

Welcome to Method Schools

We know you have choices, and we are honored you chose Method Schools to educate your student. Now in our sixth year, we continue to expand our organization and improve the way we educate our students. We are excited to bring new initiatives and opportunities to access learning that reach beyond a computer screen, while still improving our online curriculum.

We continue to develop sound practices in customizing learning for each student with a focus on constant growth wherever the student may be. Our outstanding staff nurtures a sense that learning is possible for everyone and truly models the idea that learning never stops as they continue to develop their teaching practices to meet our students' needs.

We look forward to another year of growth and a wonderful school year!

Sincerely,

Jade Fernandez, Head of Schools

Method Schools Mission

The mission of Method Schools is to provide breakthrough tools and educational approaches that deliver maximum results and accountability to K-12 families. Method Schools provides innovative tools and educational practices to maximize personalization and empower students to become problem solvers, effective communicators, critical thinkers and creative innovators. Method Schools believes students should be active participants and decision makers in their educational process and fosters a culture of expectation throughout all levels of the organization.

The curriculum and educational practices inspire creativity and innovation and promote critical thinking and problem solving along with providing consistent opportunities for communication and collaboration. Tools and practices utilized are technologically reflective of the environment in which students live and in alignment to the 21st Century Skills which focus on Life and Career Skills, Learning and Innovation Skills, Core Subjects, and Information, Media and Technology Skills.

Further focus areas include:

- Create learning practices and instructional that will support the teaching and learning of 21st century skill outcomes.
- Support professional learning communities that enable educators to collaborate, share best practices and integrate 21st century skills into instructional practice.
- Enable students to learn in relevant, real world 21st century contexts (e.g. through project-based or other applied work).
- Allow equitable access to quality learning tools, technologies and resources.
- Provide 21st century architectural and interior designs for group, team and individual learning.
- Support expanded community involvement in learning, both face-to-face and online.
- Focus on content knowledge and expertise.
- Build understanding across and among core subjects.
- Emphasize deep understanding rather than surface knowledge.
- Engage students with the real-world data, tools, and experts they will encounter in college, on the job, and in life.
- Allow for multiple measures of mastery.

Method Schools: An Overview

Philosophy and Visions

Method Schools believe students should be active participants and decision makers in their educational process. As often as possible, the curriculum and instruction should be personalized not only to a student's abilities, but to his interests as well. The curriculum and educational practices should inspire creativity and innovation and promote critical thinking and problem solving along with providing consistent opportunities for communication and collaboration. Tools and practices utilized should be technologically reflective of the environment in which students live and in alignment to the 21st Century Skills that focus on Life and Career Skills, Learning and Innovation Skills, Core Subjects, and Information, Media and Technology Skills.

Student Goals

The following goals have been established for every Method Schools student:

- Students will become self-motivated, life-long reflective learners
- Prioritize tasks
- Demonstrate efficient time management
- Develop leadership qualities
- Establish and achieve personal goals
- Develop a variety of strategies to maximize learning
- Students will become effective global communicators
- Listen with understanding and interpret effectively
- Convey information with knowledge and confidence
- Read with comprehension and fluency
- Write in a variety of formats at each grade level
- Students will be proficient in academic skills
- Demonstrate growth in all content standards
- Demonstrate growth in acquisition of 21st Century Skills
- Students will become productive citizens
- Demonstrate respect for self and others
- Accept personal responsibility for actions
- Work effectively as an individual and as a part of a collaborative team
- Develop and maintain a healthy lifestyle
- Contribute to the betterment of the local and global communities
- Participate fully in the democratic process
- Acknowledge and seek to understand diversity

Method Schools works with a shared goal of educating its students to their fullest potential and is built on a foundation of collaboration between the parents, students, and our highly-qualified staff. Our staff will work with you to:

Determine student strengths, areas of needs, and goals assign focused and specific strategies that will most benefit student's learning and achievement. Monitor your student's progress often and continually refine learning strategies. Ensure student achieves their goals and progresses to new goals.

Blue Track (Traditional School Year) 2019-20 Calendar

JULY 2019						
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First day of school: 8/19/18
 Last day of school: 6/3/19
 Instructional Days: 180



Orange Track (July start) 2019-20 Calendar

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DECEMBER 2019						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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First day of school:

7/1/19

Intercessions:

8/26/19 - 9/20/19; 11/18/19 - 1/10/20

Last day of school:

6/26/2020

Instructional Days:

175

Enrollment Information

Method Schools are public schools of choice.

