage [Ed. Code 48900(f)].

**Breach of Academic Integrity/Artificial Intelligence Use Guidelines**

Mountainside Charter has developed an Academic Integrity policy to ensure students grow academically by doing their own work. Plagiarism, cheating, dishonesty, or other attempts to earn credit while avoiding the actual work of learning are breaches of academic integrity.

**Definition of Breach of Academic Integrity**:

A Breach of Academic Integrity is gaining or attempting to gain, or helping others to gain an unfair academic advantage in any school assignment or assessment. A Breach of Academic Integrity is submitting work that is not your original work. It is also any form of cheating on an assessment. A Breach of Academic Integrity includes but is not limited to:

- **Assessments:** The use of any device or materials not authorized by the instructor, including looking at another person's assessment.
- **Plagiarism**: Using someone else's ideas, words, data, or other material produced by them without acknowledgment.
- **Self-plagiarism**: Submitting your own ideas, words, data, or other material produced by you without acknowledgment that you previously submitted this work in another class.
- **Contract cheating**: Contracting a third party to provide work, which is then used or submitted as part of a formal assessment or assignment as though it is the student's own work
- **Collusion**: Working with others and using the ideas or words of this joint work without acknowledgment, as though it is the student's own work, or allowing others to use the ideas or words of joint work without acknowledgment.
- **Artificial Intelligence**: Students cannot submit any portion of work generated by artificial intelligence without the teacher's permission. Teachers may encourage the use of AI on individual assignments.
- **Unauthorized Materials:** Using unauthorized materials and/or technologies, including AI.

- **Unfair Advantage:** Intentionally disadvantaging other students by tainting lab results, destroying the work/project of another, erasing another person's work/project or program, etc.
- **Forging:** fraudulently producing a copy of someone else's signature on a document
- **Sharing work:** Allowing others to take credit for work in which they did not participate.
- **Google or other translation tools:** Using these tools inappropriately.
- **Identification of Breach/Misuse of AI**: There are several methods in which teachers can identify a breach of academic integrity. They include, but are not limited to:

Online tools and services (TurnItIn, Google Classroom, online translators, etc.) that assess student work for plagiarism, AI use, or student use of unauthorized aides, etc. If these tools identify a breach of integrity, the teacher will investigate further to identify if a breach occurred. Any identification (any percentage) of a breach of academic integrity by one of our tools may prompt the instructor to ascertain if it is a true breach of academic integrity.

Teacher professional judgment in the determination of a breach is critical. If a teacher suspects a breach of integrity, they can initiate the process of identifying if a student broke our breach of integrity policy, with or without the assistance of an online tool

**Consequence of Breach/Misuse of AI**:

1. The student will not receive credit for the assignment
2. The teacher may grant the student an opportunity to redo the assignment for partial credit.
3. Repeated instances of plagiarism may result in the student being required to retake a portion or all of a course for credit.

**REQUIRED SIGNATURES FOR**
**"STUDENT ELECTRONIC INFORMATION RESOURCE CONTRACT"**

*The signature of a parent or guardian who has read this contract is required on the Family Information Checklist, even if a student is 18 years of age.*

---

**STUDENT**

I understand and shall abide by the provisions and conditions of this contract. I agree to report any misuse of the information system to the EDCOE system administrator. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my user account, and appropriate legal action.

Student Name (please print): _____

Signature: _____ Date: _____

---

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. While EDCOE complies with the Child Internet Protection Act Mandates, I understand that it is impossible for EDCOE to restrict access to all controversial materials, and I shall not hold EDCOE responsible for materials acquired on the network. I agree to report any misuse of the information system to the system administrator. I accept full responsibility for my child's use of computer software in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Signature: _____ Date: _____

## Information and Services

**Meals** *All* students within EDCOE's Charter Alternative Programs have access to breakfast and lunch at no cost.

Meal service at Charter Alternative Programs may require students to order meals ahead of time; please check with the specific program the student attends for its requirements.

**Deliveries to Students:** No deliveries are made to students during class time.

**Emergency Messages to Students** Only emergency messages will be delivered to students during school. All emergency messages shall be communicated through site administrators or administrative designees. To avoid interrupting classes, please take care of all communication with your student before he/she leave for school.

**Insurance** Information about student insurance policies is available from the schools.

**Lost and Found** For lost or found items, contact the school office.

**Student Parking:** Student parking is provided at each program. Parking permits may be required and picked up in the school office. Students may not sit in or congregate in the parking area before, during, or after school, including during breaks, lunch, and before or after special events. Vehicles must be driven cautiously. Failure to do so may result in the loss of on-campus driving privileges.

**Charles Brown Education Center***:* The parking lot in front of the school is for families and students. Parking for special events is available along Oak Dell Road.

**Student Drop-Off and Pick-Up** Designated areas for families to pick up or drop off students in the morning and the afternoon are available at each program.

**School Pictures** School pictures are arranged through the individual school. Students are notified about this date, usually in early September.

**Work Permits:** Students under 18 who hold a part-time job are required by law to obtain a work permit. Work permit forms are available in the School Office. Good attendance, grades, and behavior must be maintained. Permits must be renewed in August or when one's job changes.

**Transportation Services: Transit service is available to students throughout the county. Information on time and fee schedules may be obtained by calling the El Dorado Transit at (530) 642-5383.**

**El Dorado Transit Rules**

Passengers will be limited to one complete loop on the El Dorado County route per boarding. The following rules and regulations will be enforced on all El Dorado Transit (EDT) vehicles:

- No smoking
- No eating or drinking
- No animals except seeing eye dogs
- No playing of radios or other electronic devices
- No skateboards
- No fighting or horseplay

- No profanity
- No vandalism
- No behavior that creates a nuisance for any passenger or driver
- No failure to pay fees
- No behavior that may endanger any passenger or driver, or cause to incite behavior that might endanger any passenger or driver or prevent the safe operation of the EDT vehicle. At any time a passenger is considered to be acting or causing an action that is dangerous to the safe operation of the EDT vehicle, the driver is directed to pull over at the closest, safest location and have the passenger(s) get off of the bus. The driver will report his/her action to the EDT dispatcher. If the passenger is a minor, responsible authorities will be notified immediately. Continued service may be discontinued at the discretion of El Dorado Transit and/or Charter Alternative Programs.

**STUDENTS MAY BE REFUSED SERVICE FOR THE REMAINDER OF THE SCHOOL YEAR OR LONGER AFTER TWO VIOLATIONS OF THE EL DORADO TRANSIT RULES AND REGULATIONS**

## Charter Alternative Programs Services

**Student Study Team (SST)** Student Study Team meetings are scheduled at a teacher, administrator, or parent's request in an effort to assist struggling students. The team may be composed of teachers, parents, student, administrators, and a psychologist who meet to discuss academic, health, and social issues of concern. Referrals are discussed, and appropriate outreach/intervention is made. The cornerstone of the system is confidentiality and caring. For more information, contact your school administrator.

## Tutoring

Tutoring is available at all sites. See your administrator to find out the specific details for your site.

**Special Education and Psychological Services** The Charter Alternative Programs participates as a member district in the El Dorado County Special Education Local Plan (SELPA) and provides Special Education services to eligible students. The school also complies with the guidelines of Section 504 of the Rehabilitation Act of 1973. Psychological Services are available for students who may have special needs. Please contact the school administration for further information.

**Substance Abuse Counseling.** Our mental health clinician, Katie Houston, can provide a list of resources. She can be reached at (530) 295-2284. A referral list is also available through *New Morning Counseling* (530) 622-5551.

**Rights of Students in Homeless Situation** Services are available for students and families who find themselves homeless. McKinney-Vento provisions can provide free and reduced meals and transportation for students in order to attend school. For assistance and services, call (530) 295-2259.

Enrollment:

- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.

Transportation:

- The student shall be provided transportation within the transportation system when the student is residing in the district and the school of origin/attendance is within the district boundaries.
- The school is not obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless.

Coursework, Credits and Grades:

- When a homeless student transfers into a CAP school, the school shall accept and issue full credit for any coursework that the homeless youth has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the course.
- If a student does not complete an entire course, he/she shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a homeless youth student in any particular course, he/she shall be enrolled in the same or equivalent course.

Graduation Requirements:

- To obtain a high school diploma, a homeless youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.
- When a homeless youth has completed his/her second year of high school and transfers into the school from another district or transfers between high schools within the program, he/she may be exempted from established graduation requirements, unless the school makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

**Rights of Foster Youth** For information on foster youth services and assistance call (530) 295-2259.

Enrollment:

- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.

Transportation:

- The student may utilize the transportation system when the student is residing in the district and the school of origin/attendance is within the district boundaries.
- The student shall not be provided transportation if he/she resides outside the school's boundaries or is attending a school outside the school's boundaries.

Coursework, Credit, and Grades:

- When a student transfers into a CAP school, the school shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the courses.
- If a student does not complete an entire course, he/she shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a foster youth student in any particular course, he/she shall be enrolled in the same or equivalent course.
- The grades of a foster youth shall not be lowered for any absence from school that is due to a decision by a court or placement agency to change the student's placement or for a verified court appearance or related court-ordered activity.

Graduation Requirements:

- To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.
- If a foster youth has completed his/her second year of high school and transfers into the school from another district or transfers between school programs he/she may be exempted from established graduation requirements, unless the school makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

- If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or district.
- If it is found a foster youth can reasonably be able to complete the district's graduation requirements within his/her fifth year to complete the requirements.

(Administrative Regulation 6173.1, Education for Foster Youth and District Administrative Regulation 1312.3, Uniform Complaint Procedure can be found on the School website: www.edcoe.org)

## Community Resources

| | |
|---|---|
| Al-Anon/Al-Ateen | 888-425-2666 |
| Alcoholics Anonymous | (916) 454-1100 |
| Narcotics Anonymous | 800-240-4956 |
| Big Brothers & Big Sisters | 626-1222 |
| Boys & Girls Club | 295-8019 |
| Child Abuse Reporting | 844-756-3699 |
| Domestic Violence Hotline | 626-1311 |
| El Dorado Transit | 642-5383 |
| Health Department | 621-6100 |
| County Mental Health | 621-6290 |
| Mental Health Crisis Line | 622-3345 |
| New Morning Shelter | 626-4190 |
| Teen Shelter | 626-4190 |
| Suicide Prevention Hotline | 988 |
| The Trevor Project | Text: START to 678-678 or Call: 866-488-7386 |
| Center for Violence Free Relationships | 626-1450 |
| Women's Crisis Line | 626-1131 |

# Student Attendance

## Attendance Policy

Regular school attendance plays a key role in student achievement. If a student must be absent from school, the absence must be reported to the school.

Attendance for Independent Study Programs (Charter Home Study Academy K-8, , Mountainside Middle College High School, and Mountainside Success Academy): All assignments count towards course completion. In an independent study program, there are no excused or unexcused absences. Assignments not completed in a reasonable amount of time after a student returns from an absence will affect the student's grades and/or credits earned.

The following are the only *legal excuses* accepted by the school for absences and/or tardies, per Education Code 48205:

1. Personal illness
2. Quarantine under the direction of the county health officer
3. Medical, dental, optometric, or chiropractic appointments for student and/or student's child
4. Attendance at funeral services of immediate family (1 day in state; 3 days out of state)
5. Participation in religious instruction or exercises in accordance with school policy. The student must attend at least the minimum school day and shall not be excused for more than 4 days per month.

Parents/Guardians may seek approval from the principal or administrator of the school for an anticipated absence for their student when requested in advance with a signed, written note for the following reasons:

1. Attendance at a funeral service
2. Appearance in court
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a trimester

## Report Absence

Parents, please call the Front Office between 7:30 and 10:00 a.m. to report an absence.

- Mountainside Success Academy (530) 295-2434
- Charter Home Study Academy TK-8 Academy (530) 622-6984
- Mountainside Middle College High School (530) 622-8594

## Attendance Accounting

A computerized attendance accounting system is used at each school. In order for the system to work properly, it is important that parents call the Office to report all student absences or submit a written note upon the student's return to school. The note should contain the following information:

- full name of student
- date(s) of absence
- reason for absence
- name and/or identity of person providing information
- date of note

## Appointments

Please make every effort to schedule all appointments (including medical and dental) before 7:30 a.m. or after 3:00 p.m. If it is necessary to take a student out of school, due to a situation that has arisen, a parent/guardian

must sign their child out in the office. The office staff will contact the student and have him/her come to the office to meet you.

## Notification of Tardiness or Unexcused Absences

When a student is absent for a full day and the absence has not been verified, office staff will attempt to contact the parent within 48 hours. Absences and tardies are reflected on report cards.

## Emergency Cards

Emergency cards are the school's most efficient method of contacting a student's parent/guardian in the event of an emergency. Students will not be allowed to leave the school premises with anyone other than a parent/guardian or a designee listed on the student's emergency card.

In case of a medical emergency, when parents or emergency contacts cannot be contacted, 911 will be called and the necessary treatment will be administered.

## Parent Contact

Parents may request to have all school correspondence mailed to their work address. Parents may also request that all phone calls regarding attendance be made during the day or evening. These options may be requested by writing to the school. Include the appropriate addresses and phone numbers.

## Attendance Errors

Students aware of an error in reporting his/her absence should obtain written verification from the teacher and return it to the school.

## Early Dismissal

If a student must leave school early for any reason, the student must be signed out, and picked up, in the office before departure. Parent approval is required for early dismissal.

## Tardies

A student is tardy when they have arrived after school has started. Students who arrive tardy (whether excused or not) must sign in at the office. Students are given sufficient time to travel between classes and are expected to be seated when class begins. Being on time is an important habit for students to develop. Students who arrive late to class are responsible for being sure that the teacher has corrected the attendance record. Students who are habitually tardy to class are subject to disciplinary action taken by instructional staff, by an administrator, or by the administrative designee. Students arriving more than 10 minutes late to class are marked absent but must remain in class to participate in the learning process and to comply with State law. Students should clear absences with the office and their teacher. Staff may also compel students to lose an appropriate amount of non-instructional time to make up missed work, to receive additional instruction, or as a matter of discipline.

## Unexcused Absences

Unexcused absences are absences that are not verified by the parent/guardian. It is the parent's responsibility to send his/her son/daughter to school until the student is 18 years old.

## Truant Absences

Students are classified as truant if they are absent from school without a valid excuse for 3 full days in one school year; or tardy or absent for more than any 30-minute period during the school day (without a valid excuse) on three occasions in one school year; or any combination thereof. For a student reported as a habitual truant, a referral may be made to the School Attendance Review Board (SARB), which has the option of filing an

application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent/guardian in the Justice Court.

### Chronic/Prolonged Illness

The office should be notified as soon as possible about extensive absences caused by health problems. Frequent absences due to illness must have verification from a health care provider. Parents should contact the school to obtain homework. If a long-term illness (2 or more weeks) is anticipated, the parent should arrange for home/hospital teaching through the district of residence office.

### Student Attendance During Lunch

*Mountainside Success Academy & Charter Home Study Academy K-8* - The Board of Trustees requires students to remain on campus during lunch periods.

*Mountainside Middle College High School* - Independent Study Programs have students arriving and leaving throughout the day. Students must follow all legal requirements regarding driving with other minors and passengers in vehicles.

### SARB (School Attendance Review Board)

When a student has persistent problems in school relating to attendance, behavior, or academic performance, and when the normal avenues of classroom and school counseling do not resolve the situation, the student will be referred to SARB so that appropriate community resources can be brought together to address the problem.

## Student Behavior Expectations

In keeping with Education Code 48900, Charter Alternative Programs strives to maintain a positive learning environment for all students.

Parents and students should note that students are accountable for their behavior related to school activity or attendance which occurs at any time including, but not limited to, while on school grounds (including school parking lots and areas near campus), while going to or coming from school, during the lunch period, whether on or off campus, and during or while going to or coming from a school-sponsored activity.

### Cheating/Plagiarism Policy

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material (including teacher's editions) to benefit one's grade status. Both (or all) students involved in a cheating incident will be held accountable for the consequences, i.e., zero on papers. This situation is differentiated from an assigned group project in which all students' names appear on the final product and each is given equal credit for work completed. Students involved in cheating will receive a zero, and the parent or guardian will be contacted.

Plagiarism is using someone else's writings or ideas as if they were your own. Cutting and pasting from the Internet is not research; it is plagiarism. Using Artificial Intelligence to produce work that is not your own is also a form of plagiarism. Incidents of plagiarism will have the same consequences as cheating. Multiple incidents of cheating and/or plagiarism may result in the student being dropped from the course or being given zero credit. It is up to the discretion of the teacher and the administrator.

## Electronic Devices

California Assembly Bill 3216, The Phone-Free School Act, AB 3216, requires all California schools to develop policies limiting cell phone use during instructional time. (EDCOE Superintendent Policy 5131.8: Mobile Communication Devices. CA Education Code 48901.5, 48901.7.)

The County Superintendent and El Dorado County Office of Education (EDCOE) recognize that student use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being and could be harmful and disruptive of the instructional program in some circumstances. When on campus or when under the supervision of EDCOE employees, students may use smartphones and other mobile communication devices only as permitted under this policy.

For students in transitional kindergarten through eighth grade: Students shall not use smartphones or other mobile communication devices while at a school site or under the supervision and control of a district employee.

For ninth through twelfth grade: Students may use smartphones or other mobile communication devices on campus **during noninstructional time**, as long as the devices are used in accordance with the law and any applicable school rules. Mobile communication devices shall be turned off during instructional time.

Students who bring electronic devices to school put their property at risk. Charter Alternative Programs will not assume any liability for any personal electronic devices lost, damaged, or stolen.

## Skateboards, Scooters, and Bicycles

Skateboards and scooters should not be brought to school unless used for transportation to and from school. They often cause campus disruption and are frequently misplaced or stolen. If they are brought to school, skateboards and scooters must not be used and need to be stored in designated areas at each program. **The school will not investigate or participate in attempts to recover such lost or stolen items.**

## Personal Items

Personal items brought to school, such as hats, backpacks, purses, electronic equipment, etc., are the responsibility of the owner**. The school will not investigate or participate in attempts to recover such lost or stolen items.**

## Student Transfer and/or Discipline

Students with behavioral, attendance, or academic issues may be transferred to a different program within Charter Alternative Programs at the discretion of the site administrator and the Assistant Superintendent to meet their educational needs.