There is no discrimination in the admission of students to the school on the basis of race, creed, color, handicapping condition, or gender. Method Schools provides a free and appropriate public education (FAPE) to all of its students. All students; however, need to be able to meet the enrollment requirements.

Method Schools will enroll students in grades Kindergarten – Twelfth for the 2019-20 school year. Student registration is always online at www.methodschools.org. The enrollment process must be completed in full and submitted with all the required documentation prior to being accepted.

Questions regarding the status of your enrollment should be directed to the front offices. Students who have received services under the Individuals with Disabilities in Education Improvement Act (IDEIA) must provide this information at the time of enrollment. A Method Schools staff member will contact you to ensure proper placement of your student into our program.

It is understood that no student who qualifies for special education services under the Individuals with Disabilities in Education (IDEA) shall participate in independent study unless it is specifically authorized under his/her IEP.

Concurrent enrollment in another public or private school is prohibited at Method Schools and will cause the student to be withdrawn immediately. This does not include college-level coursework. Please refer to our enrollment requirements.

Fees

Method Schools does not charge fees for our programs or services provided to our families. Enrollment with Method is always tuition-free; however, as with many school programs, certain expenses do fall within the responsibility of enrolled families: Ink for printers, the cost of transportation to and from school, Method Schools sponsored events, and the cost for providing paper are a few examples.

Mid-Year Enrollment

The Compass Learning/K12/FuelEd curriculum is mastery based—each of the lessons in the curriculum builds upon content mastered in a previous lesson. As a result, all students who enter mid-year work with their assigned Method Schools teacher to identify the academically appropriate starting point in the K12/FuelEd curriculum. Most often, we advise students who enter mid-year to complete the unit assessments offered at the end of each unit. If a unit assessment is mastered, you can assume that the student has mastered all concepts taught in that unit and you can mark all lessons in that unit as complete.

Admissions

Age Requirement

A student will be admitted to Kindergarten at the beginning of a school year if the child will have his/her fifth birthday on or before November 1st of the school year.

A child is eligible for TK if they have their fifth birthday between September 2nd and December 2nd.

Immunizations

All of the following are required for enrollment into Method Schools:

- Diphtheria
- Measles
- Mumps (except for children who have reached the age of 7 years old)
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Tetanus
- Hepatitis B
- Varicella (chicken pox) – persons already admitted into California public or private schools at the Kindergarten level or about, before July 1, 2001, shall be exempt from Varicella immunization requirement for school entry.
- TDAP (pertussis) – the TDAP must be administered after a student's seventh birthday but before entering the 7th grade.
- The schools' verification of immunization is through written medical records from your doctor or immunization clinic. Pupils who fail to complete the series of required immunizations within the specified time will be denied enrollment until the series has been completed. Exceptions are allowed under the following conditions:
 - The parent provides a signed doctor's statement verifying that the child is to be exempted from immunizations for medical reasons. This statement must contain identifying the specific nature of probable duration of the medical condition.
 - As of January 1, 2016, due to Senate Bill 277, a parent may no longer request exemption of their child from immunization for personal or religious beliefs for students. The bill does exempt pupils enrolled in an independent study program, who do not receive classroom-based instruction. Any child leaving the United States for a short vacation, to any country considered by Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure, such as, Mexico, Philippines, India or Southeast Asia must call the County of Tuberculosis clinic for TB screening upon return.

Physical Examinations

All pupils are to have completed a health screening examination on or before the 90th day after the pupil's entrance into first grade or such pupils must have obtained a waiver pursuant to Health and Safety Code, Section 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to pupils enrolled in Kindergarten. Failure to obtain an examination for your child or a waiver will result in your child being denied enrollment. The school recommends that children undergo a yearly speech, hearing, and eye examination.

Enrollment Requirements

Our school is a full-time, general education, independent study program; not a supplemental program or a part-time program.