Participation in graduation ceremonies is a privilege. Excessive discipline or behavior issues during the school year, particularly misbehavior at graduation practice, are grounds for the student's loss of that privilege.

## Student Dress Code

Our priority is to provide a school environment that promotes a safe, academic environment for our students, families, and staff. As we prepare students for future endeavors, we strive to provide a learning environment that respects individuality while emphasizing safe and appropriate dress for both school and work environments. Students and parents/guardians shall be informed about dress and grooming standards upon enrollment and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Site administrators or designees will determine the appropriateness of clothing, accessories, and personal items.

The Board expects that students will present themselves in an orderly manner conducive to the advancement of education. Students' appearance should be neat and acceptable to the general society. Clothing, accessories, and personal items must allow for safe participation in courses or school activities. Students are free to express themselves through appropriate dress; however, Charter Alternative Programs prohibits the wearing of gang-related clothing or other clothing representing such an alliance. The wearing of clothing that would promote or incite unlawful or inappropriate conduct is prohibited. (BP 5230)

## Health and Safety

### Weapons*

Weapons, including knives, guns, clubs, brass knuckles, martial arts equipment, and other items as determined by administrators, are not allowed on campus at any time. Students bringing a weapon on campus or to any school-related function, including transit, will be immediately referred to the El Dorado County Sheriff's Office.

### Tobacco & Drug Use Prohibited*

Pursuant to California ED Code 48900, 48901, and Business and Professions Code 22950.5, the El Dorado County Office of Education prohibits the use of all drug paraphernalia, products containing alcohol, and tobacco products. "Tobacco Products" include:

- A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by other means, including (but not limited to): cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including (but not limited to): an electronic cigarette, cigar, pipe, or hookah
- Any component, part, or accessory of a tobacco product, whether or not sold separately.

*In order to provide a safe and equitable school environment, Administration may use a metal detecting device to aid in the detection of weapons or drugs on campus.

### Medication at School

When school employees give medication to a student, they must be acting in accordance with the written directions of a physician and with the written permission of the parent or legal guardian. An authorization form for this purpose is available in the office. This form must be renewed whenever a prescription changes and at the beginning of each school year. The prescription label on the medication is not acceptable as a physician's statement.

Over-the-counter medications can be given if prescribed by a physician and if the authorization form is completed.

All medications, including non-prescription medications, must be in their original containers and will be kept in a locked drawer in the office.

Students are not permitted to have medication in their possession at school. Only if the student's well-being is in jeopardy may they carry the medication. In this case, a written notification from the physician on the authorization form is required.

### Discrimination, Harassment, Sexual Harassment, Intimidation, and Bullying/Cyber Bullying

The El Dorado County Office of Education and its schools prohibit unlawful discrimination, harassment (sexual or otherwise), intimidation, and bullying. Students and parents should report such incidents to the school administration. School personnel will take immediate steps to intervene when they witness an act of

discrimination, harassment, intimidation, or bullying. School personnel will investigate all allegations of discrimination and implement corrective actions whenever necessary or appropriate, including retaining confidential documentation of complaints and resolution.

Policies prohibiting discrimination, harassment, intimidation, and bullying are available in our school offices or can be provided upon request.

Students and parents should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communications device. Cyberbullying also includes breaking into another person's identity to damage that person's reputation.

## Unapproved Video and Photo

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section may be subject to appropriate discipline.

Any pupil violating this section shall be subject to appropriate disciplinary action. (EC 51512).

> This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.
> (Enacted by Stats. 1976, Ch. 1010.)

## Closed Campus

*Mountainside Success Academy and Charter Home Study Academy K-8—These campuses are closed to keep students safe and supervised. Students who leave school without authorization will be classified as truants* and subject to disciplinary action.

Students may not leave the school grounds at any time during school hours without the written permission of their parent/guardian and school authorities.

- Students must stay on the school grounds from the time they arrive until they are dismissed, picked up by a parent/guardian upon check-out by the office staff, or left on the bus.
- Students will be released only to those authorized, in writing, by a parent/guardian.

## Extreme Weather Guidelines

Senate Bill 1248: Requires school districts to develop protocol for extreme weather. Charter Alternative Administration will monitor weather forecasts and alerts to anticipate extreme weather conditions. In the event of moderate, major, or extreme weather conditions:

- Staff, students, and guardians will be notified of extreme weather events through email and/or Parent Square.
- Students will be encouraged to stay hydrated.
- Outdoor activities may be moved indoors or cancelled.
- Students may be required to stay indoors.

# Charter Alternative Programs

## Mountainside Success Academy

El Dorado County Office of Education
6767 Green Valley Rd
Placerville, CA 95667

**(530)295-2259**

Attendance: (530)295-2259
Fax: (530)642-0492
Website:
https://msa.edcoe.org/

Principal: Alison Lishman
Assistant Principal: Sharon Shipley

**Overview:**

Mountainside Success Academy (MSA) is an El Dorado County Office of Education (EDCOE) Community School serving 9-12th grade students who have been expelled as well as referral-based students who have experienced challenges meeting the academic, behavioral, social-emotional, and attendance expectations of a traditional comprehensive high school setting. As an independent study program with required in-person instructional time, MSA provides individualized learning plans that support students in earning credits toward graduation while exploring post-secondary college and career pathways. At MSA, we are committed to fostering a supportive, student-centered environment where strong relationships with students and families are the foundation of success. Through personalized instruction, targeted interventions, and a focus on whole-child development, we empower students to overcome barriers, achieve academic success, and reach their full potential.

The program offers many advantages:

- Accelerated graduation opportunities
- Advanced instructional technology, including options for online learning
- Credit recovery
- Academic Planning Guide, including targeted remediation in Language Arts and math
- Positive opportunities to become involved
- Hands-on innovative electives

**Mission Statement:**

The mission of Mountainside Success Academy is centered on Student College and Career success. We provide an engaging, rigorous, hands-on learning culture that develops innovative 21st-century citizens to compete in an ever-changing world.

## Charter Home Study Academy K-8

Charles Brown Education Center
6520 Oak Dell Rd
El Dorado, CA 95623

Mailing Address:
6767 Green Valley Rd
Placerville, CA 95667

**(530)622-6984**

Attendance: (530)622-6984
Fax: (530)642-0654
Website: http://chsa.edcoe.org

Program Administrator: Steve Bryant
Assistant Principal: Samantha Parcher

**Overview:**

Our Charter Home Study Academy K- 8 provides an outstanding home study program. The program was created as a public school option to provide resources and support for those families choosing to educate their children at home. Staff and parents work together collaboratively to ensure that each student's academic needs are met. Families meet regularly with a credentialed teacher, whose responsibilities include providing resources and support and assisting in assessing student academic progress. Each student's academic progress is carefully reviewed regularly, and an individualized academic plan is created and monitored by a highly qualified teacher.

Charter Home Study Academy K-8 follows the California State Standards in the core academic areas of language arts, math, science, and social studies, ensuring that students are prepared for 8th-grade completion and a successful transition to high school.

**Mission Statement:**

Charter Home Study Academy K-8 supports and invests in families who choose to be active participants in their children's education. Staff, students, and their families use a team approach to recognize, encourage, and develop individual potential as a limitless resource. We build foundational skills, empowering students to find solutions and adapt to the challenges of an ever-changing world. Together we educate the whole child in an inspiring and nurturing environment where students have an opportunity to flourish.

## Mountainside Middle College High School

El Dorado Center
6699 Campus Dr.
Placerville, CA 95667

Mailing Address:
6767 Green Valley Rd
Placerville, CA 95667

**(530)622-8594**

Attendance:(530)622-8954
Website: http://mmchs.edcoe.org

Principal: Emily Battin
Counselor: Kristen Mastella

**Overview:**
Mountainside Middle College High School is a charter high school in El Dorado County serving students in grades 9-12. Mountainside offers a hybrid program with on-site classes for students two days per week, supplemented with at-home studies three days a week. MMCHS partners with Folsom Lake College to offer a wide variety of college classes and Dual Enrollment opportunities. With pathways that focus on Career Preparation as well as College Preparation, we have something for everyone! Our students are also eligible for local ROP courses. Our program features…

- Small class sizes with less than 20 students in each class with top-notch, caring teachers
- Added supports such as Advisory, Homeroom, Study Skills and Study Hall classes
- Support for enrollment in community college courses
- Personalized attention to student goals
- Advisement from both High School and College Counselors
- Convenient co-location on a FLC campus
- Financial Support in college classes, MMCHS covers all books and most materials for FLC courses

**Mission Statement:**

Our mission is to create a supportive educational environment. We provide flexible pathways that prepare students to flourish in academic and vocational pursuits upon graduation.

# CHARTER ALTERNATIVE PROGRAM

## 2026 - 2027 Charter Student Calendar

### Charter Home Study Academy (TK-8); Mountainside Success Academy (9-12)

### Mountainside Middle-College High School (9-12)

**JUL 26**

| M | T | W | T | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

**AUG 26** 14

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

**SEP 26** 21

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

**OCT 26** 22

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**NOV 26** 15

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

**DEC 26** 14

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

**JAN 27** 19

| M | T | W | T | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

**FEB 27** 18

| M | T | W | T | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| | | | | |

**MAR 27** 15

| M | T | W | T | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

**APR 27** 22

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**MAY 27** 20

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

**JUN 28**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| | | |
|---|---|---|
| AUG | 10 | 1st day back for Certificated and 10-month Classified |
| AUG | 11 | Staff work day |
| **AUG** | **12** | **First Day of School for Students** |
| SEP | 7 | Labor Day Holiday |
| OCT | 9 | End of First Quarter |
| NOV | 11 | Veterans' Day Holiday |
| | 23-27 | Thanksgiving Break: Students, Certificated, 10/11-month Classified |
| DEC | 18 | End of Second Quarter / First Semester |
| | 21-31 | Winter Break |
| | 25 | Christmas Day Holiday (Observed) |
| JAN | 1 | Winter Break |
| | 1 | New Years Day Holiday (Observed) |
| | 18 | Martin Luther King Day Holiday |
| FEB | 12 | Lincoln Day Holiday |
| | 15 | Washington Day Holiday |
| MAR | 12 | End of Third Quarter |
| | 18-29 | Spring Break |
| | 26 | Good Friday |
| | 29 | Staff Workdays - no students |
| APR | | |
| MAY | 28 | Last Day of School |
| | **TBD** | **Graduations** |
| | **31** | **Memorial Day** |

First day back for Certificated and 10-month Classified

First Day/Last Day of School

Breaks / No School for Students, Certificated, or 10/11-month Classified

End of Quarter / Semester

Staff Workday (NO Students)

Legal Holidays

**183** = Total Certificated Days

**180** = Total Student Days



Updated 3/20/2026

## NOTICE TO PARENTS AND GUARDIANS 2026-2027

As required by law, you are hereby notified of the following:

**1. Absence for Religious Exercise:**

With the written consent of their parents or guardians, pupils may be excused from school for religious purposes or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination at a place away from school property. [EC 46014].

**2. Excuse From Instruction:**

High schools may grant permission to students to leave school grounds during lunch periods after notice is sent to parents. **Objection To Dissecting, Harming, or Destroying Animals:**

A pupil who objects to participating in an animal dissection project shall notify the teacher regarding the objection and, with a written notice from their parent or guardian, shall be provided an alternative education project. [EC 32255 - 32255.6].

**3. Grade Reduction:**

No pupil may have their grade reduced or lose academic credit for any absence or absences excused pursuant to EC 48205 when missed assignments and tests, that can reasonably be provided, are satisfactorily completed within a reasonable time period. [EC 48980(i)]. (Full text of EC 48205 Attachment -1)

**4. Individualized Instruction Due to Temporary Disability:**

A pupil with a temporary disability is entitled to receive individual instruction when their temporary disability makes attendance in regular day classes impossible or inadvisable. [EC 48206.3-482008].

**5. Notification of Minimum and Pupil Free Staff Development School Days:**

The schedule of minimum days and pupil free staff development days for schools within the District/County Office of Education (COE) is attached (Attachment – 2). Parents/guardians will be notified of minimum days and pupil-free staff development days at least one month before any scheduled minimum or pupil-free day that was not identified on the school calendar distributed at the beginning of the school year. [EC 48980(c)].

**6. Residence When Hospitalized:**

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, except for a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. [EC 48207, 48208].

**7. Required Pupil Immunization:**

California law requires that students be fully immunized before being admitted unconditionally to any public elementary or secondary school, preschool, or child care and development program, and before advancing to seventh grade, unless exempt as provided by law. Immunization requirements are established by the California Department of Public Health pursuant to Health and Safety Code sections 120325-120380, including section 120335.

Any student who is not properly immunized as required by law and who does not qualify for a valid exemption is required to be excluded from enrollment. Before excluding a student, the parent/guardian shall be notified that the student will be excluded unless, within 10 school days after the notice is given, the parent/guardian provides evidence that the student has been properly immunized or is exempt as provided by law. Immunizing agents may be administered to a student with parent/guardian written consent, as authorized by law. [EC 48216, 49403].

**8. Immunization for Communicable Disease:**

In cooperation with the local health officer, the district may permit licensed physicians and other authorized health care practitioners to administer immunizations to pupils with written parental consent. [EC 49403].

**9. Cancer Prevention Act:**

Upon a student's admission or advancement to grade 8, parents/guardians are advised that the California Department of Public Health recommends that students adhere to current immunization guidelines, in accordance with Heath and Safety Code section 120164, regarding full human papillomavirus (HPV) immunization before admission or advancement to grade 8. The California Department of Public Health recommends HPV vaccination beginning at ages 9 through 12. HPV vaccinations can prevent over 90 percent of cancers caused by HPV. HPV vaccinations are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. [EC 48980.4; HSC 120336].

**10. Administration of Medication:**

Any pupil who is required to take medication prescribed by a physician and surgeon, physician assistant, or nurse practitioner during the regular school day may be assisted by the school nurse or other designated school personnel if the district receives both:

- a written detailed statement from the health care provider detailing the method, amount, and time schedules by which the medication is to be taken; and
- a written statement from the parent or guardian requesting that the district assist the pupil in taking the medication.

Pupils may carry and self-administer prescription epinephrine delivery systems or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing a school nurse or other designated school personnel to consult with pupil's health care provider about the medication, and releasing the school district and school personnel from potential civil liability). The District/COE may designate and train one or more volunteers to provide anti-seizure medication to a pupil diagnosed with seizures, a seizure disorder, or epilepsy, upon request. [EC 49423, 49423.1, 49468.2].

**11. Continuing Medication**:

A pupil is required to inform the District/COE of any medication being taken, the current dosage, and the name of the supervising physician, if the pupil is on a continuing medication regimen for a non-episodic condition. The school nurse may communicate with the physician and may counsel with 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 if provided consent by the pupil's parent or legal guardian. [EC 49480].

**12. Synthetic Drugs:**

Synthetic drugs that are not prescribed by a physician, such as fentanyl, are dangerous and can be deadly. Parents or guardians are informed of the possibility that dangerous synthetic drugs can be found in counterfeit pills and social media platforms may be used as a way to market and sell counterfeit pills containing fentanyl or other synthetic drugs. [EC 48985.5].

**13. Type 2 Diabetes:**

Specific information on type 2 diabetes, including risk factors and prevention, is available at www.cde.ca.gov/ls/he/hn/type2diabetes.asp. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. [EC 49452.7].

**14. Health Assessments and Evaluations:**

**a. Vision, Hearing, and Scoliosis Screening**

Vision and hearing screening for a pupil by the school nurse or other qualified individual is provided during selected grade levels. A pupil whose first enrollment or entry occurs in grade 4 or 7 shall not be required to be screened in the year immediately following the pupil's first enrollment or entry. Scoliosis screening may be provided to girls in grade 7 and boys in grade 8. By May 31 of the school year, pupils when first enrolled in public schools are required to provide proof of an oral health assessment (within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. [EC 49452, 49452.5, 49454, 49455].

**b. Oral Health Assessment**

Any pupil, while enrolled in kindergarten, which includes TK,), or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents/guardians of such pupils will be notified of this assessment requirement [EC 49452.8].

**15. Medical and Hospital Services:**

The District/COE may provide, or make available, medical and/or hospital services for pupils injured at school or school-sponsored events or while being transported to the same. [EC 49472]. Schools may release pupils, in grades 7 through 12 only, for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1].

**16. Student Nutrition Program:**

Free meals are available to students. at no charge pursuant to California's Universal Meals Program. Information regarding meal service, special dietary accommodations, and meal applications is available from the District. [EC 49501.5].

**17. Fingerprinting:**

The District/COE may provide a fingerprinting program for kindergarten or newly enrolled pupils. [EC 32390, 48980(e)].

**18. Pupil Records:**

Parents have a right to access all records relating to their children. The procedure used by the District/COE regarding the establishment and maintenance, transfer, access, challenge, and modification of pupil records is available to parents upon request. [EC 49061, 49063, 49069, 49069.7, 49070]. Certain directory information concerning pupils is also available to individuals other than parents. [EC 49073]. (Attachment – 3) Upon written request from the parent, the District/COE will withhold directory information about the student. Directory

information regarding a student identified as a homeless child or youth shall not be released unless a parent/guardian or student given parental rights, has provided written consent that directory information may be released. However, limited disclosure to facilitate a nonprofit eye exam or free school-hosted oral health assessment unless the parent/student with parental rights opts out, as provided by District/COE policy.

**19. District/COE Pupil Discipline Rules:**

The rules used by the District/COE pertaining to student discipline are available to all parents upon request. [EC 35291]. The rules may require that the parent of a suspended pupil may be requested to attend a portion of a school day in the child's classroom. [EC 48900.1].