- Method Schools is a mastery-based program. Letter grades are not given for students in Kindergarten – 5th grade.
- Students in grades 6-8 receive letter grades based on the grading scale in the student/parent handbook.
- High School students must be enrolled in and maintain a minimum of 30 credits.
- If a move has occurred while the student is attending Method, a new proof of residency must be submitted within 10 school days.
- Students must be in good standing with their previous school district and Method Schools when re-enrolling.
- Grades 9 – 12 may ONLY be enrolled in Method Schools and not concurrently enrolled in another high school, except for a pre-approved junior college.
- Method Schools does NOT give partial credit for students leaving prior to the end of a semester.
- Students may only be enrolled in Method Schools and not currently enrolled in another school, public or private.
- Parent/Guardian and/or the learning coach is responsible for ensuring the child is attending school (actively engaged and completing Method assigned lessons) for 4 -6 hours per day.

Due to the nature of independent study programs, adhering to school enrollment requirements is extremely important to the success of the student.

- Students must reside within a county we serve and provide residency prior to their enrollment.
- All required documentation must be received by our staff (i.e. transcripts, proof of address, proof of age, and vaccinations) must be submitted within 30 days.
- All information on the application must be true and correct. If misrepresentations are made, the application will be deemed as not meeting our requirements and may result in revocation or halting enrollment.
- Enrollment into the school is contingent upon the student, parent, and teacher signing the independent study Master Agreement form prior to the commencement of instructional services.
- Parent and student will not have access to the online curriculum until the Master Agreement is signed and returned.
- Failure to sign the agreement form within 3 days of enrollment approval and/or each subsequent year will result in the immediate indication of non-enrollment in Method Schools and the student's account will be deactivated.
- Method Schools must have the transcripts from a previous high school to determine course placement.
- We have the authority to review report card and transcripts to determine the appropriate placement.
- Prerequisite requirements – many courses for high school students require prerequisites. The specific course prerequisites are included in the individual course descriptions.

Attendance

- Students are expected to complete coursework and log into their curriculum platform every school day, Monday through Friday.
- Students are expected to work in their courses 4-6 hours each day.

- Notify a Method Schools teacher of any extended family travel except during normal school vacations and holidays, 2 weeks prior to leaving. *Failure to do so may result in the student being withdrawn from our school.*
- During travel time, the student must be completing coursework and a parent/guardian, or the learning coach must be available by phone and/or internet.

Progress

Progress is logged daily. Students will make continuous progress (actively engaged and completing assignments) in the curriculum.

Students are required to complete Renaissance Star testing each month, per their mentoring teacher to determine progression.

“Failure to meet the requirements listed above may indicate that an independent study program is not the appropriate placement for your student and may result in your student’s withdrawal from Method Schools. If a student is withdrawn for failing to meet the enrollment requirements, the student will not be able to re – enroll for the remainder of the current academic year and one academic year following.”

The Learning Coach

The Learning Coach is the person designated by the student’s family (usually a parent) that help guide student’s in their education at home. As an independent study program, the learning coach’s role in the students’ academics is critical to the student’s success. They will work closely with our staff and teachers to ensure the student’s success.

Learning Coach’s Responsibilities to the Student

- The Learning Coach continuously supervises the student (s) during regular school hours (between 8:30 am – 3 pm)
- The Learning Coach, in partnership with Method Schools teachers, is responsible to ensure the child is participating appropriately in the instructional program. This can include but is NOT limited to:
 - Completing assigned lessons
 - Completing assessments as needed (once per month)
 - Participate in a weekly virtual or in-person session with the mentoring teacher (may include supplemental instruction)
 - Complete Renaissance Learning assessments to ensure interventions as needed
 - Attending annual standardized tests as required by the California Department of Education
 - Having the student available and actively participating in the meetings and in person assessments or instructional assistance. This ensures the students is provided the appropriate access to curriculum.
 - Parent/guardian and/or the learning coach understands that it is their responsibility to have the student participate in interventions as deemed necessary by our staff.
 - Parent/guardian and/or the learning coach understands that Method Schools records online class sessions (student’s full name does not show on recording)

- Parent/guardian and/or the learning coach is required to be able to read and understand the curriculum and instructional materials provided by Method Schools
- Parent/guardian and/or the learning coach will work in partnership with Method Schools teachers to identify and support students with academic issues
- Support students in attending state-mandated testing

Learning Coach's Responsibilities to Method Schools

- ☐ Parent/guardian and/or the learning coach must have a working phone number, email account, and internet access at the time of enrollment.
- ☐ Email and phone messages are checked daily.
- ☐ Above accounts or equivalent must be maintained throughout the student's enrollment in Method Schools.
- ☐ Inform Method Schools teachers within 48 hours of any changes to contact information (i.e., address, phone number, and email address).
- ☐ Respond to all calls and emails from Method Schools teachers within 48 hours via phone or email.
- ☐ Submit work samples as requested by your teacher in a timely manner.
- ☐ Treat teachers and staff with respect and professionalism.
 - This includes but is not limited to:
 - Not using rude language (including profanity, yelling, badgering) on the phone, email or in person.
 - Not threaten teachers and/or staff on the phone, email or in person.

Learning Coach's Meeting Requirements

- ☐ Attend regularly scheduled meeting, including face-to-face OR virtual sessions with our teachers and student at a mutually agreed upon location/time.
- ☐ Attend regularly scheduled phone conferences with our teachers.
- ☐ Attend scheduled web-based conferences and/or informational meetings with Method Schools staff.
- ☐ Be available during the regular school hours and Method Schools working hours to meet with teachers and/or staff (Mon. – Fri., 8 am to 4 pm).

"Failure to meet the requirements listed above may indicate that an independent study program is not the appropriate placement for your student and may result in your student's withdrawal from Method Schools. If a student is withdrawn for failing to meet the enrollment requirements, the student will not be able to re – enroll for the remainder of the current academic year and one academic year following."

General Information

Independent Study Master Agreement (ISMA)

California Independent Study regulations require that any student enrolled in Method Schools has signed an Independent Study Master Agreement on file for each year they are enrolled. The student, the parent/guardian and our teachers must sign the agreement. Additionally, should a learning coach other

than the parent/guardian be responsible for instruction, he/she must also sign the Master Agreement. Please work with your teacher to ensure that your child's ISMA is signed in a timely manner.

"Failure to provide a signed Independent Study Master Agreement prior to each year will result in your child's withdrawal from our program due to this state requirement."

Diagnostic Assessment Tools

Upon enrollment, each student takes a diagnostic assessment in Reading and Math. Our teachers use this data to help with course placement and create a personalized instructional plan for each student. These tests are required quarterly for all students.

SmartFox Online Curriculum

The online curriculum provided by Method Schools is designed to align with California Common Core Standards. Based on data from diagnostic assessments, as well as teacher assessment and observation, students may also be assigned additional supplemental curriculum to address student's learning needs and weaknesses.

Access to the online curriculum provides daily student lessons requires a connection to the internet through your service provider.

Confidentiality

Every effort is used in maintaining the confidentiality of students attending the Method Schools. Parents must give permission before a student's name or image can be displayed in a public manner. Student files are accessible only to employees of Method Schools who have an interest in the education of its students.

Learning Coaches and students should be careful not to share their online curriculum username and password with any unauthorized individuals. In any case, where a parent or teacher believes the security of the online curriculum has been compromised the parent should use the tools provided in the online curriculum to change their username and password. In addition, parents are advised to avoid using personal information in emails. For example, using a student's first initial is preferred to use a student's first name.

Learning Coach Requirements

Method Schools does require that a responsible adult be at home to supervise the instruction of reach student. Upon enrollment, the learning coach and student are required to sign a Master Agreement that acts as a contract between enrolled families and Method Schools. As a learning coach, you can expect to spend an average of 4 to 6 hours per day on direct student instruction, depending on the student's grade level, with additional time for daily or weekly lesson preparation. A student's successful progress requires daily learning coach commitment to the discipline and organization implicit to manage a first-class education.

The following expectations were included in your student's master agreement paperwork and agreed to when you enrolled your student in Method Schools.

Student Agreement

- ☐ I voluntarily request participation in this independent study program and have read and understand the terms of the master agreement.
- ☐ I will complete all coursework outlined in the master agreement and as assigned to me in the periodic student assignment and work record.

Parent/Legal Guardian Agreement

- ☐ I agree to the above conditions listed under the Students Agreement/Responsibilities.
- ☐ I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the Method teacher.
- ☐ If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact the Method Schools teachers prior to the due-date to make alternative arrangements.
- ☐ I understand that it is my responsibility to provide any needed transportation for my child's scheduled meetings at a mutually agreed upon location reflected on the face of the master agreement and the lack of transportation is not an acceptable reason for failing to meet with a Method Schools teacher.