**20. Nondiscrimination:**

The District/COE is committed to providing equal opportunity for all individuals in education and does not discriminate on the basis of actual or perceived race, color, ancestry, nationality, national origin, ethnic group identification, immigration status, age, religion, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery therefrom, parental, family, or marital status, physical disability, mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics, in any of its policies, procedures, practices, programs, activities, or employment. The District/COE complies with applicable state and federal nondiscrimination laws, including Education Code sections 200, 220, and 221.51, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act, and applicable implementing regulations. This nondiscrimination policy applies to admission and access to, participation in, treatment in, and employment in District/COE programs and activities, including vocational education and applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the District/COE, and all acts of the governing board or body of the District/COE, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the District/COE. Inquiries regarding the equal opportunity policies, the filing of grievances or complaints, or to request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District/County Superintendent, the District's Title IX Coordinator, or the U.S. Department of Education, Office for Civil Rights, as appropriate. Lack of English language proficiency shall not be a barrier to admission or participation in District/COE programs or activities. The District's Title IX Coordinator may be contacted at Dave Scroggins, Assistant Superintendent, EDCOE Human Resources 530-295-2250, 6767 Green Valley Road, Placerville, CA 95667; dscroggins@edcoe.org. A copy of the District's Title IX policy is attached as Attachment 4.

. A copy of the District's Title IX policy is available at https://www.edcoe.org/Human-Resources/Title-IX-Information/index.html and is attached as Attachment 4.

**21. Prohibition Against Discriminatory Educational Materials:**

The District/COE is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, professional development material, or curriculum for classroom instruction if its use would subject a pupil to unlawful discrimination. State law prohibits discrimination in any program or activity conducted by a school receiving state financial assistance on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status, or any other characteristic contained in the definition of hate crimes set forth in Penal Code section 422.55. If the District/COE knows or has reason to know that materials were used in a classroom or an action occurred that violated Section 220, the District/COE shall investigate and potentially remediate the action. Parents/guardians, pupils, employees, and other interested parties who believe that instructional or educational materials violate these requirements may file a complaint under the District's/Charter School's Uniform Complaint Procedures (UCP). Information regarding the Uniform Complaint Procedures, including how to file a complaint, is available from the District/COE office and on the District's/COE's website. [EC 220, 244; 5 CCR 4600-4670].

**22. Services to Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, or Deaf-Blind:**

Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at www.cde.ca.gov/sp/ss/ or ask for more information from members of your child's Individualized Education Program (IEP) team.

**23. Compulsory Education:**

Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, is subject to compulsory full-time education. [EC 48200].

**24. Residency Requirements-School Attendance Options:**

A pupil complies with the residency requirements for attendance in a school district if the pupil:

- Resides within the boundaries of the school district. [EC 48200, 48204].
- Is a child of a military family who qualifies for enrollment under applicable law. [EC 48204.6].
- Has been placed within the boundaries of the school district in a licensed children's institution, licensed foster home, or resource family home pursuant to law. [EC 48204, 56155.5; Welf. & Inst. Code § 200 et seq.].
- Is a foster youth who is entitled to remain in the pupil's school of origin. [EC 48853.5].

- Has been approved for interdistrict attendance. [EC 46600 et seq.].
- The pupil's parent or legal guardian resides outside the district, but the pupil has been legally emancipated and resides within the district. [EC 48204].
- The pupil resides in the home of a caregiving adult located within the district. A properly executed Caregiver's Authorization Affidavit pursuant to Family Code section 6550 is sufficient to establish residency unless the District determines from actual facts that the pupil is not residing in the caregiver's home. [EC 48204; Fam. Code § 6550 et seq.].
- The pupil resides in a state hospital located within the boundaries of the school district. [EC 48204].
- The pupil's parent or legal guardian resides outside the district but is employed and lives with the pupil at the place of employment within the district boundaries for a minimum of three days during the school week. [EC 48204].
- The District may deem a pupil to have met residency requirements if at least one parent or legal guardian is physically employed within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(b)].

Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant EC 48204 and is enrolled in a school in a school district, the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply for admission in subsequent school years. The Governing Board shall allow the pupil to continue attending schools in the District through grade 12, provided that at least one parent or legal guardian continues to be physically employed within the District's attendance boundaries and the conditions set forth in Education Code section 48204(b)(2)–(7) continue to apply.

**25. Notice of Alternative Schools:**

California law authorizes all school districts to provide for alternative schools. [EC 58501]. (Attachment - 5).

**26. Excuse from Sexual Health Education, HIV Education, and Related Assessments:**

Parents or guardians of a pupil have the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt out") process. A request to excuse your child must be made in writing to the school district. [EC 51938]. You are hereby notified that:

- Instructional materials used in comprehensive sexual health education and HIV prevention education are available for inspection.
- Whether the instruction will be taught by District/COE personnel and/or by outside consultants or guest speakers.
- Parents and guardians have the right to request copies of Education Code sections 51930–51939 (California Healthy Youth Act), including sections 51933, 51934, 51937, 51938, and 51939, which describe the instructional requirements, parent notification requirements, and opt-out rights.

If the District/COE elects to provide comprehensive sexual health education or HIV prevention education through outside consultants or by holding an assembly with guest speakers, parents and guardians will be notified of the date(s) of the instruction, the name and organizational affiliation of each guest speaker, and their right to request copies of the applicable Education Code provisions. [EC 51933, 51934, 51937, 51938, 51939].

**27. Pregnant and Parenting Students:**

The District/COE will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom [EC 221.51, 222.5, 46015]. Pregnant and parenting pupils are entitled to the following:

- Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition;
- Provided with eight weeks of parental leave, (or longer if deemed medically necessary by the pupil's physician) which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant;
- Return to the same school and course of study held before the leave began, with the opportunity to make up missed during the student's leave, including, but not limited to, makeup work plans and reenrollment in courses;
- Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the District/COE makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school;
- Provided with alternative education options should the pupil decide not to return from leave; and
- Not incur an academic penalty as a result of the pupil's use of the accommodations.

A complaint for noncompliance may be filed under the District/COE's Uniform Complaint Procedures. [See Paragraph 28].

**28. Uniform Complaint Procedures "UCP":**

The District/COE maintains Uniform Complaint Procedures ("UCP") for investigating and resolving complaints alleging **unlawful** discrimination, harassment, intimidation, or bullying based on actual or perceived age, ancestry, color, ethnic group identification, ethnicity, disability (mental or physical), ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical condition, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, any other characteristic protected by EC 220 or Government Code 11135, or association with a person or group with one or more of these actual or perceived characteristics, as well as complaints alleging violations of state or federal laws or regulations governing educational programs subject to the Uniform Complaint Procedures. [EC 220, 234.1; 5 CCR 4600–4670.] The UCP also applies to complaints regarding impermissible pupil fees [EC 49010–49013]; complaints regarding the educational rights of foster youth, homeless children and youth, former juvenile court school pupils, pupils in military families, migratory children, and pupils participating in newcomer programs, as applicable; and complaints alleging violations of state or federal laws or regulations governing programs and activities subject to the UCP, including, as applicable, adult education programs, after school education and safety programs, agricultural career technical education, consolidated categorical aid programs, the Every Student Succeeds Act (ESSA), the Local Control and Accountability Plan (LCAP), migrant education, physical education instructional minutes, reasonable accommodations for lactating pupils, regional occupational centers and programs, school plans for student achievement, school safety plans, schoolsite councils, state preschool programs, and any other program or activity designed by state or federal law or regulation as subject to the UCP. The District/COE has designated the following compliance officer(s) to receive and investigate complaints filed under the Uniform Complaint Procedures and to ensure District compliance with applicable law: Amy Andersen, Deputy Superintendent, EDCOE, 6767 Green Valley Road, Placerville, CA 95667. (530) 295-2261.

A complaint may also be filed regarding the adoption or approval of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if its use would subject a pupil to unlawful discrimination in violation of Education Code section 220. Such a complaint may be filed by any member of the public, including anonymously, provided the complaint contains evidence or information leading to evidence supporting the allegation. [EC 244]. Any individual, public agency, or organization may file a written complaint. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must generally be filed within six (6) months from the date of the alleged conduct, or from the date the complainant first obtained knowledge of the facts giving rise to the complaint, unless the time for filing is extended by law. Copies of the Uniform Complaint Procedures complaint form are available at each school and the District/COE office. Completed complaints should be submitted to the District/COE compliance officer. The District/COE will investigate the complaint and issue a written decision in accordance with applicable law and the timelines established by the Uniform Complaint Procedures. If dissatisfied with the decision, the complainant may appeal the decision to the California Department of Education within the timeline established by applicable law. A complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys. In cases involving allegations of unlawful discrimination, harassment, intimidation, or bullying, civil law remedies may be available following completion of the administrative complaint process, subject to applicable law. Additionally, any individual, public agency, or organization may file complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, or teacher vacancies or misassignments ("Williams Complaints"). Such complaints are subject to separate procedures and may be filed anonymously. Certain Williams Complaints may be filed directly with the State Superintendent of Public Instruction as provided by law. For more information regarding the Uniform Complaint Procedures or Williams Complaint procedures, copies of the applicable Board Policies and Administrative Regulations are available free of charge upon request at any school or the District/COE office, or on the District/COE website at https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/76698/files/original/UCP_1_Policies_and_Procedures_Revised_April_1_2022.pdf. [5 CCR 4600–4670]. (Attachment – 6)

**29. Sexual Harassment Policy:**

Reports of alleged pupil sexual harassment in violation of District/COE policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District/COE. The District/COE shall be responsible for providing written procedures regarding the process for reporting, investigating, and resolving such complaints. [EC 48980(f), 212.5, 231.5, 234.1]. (Attachment - 7)

**30. School Accountability Report Card:**

On or before February 1 of each year, parents are entitled to an updated hard copy of the School Accountability Report Card, which is available upon request. [EC 35256].

**31. Curriculum:**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. [EC 49091.14, 49063(k)].

**32. Grants for Advanced Placement Tests:**

Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. [EC 48980(j)].

**33. Homeless and Foster Youth:**

Information regarding the educational rights and services available to homeless children and youth, foster youth, and other eligible pupils is available by contacting the District/COE Homeless and Foster Youth Liaison. Educational rights include, as applicable, school stability, immediate enrollment, transportation assistance, and other protections provided by state and federal law. [EC 48850 et seq., 48852.5, 48853.5; 42 U.S.C. § 11431 et seq. (McKinney-Vento Homeless Assistance Act)].

**34. Pesticides:**

The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. Information on pesticides and pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at https://www.cdpr.ca.gov/healthy-schools-act/. You may register with the school site if you wish to receive notification of individual pesticide applications at the school site. You have the right to view a copy of the school site plan in the school office. [EC 17612, 48980.3]. (District Attachment - 8)

**35. Asbestos:**

You have the right to obtain an updated Management Plan for asbestos-containing material at your school site [40 CFR 763.93(g)(4); EC 49410 et seq.].

**36. Tobacco-Free Campus:**

Contact the school for information about the District/COE's tobacco-free campus policy, if any, and enforcement procedures. [HSC 104420].

**37. Safety Plan:**

Each District/COE school has a has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available at each school office. Fire, earthquake, and emergency drills are held at each school site pursuant to school policy. [EC 32280 et seq.].

**38. College Admission Requirements, Higher Education Information, and Career Technical Education:**

(Districts offering grades 9-12) [EC 48980(l), 51229]. (District Attachment – 9)

**39. Statutory Attendance Options:**

California law requires school districts to provide a free public education to pupils who reside within the District's attendance boundaries. While every resident pupil is entitled to attend a free, public education, the law does not guarantee that a pupil can attend the school of choice, or even the neighborhood school or program. Existing statutory attendance options may include interdistrict transfers, attendance based on parent employment (Allen Bill), intradistrict open enrollment, the Open Enrollment Act (where applicable), and opportunities available under the Every Student Succeeds Act (ESSA), and District of Choice transfers, if applicable. Parents/guardians should contact the District/COE regarding available enrollment options, eligibility requirements, application procedures, and applicable deadlines. [EC 48980(h)]. To the extent required and financed by federal law and at the request of the pupil's parent or guardian, each school district shall provide transportation assistance to the pupil. [EC 35160.5(b)(4)]. Parents/guardians who are interested in finding out more about attendance and/or programmatic options should contact the District for more information on the District's policies, procedures, and timelines for applying for transfers. [EC 48980(h)].

**Interdistrict Transfer**

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict attendance agreement between the district of residence and the district of desired attendance. Each school district has adopted policies regarding interdistrict attendance. Parents/guardians wishing to request an interdistrict transfer should obtain an application from the District/COE. Approval is subject to the policies and procedures of both the district of residence and the receiving district. If a request is denied, the parent/guardian may appeal the denial to the county board of education as provided by law. [EC 46600 et seq.].

**a) Attendance Based on Parent Employment (Allen Bill)**

Education Code section 48204(b) permits a school district to deem a pupil to have satisfied residency requirements if at least one parent or legal guardian is physically employed within the boundaries of the school district for a minimum of 10 hours during the school week. School districts within which at least one parent/guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted the pupil may attend school in the district in which the parent or guardian is employed through grade 12 so long as the parent or guardian continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to certain conditions specified in EC 48204. As a resident, the pupil does not have to reapply for the transfer to be valid. Admission under this provision is subject to District policy and available space. [EC 48204(b)].

**b) Intradistrict Transfer**

An intradistrict transfer applies when parents/guardians wish to register/admit/enroll their pupil(s) at a school other than the designated school that is in their attendance area within their school district. Each school district shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. EC 35160.5(b) permits parents to indicate a preference for the school that their child will attend, irrespective of the child's place of residence within the school district.

**c) Open Enrollment**

The Open Enrollment Act [EC 48350-48361] provides an option to pupils attending low-achieving schools within their "school district of residence" to enroll in schools with higher Academic Performance Indices (API). The Superintendent of Public Instruction creates an annual list of schools subject to the provisions of the Open Enrollment Act. Parents/guardians of pupils attending any of these schools may apply for admission to a higher achieving school by January 1. The receiving school district ("district of enrollment") may adopt specific standards for the acceptance and rejection of applications under this provision. These may include consideration of capacity issues as well as the potential adverse financial impact. While technically remaining law, the CDE has replaced the API.

**d) Every Student Succeeds Act**

Districts may provide alternative supports and public school choice.

**e) District of Choice**

If the District has elected to operate as a District of Choice, it may accept transfer applications from pupils residing outside the District pursuant to Education Code section 48300 et seq. Parents/guardians should contact the District office to determine whether the District participates in the District of Choice program and for information regarding eligibility and application procedures. [EC 48300 et seq.].

**40. Notice of Teacher Qualifications:**

LEAs will ensure that all teachers working in a program supported with Title I, Part A funds meet applicable state certification and licensure requirements. At the beginning of each school year, an LEA that receives Title I funds shall notify the parents of each student attending any school receiving such funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following [20 U.S.C. sections 6312(c)(6), 6312(e)(1)(A)]:

- Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. [20 U.S.C. Section 6312(e)(1)(A)(i)(I)].
- Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. [20 U.S.C. Section 6312(e)(1)(A)(i)(II)].
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher. [20 U.S.C. Section 6312(e)(1)(A)(i)(III)].

a) Whether the child is provided services by paraprofessionals and, if so, their qualifications. [20 U.S.C. Section 6312(e)(1)(A)(ii)].

**41. Cal Grant Grade Point Average Notice:**

(Districts offering grades 9-12) Pupils enrolled in grade 12 shall be deemed to be a Cal Grant applicant and pupil's grade point average forwarded to the Student Aid Commission unless pupil opts out within 30 days of notice that the school will first send grade point averages to the Commission which has a submission deadline of October 1. [EC 69432.9].

**42. Electronic Notification:**

This notice may be exclusively provided electronically provided a parent or guardian has so requested. [EC 48981, 48985].

**43. State Mandated Testing Waivers:**

According to EC 60615, if parents/guardians do not want their student to take all or part of the California Assessment of Student Performance and Progress System or other similar standardized test, they are required to submit a written request to the principal of their student's school. The principal must have this letter prior to the start of each test. Parents/guardians are required to specify the test name in the letter.

**44. Special Education:**

Special Education programs are available to all eligible students with disabilities, ages 0–22. The District actively seeks to identify, locate, and evaluate all children with disabilities who may be eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA). [20 U.S.C. § 1412(a)(3)]. If you have any reason to believe your child needs special education, please contact Special Services, or school site administration. [EC 56301]. (District Attachment - #10)

**45. Foster and Homeless Youth, Pupils of Military Families, Former Juvenile Court School Pupils, Migratory Children, and High Mobility Pupils:**

Foster or homeless youth, former juvenile court school pupils, pupils of military families, currently migratory children, and newcomer program participants in their third or fourth year of high school may be exempted from local graduation coursework requirements that are in addition to state graduation requirements unless the District/COE makes a finding that the pupil is reasonably able to complete graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school. Such pupils shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses for which the pupil is otherwise eligible, including courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements. The District/COE is also required to consult with an eligible pupil and the person holding the pupil's educational rights of the option to remain in school for a 5th year if the local educational agency determines the pupil is reasonably able to complete the local educational agency's graduation requirements within the pupil's 5th year of high school. If the District/COE makes such a

determination, they are required to:

- Consult with the pupil and the person holding the right to make educational decisions for the pupil regarding the pupil's option to remain in school for a fifth year to complete the local educational agency's graduation requirements.
- Consult with the pupil, and the person holding the right to make educational decisions for the pupil, about how remaining in school for a fifth year to complete the local educational agency's graduation requirements will affect the pupil's ability to gain admission to a postsecondary educational institution.
- Consult with and provide information to the pupil about transfer opportunities available through the California Community Colleges.
- Permit the pupil to stay in school for a fifth year to complete the local educational agency's graduation requirements upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil.
- For a pupil in foster care or a pupil who is a homeless child or youth, consult with the pupil, and the person holding the right to make educational decisions for the pupil, regarding the pupil's option to remain in the pupil's school of origin, pursuant to EC 48852.7 for a pupil who is a homeless child or youth, or EC 48853.5 for a pupil in foster care.

The District/COE shall exempt an eligible pupil from the local educational agency's graduation requirements and provide the pupil the option to remain in school for a fifth year to complete the statewide coursework requirements if the District/COE determines that an eligible pupil is not reasonably able to complete the local educational agency's graduation requirements within the pupil's fifth year of high school, but is reasonably able to complete the statewide coursework requirements specified in EC 51225.3.

The District/COE shall be required to reevaluate eligibility when a pupil is determined to be not eligible for an exemption and provide written notice to the pupil, the person holding the right to make educational decisions for the pupil, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption within the first 30 calendar days of the following academic year. Pupils in foster care may not have their grades lowered due to absences under certain circumstances, like a change in placement or court attendance. Eligible pupils who may qualify for the exemption from local graduation requirements are entitled to notice of the exemption within 30 calendar days of the date the pupil transfers into a school.

In addition to other requirements, the District/COE is required to accept coursework satisfactorily completed by a pupil in foster care, a pupil who is a homeless child or youth, a former juvenile court school pupil, a pupil who is a child of a military family, a pupil who is a migratory child, or a pupil participating in a newcomer program while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. Eligible pupils shall not be required to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency shall not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. If partial credit is awarded the eligible pupil shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. An eligible pupil shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to California State University or the University of California. A complaint for noncompliance may be filed under the District/COE's Uniform Complaint Procedures. [See Paragraph 28] [EC 51225.1 et seq.]. Eligible students should contact the District/COE regarding specific qualifications and requirements.

**46. Immigration, Citizenship Status, and Religious Belief:**

Students are afforded an equal right to an education regardless of immigration status or religious beliefs. Additional information regarding your rights to an education can be found at oag.ca.gov/immigrant/rights. [EC 234.7]. (*District* Attachment - #11).

**47. District/COE Policy Regarding Parent Classroom Visits:**

To ensure minimal interruptions of the instructional program, visits during school hours should be prearranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and to avoid potential disruptions, visitors/outsiders (as defined in Administrative Regulation 1250) must register immediately upon entering any school building or school grounds when school is in session. (BP/AR 1250)

**48. Employee-Pupil Code of Conduct:**

Charter Alternative Programs employees adopt and follow a code of ethics to maintain courteous and professional relationships with students. (SP 4260) The welfare of students is the primary concern at the Charter Alternative Programs.

**49. Bullying:**

Charter Alternative Programs prohibits bullying of any kind and refers families to superintendent policy SP5131.2 found at:

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44160/files/original/12.1_Revised_SP_5131.2_Bullying.pdf

and 5131.2 AR. found at

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44161/files/original/12.1_Revised_SP_5131.2_AR_Bullying.pdf
[EC 234, 234.1, 48900(r)].

**50. Investing for Future Education:**

Parents are advised of the importance of investing for higher education for students and considering appropriate investment options. The California Kids Investment and Development Savings Program (CalKIDS) is a statewide children's savings account program administered by the ScholarShare Investment Board to help eligible California public school students save for future higher education or career training expenses. Parents/guardians are encouraged to determine whether their child is eligible for a CalKIDS account and to obtain additional information about the program, eligibility requirements, and available benefits by visiting the CalKIDS website at www.calkids.org or by contacting the ScholarShare Investment Board. [EC 48980(o), 69996-69996.9].

**51. Earned Income Tax Credit Information Act:**

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

**52. Mental Health Service:**

Parents/guardians may access available pupil mental health services on campus or in the community. See handbook page 13 and 16.

**53. Firearm Storage:**

Please find Safe Storage of Firearms memorandum attached as Attachment 12.

**54. Local Apprenticeship Programs and Preapprenticeship Programs:**

For the parents or guardians of pupils admitted to, or advancing to, grades 11 and 12, Districts shall input here

a. the database of registered program sponsors provided on the internet website of the Department of Industrial Relations' Division of Apprenticeship Standards and

b. contact information contained in the Division of Apprenticeship Standard's database to obtain information or materials, including, but not limited to, pamphlets or brochures.

[EC 48980(m)].

**55. Dual Enrollment or International Baccalaureate Courses:**

For the parents or guardians of pupils admitted to, or advancing to, grades 7 to 12, please find the below information regarding dual enrollment or International Baccalaureate offered by the District. Please see page 6 of the handbook and/or reach out to school administrators for additional details. [EC 48980(n)].

## PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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 student's parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. Policies regarding these rights may be obtained from the school district/COE.

Parents who believe their rights have been violated under this section may file a complaint with the Student Privacy Policy Office (SPPO), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") the right to access the student's education records. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Additionally, parents or eligible students, maintain the right to request the amendment of the student's education records that the parent or eligible student alleges the records contain:

1. inaccuracy, or
2. unsubstantiated personal conclusion or inference, or
3. conclusion or inference outside of the observer's area of competence, or
4. data is not based upon the personal observation of a named person with the time and place of the observation noted, or
5. misleading information/conclusions, or
6. violations of the student's privacy or other rights.

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

Parents or eligible students maintain 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 permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated "directory information" without written consent unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student's education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. In addition, schools are required to provide military recruiters, upon request, with secondary students' names, addresses, and telephone listings unless parents have advised

the school that they do not want their student's information disclosed without their prior consent.

The School has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, photograph, degrees, honors, and awards received, date of birth, major field of study, dates of attendance, and the most recent educational agency or institution attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin, unless consent is obtained prior to release. If parents do not want the School to disclose directory information from their child's education records without prior written consent, they must notify the School in writing within 30 days of student beginning school in the academic year. [20 U.S.C. § 7908; 34 C.F.R. § 99.37; EC 49073].

Data may be shared with the California College Guidance Initiative to provide pupils and their families with direct access to online tools and resources for college and career planning, including to enable a pupil to transmit information shared with the California College Guidance Initiative to institutions of higher education for purposes of admissions and academic placement and the Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

[20 U.S.C. § 1232; EC 51229, 60900].

Parents or eligible students maintain 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 Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Please return this acknowledgment, with the required signature, to your student's school**.

## PARENTAL ACKNOWLEDGMENT ONLY

I have received and read the notice and all included attachments regarding my rights relating to the above courses and activities which might affect my child.

_____ _____

Print Pupil's Name Grade

_____ _____

Required Signature of Parent/Guardian Date

ATTACHMENT 1

**FULL TEXT OF EDUCATION CODE SECTION 48205**

((a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
(2) Due to quarantine under the direction of a county or city health officer.
(3) For purposes of having medical, dental, optometrical, or chiropractic services rendered.
(4) For purposes of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
(5) For purposes of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
(7) For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
(8) For purposes of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
(9) For purposes of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For purposes of attending the pupil's naturalization ceremony to become a United States citizen.
(11) For purposes of participating in a cultural ceremony or event.
(12)(A) For purposes of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
(13)(A) For any of the purposes described in clauses (i) to (iii), inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three days per incident.
(i) To access services from a victim services organization or agency.
(ii) To access grief support services.
(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.
(B) Any absences beyond three days for the reasons described in subparagraph (A) shall be subject to the discretion of the school administrator, or their designee, pursuant to Section 48260.
(14) Due to the pupil's participation in military entrance processing.
(15) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
(b) A pupil absent from school pursuant to this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit for those assignments and tests. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed one schoolday per semester.
(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
(e) For purposes of this section, the following definitions apply:
(1) A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
(2) “Cultural” means relating to the practices, habits, beliefs, and traditions of a certain group of people.
(3) “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.
(4) “Victim services organization or agency” has the same meaning as defined in subdivision (j) of Section 12945.8 of the Government Code.

## ATTACHMENT 2

MINIMUM DAY AND STAFF DEVELOPMENT DAY SCHEDULE

Two Professional Development days (students do not attend school)

- August 10-11, 2026
- March 29, 2027

No minimum day schedules are planned

ATTACHMENT 3

PUPIL RECORD INFORMATION

[Provide the following specific information:]

(a) Your school maintains records of pupil grades, test scores, progress reports, and demographic information in the student database through the Aeries database system.

(b) Each pupil also has a cumulative folder that includes physical files from grades K-12. Inside the cumulative folder is immunizations, standard testing scores, transcripts, discipline, diplomas and/or legal documents.

(b) The position of the official responsible for the maintenance of each type of record will be dependent upon the school site:

MSA – Kyra Abramson

MMCHS – Kirsten Paturel

CHSA – Brooke LaFromboise

(c)The registrar for all three school sites is Marjeanne Torres.

(d) Student records include any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that are directly related to an identifiable student and maintained by the District, required to be maintained by an employee in the performance of their duties, or maintained by a party acting for the District. Any information maintained for the purpose of a second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; EC 49061, 49062; 5 CCR 430)

(e)The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board Policy and Administrative Regulation regarding student records. (5 CCR 431)

(f) Parents may request and will receive access to pupil records.

(g) To challenge the content of pupil records, send a written complaint to the principal of the school. The principal will set a meeting with you to discuss the records and come to resolution. If no resolution is found, parents can make an appointment with the Director of the Charter Alternative Programs.

(h) There may be a nominal fee for reproducing copies of records.

(i) Categories of information that the institution has designated as directory information include Student's name, Address, Telephone Number, E-mail address, Date of birth, Section 49073. CAP does not share this information with outside parties, other than the California Department of Education.

(j) Parents have a right to file a complaint with the United States Department of Education concerning an alleged failure by the school district to comply with the provisions of Section 444 of the General Education Provisions Act (20 U.S.C. Sec. 1232g).

(k) The prospectus of the school is available, if requested, pursuant to Section 49091.14.

[EC 49063]

## Attachment 4

Title IX Policy

Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) is a federal law that states:
**"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."**

Title IX prohibits sex discrimination in education, including K–12 schools. Title IX has been used to promote equity in education by ensuring equal resources and treatment in education and school-related athletic and extracurricular activities, providing protections for pregnant and parenting students, and prohibiting sex-based harassment, discrimination, and bullying.

In addition to this federal law, California Education law also prohibits schools from discriminating against students on the basis of sex (*Education Code* sections 220–221.1).
El Dorado County Office of Education Title IX Coordinator:

EL DORADO COUNTY OFFICE OF EDUCATION TITLE IX COORDINATOR:

Dave Scroggins
Assistant Superintendent, Human Resources
6767 Green Valley Road
Placerville, California 95667
dscroggins@edcoe.org
Phone: 530-295-2250
Fax: 530-621-1395

Additional information can be found here:
https://www.edcoe.org/Human-Resources/Title-IX-Information/index.html

ATTACHMENT 5

## ALTERNATIVE SCHOOLS

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

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) 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.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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."

[EC 58501].

ATTACHMENT 6

UNIFORM COMPLAINT PROCEDURE

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/76698/files/original/UCP_1_Policies_and_Procedures_Revised_April_1_2022.pdf

ATTACHMENT 7

SEXUAL HARASSMENT PREVENTION POLICY

Charter Alternative Programs refers families to Superintendent Policies:

SP 5145.7

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44174/files/original/5145.7_SP_Sexual_Harassment_Revised_12.17.2019.pdf

SP 5147.7 AR

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44175/files/original/5145.7_SP_AR_Sexual_Harassment_Revised_12.17.2019.pdf

SP 5260 AR

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44188/files/original/SPAR5260_000.pdf

SP 5260 AR (Spanish)

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44189/files/original/ARBP5260_SP.pdf

ATTACHMENT 8

LIST OF PESTICIDES

Mountainside Success Academy Integrated Pest Management Plan:

https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/87150/files/original/EDCOE_2023_ipm_plan.pdf

Charter Home Study Academy:

Please call Phil Jones at (530) 295-2205.

Mountainside Middle College High School:

Please call Levi Thiessen at (916) 608-6745

ATTACHMENT 9

(Districts offering grades 9-12)

COLLEGE ADMISSION REQUIREMENTS
AND
HIGHER EDUCATION INFORMATION

(1) All California residents with a high school diploma are eligible for admission to Community Colleges in California.

(2) California State University requires a high diploma, a GPA of 2.49 and certain courses to be taken. For more information, read about enrollment requirements here.

(3) University of California requirements include a high school diploma, a GPA of 3.0 and certain courses. For more information, read about enrollment requirements here.

(4) CAP (Charter Alternative Programs) schools offer career technical education standards-driven courses .

(5) Families interested in the full CTE pathways can read about them here.

(6) Pupils who want assistance in choosing courses should reach out to staff at their school site:

a. MMCHS-Program Lead

b. MSA-Vice Principal or Academic Support Specialist

Note: For purposes of his section, “college admission requirements” means the list of courses that satisfy the subject requirements for admission to the California State University and the University of California.

ATTACHMENT 10

PROGRAMMATIC/SPECIAL PROGRAMMATIC OPTIONS

§ 56031. Special education

(a) "Special education," in accordance with Section 1401(29) of Title 20 of the United States Code, means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education.

(b) In accordance with Section 300.39 of Title 34 of the Code of Federal Regulations, special education includes each of the following, if the services otherwise meet the requirements of subdivision (a):

(1) Speech-language pathology services, or any other designated instruction and service or related service, pursuant to Section 56363, if the service is considered special education rather than a designated instruction and service or related service under state standards.

(2) Travel training.

(3) Vocational education.

(c) Transition services for individuals with exceptional needs may be special education, in accordance with Section 300.43(b) of Title 34 of the Code of Federal Regulations, if provided as specially designed instruction, or a related service, if required to assist an individual with exceptional needs to benefit from special education.

(d) Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.

(e) This section shall not be construed to prohibit an individualized education program from including specialized deaf and hard-of-hearing related services as the only services.

Attachment 11

# KNOW YOUR EDUCATIONAL RIGHTS[1]

*Your Child has the Right to a Free Public Education*

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.
- All children in California:
  - Have the right to a free public education.
  - Must be enrolled in school if they are between 6 and 18 years old.
  - Have the right to attend safe, secure, and peaceful schools.
  - Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - Have equal opportunity to participate in any program or activity offered by the school without discrimination.

*Information Required for School Enrollment*

- Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency and schools are not required to keep a copy of the document used as proof of a child's age.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

*Confidentiality of Personal Information*

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/ guardians with written notice of the directory information policy, and provide the option to refuse release of your child's information.

*Family Safety Plans if You Are Detained or Deported*

- You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

*Right to File a Complaint*

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated or bullied because of his or her actual or perceived nationality, ethnicity, or immigration status.

*For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:*

Bureau of Children's Justice California
Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550

Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov https://oag.ca.gov/bcj/complaint

1 As provided by the California Attorney General

CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

1. *You do not have to share the following information with school officials:*
   - You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
   - You do not have to provide Social Security numbers (SSN) or cards.
   - When completing the "Free and Reduced-Price Meals" form, only provide the last four digits of the SSN of the adult household member who signs the application.
   - If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the "No SSN" box on forms where applicable, to ensure that applications are complete.
   - If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
   - When providing information for proof of a student's residency or age, you do not have to use documents that could reveal information related to immigration status.
2. *Take steps to protect student information:*
   - Ask for the school's written privacy policies regarding student information.
   - Review the school's policy for "directory information"—which allows for public release of basic student information—and consider whether to opt out of releasing of that information.
3. *Take steps to prepare for situations where one or more parents or guardians are detained* or deported:
   - Develop and keep in a safe place a "Family Safety Plan" (example: https://www.ilrc.org/sites/default/files/resources/family_preparedness_plan.pdf) that includes the following information:
   - Name of a trusted adult to care for your child if no parent or guardian can.
   - Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.)
   - Make sure that your child's school always has current emergency contact information, including alternative contacts if no parent or guardian is available.

RESOURCES

The following resources are available to immigrant families responding to detentions or deportations:

- The Immigration and Customs Enforcement (ICE) detainee locator: https://locator.ice.gov/odls/homePage. do. Please Note: This site is intended only for locating individuals who are already detained, and not for general immigration status inquiries.
- Immigration lawyers in private practice, accredited representatives (who assist immigrants in immigration proceedings), or legal-aid organizations:
  - State Bar of California Attorney Search: http://www.calbar.ca.gov/Attorneys
  - California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR): https://www.justice.gov/eoir/page/file/942306/download#CALIFORNIA.
  - California Courts Self-Help Centers: http://www.courts.ca.gov/selfhelp- selfhelpcenters.htm.
  - Legal-aid offices and lawyer-referral services: http://www.courts.ca.gov/getting-legal-help.
  - The consulate or embassy of the parent's or guardian's country of origin.
  -

- Safe Storage of Firearms

**To:** Parents and Guardians of Students in the Charter Alternative Programs Schools
**From: Michael Gillespie, Assistant Superintendent**
**Subject: California Law Regarding Safe Storage of Firearms**

---

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Charter Alternative Programs schools of their responsibilities for keeping firearms out of the hands of children as required by California law. Seveny-four percent of children know where their parents' firearms are stored, and 60 percent report that they have handled them[2]. Sadly, over 80 percent of teens who have died by suicide used a firearm that belonged to someone in their home[3]. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**
To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[4]
    - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a child **never** actually accesses the firearm.[5]
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, having custody or control, owning, receiving, or purchasing a firearm for 10 years.[6]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[7]

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.
Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.
Sincerely,

**Michael Gillespie**
**Assistant Superintendent**
Date published: April 2025
California Department of Education

---

2 Baxley F, Miller M. Parental Misperceptions About Children and Firearms. *Arch Pediatr Adolesc Med.* 2006;160(5):542–547. doi:10.1001/archpedi.160.5.542
3 Barber, C., Azrael, D., Clark, D. E., & Hemenway, D. (2010). Who are the owners of firearms used in adolescent suicides?. *Suicide & life-threatening behavior*, *40*(6), 609–611.
4 See California Penal Code sections 25100 through 25125 and 25200 through 25220.
5 *See* California Penal Code section 25100(c).
6 *See* California Penal Code Section 29805.
7 *See* California Civil Code Section 1714.3.