Change of Contact Information

Please notify our enrollment specialists should your contact information change and provide any updated proof of residency for your new address. Our staff will update the records accordingly. Correct contact information ensures that curriculum materials and important school notices are mailed to the correct student address. Parents are requested to update their account information in the online curriculum should their email address change. Communication is often sent via email to the email address listed in the online curriculum. Thus, we would like to keep all records up-to-date.

Attendance

Attendance is important for the success of a student. If a student does not attend school and complete coursework, then they cannot succeed. Attendance is tracked through the online curriculum platform and completed coursework is monitored by our teachers. It is expected that lessons be completed each school day.

Excused absences are those that have been communicated to and approved by the teacher. Reasons for an excused absence include illness, bereavement, family emergency, natural disaster. Some instances may require written verification (i.e., doctor's note) is submitted to your teacher.

Incomplete assignments equate to an absence at Method. Excessive absences interfere with the academic achievement of the student. Students who have unexcused absences will be contacted by the school. If attendance is not rectified in a timely manner, the administration may deem that enrollment is not in the best interest of your child, and your child may be subject to withdrawal.

Non-Compliance Policy

Method Schools is in partnership with families to education the students enrolled in our program. The partnership cannot be effective if students and/or parent/guardians are not actively participating in our program and meeting our enrollment requirements.

Indications that a student is not actively participating in our program include: non-attendance, missing or refusing to schedule meetings, being unable to contact, and/or meeting additional enrollment requirements.

For purposes of this policy, a student not logging into their online courses or attending required meetings or instructional sessions without prior approval or proof of an alternate academic activity is considered an “absence”. Students having excessive absences will be evaluated as to whether it is in the best interest of the pupil to remain in independent study. Parents/guardians will be informed of this policy as part of the Student Agreement signed each year.

The evaluation shall take place during a Student Success Team meeting, which is conducted by a Method Schools administrator or designee. The Method Schools administrator or designee shall provide written notification to the parent/guardian or adult student of the meeting.

For the purpose of this policy, a student missing two school appointments will be considered to have “missed two assignments” and thus will be evaluated as to whether it is in their best interest of the pupil to remain in independent study. Parents/guardians will be informed of this policy as part of the student agreement signed each year.

In these instances, Method Schools will:

- Contact the family by phone and email requesting a resolution within 24 hours.
- If no resolution, a teacher will attempt to contact the family again by phone and email.
- If issue is not resolved, Method Administration is notified and follow up communication is sent notifying the family that a student success team meeting, as outlined below shall be held to determine whether or not independent study is in the best interest of the student.

Teachers are required to document each step of this process with detail and accuracy. This included the date and time of attempted contact, the phone number and/or email used as well as the reason for contact.

Student Success Team Meetings

Pupils who have excessive absences within one learning period shall be required to attend a Student Success Team meeting to determine whether it is in the best interest of the pupil to remain in independent study. This conference shall be held as soon as possible, and the pupil will receive written notice of the Student Success Team Meeting. The pupil may request one postponement, not to exceed five (5) school days, of the conference for good cause.

At the meeting, the parent/guardian or adult student shall be informed of the reason for the meeting

and the evidence supporting a finding that independent study is not in the pupil's best interest. If the pupil and/or representative do not attend the meeting, the Method staff will review the relevant information and make a determination in the pupils' absence/missed assignments.

The Pupil and/or his/her representative shall be given the opportunity to present information and/or witnesses to the Method Staff either orally or in writing or both during the Conference. Method Staff shall take any information presented by the parent/guardian/adult student into consideration when determining whether it is in the best interest of the pupil to remain in independent study. Additional factors to be considered include but are not limited to the following:

- Pupil's grades at the time of evaluation.
- Teacher observation/feedback.
- Pupil's progress in independent study curriculum.

Method Schools staff's decision shall be provided in writing to the parent/guardian within three (3) days of the evaluation. Method Schools staff may:

- Find independent study in the pupil's best interest.
- Place the pupil on attendance probation to be evaluated, again at the next attendance period if the pupil continues to fail in engaged daily activities.
- Use other alternatives to improve attendance, or
- Find that it is not in the pupil's best interest to remain in independent study.

If the Method Schools staff finds that it is not in the pupil's best interest to remain in independent study, then the pupil shall be withdrawn from enrollment at the Charter School and the parent/guardian or adult student shall immediately enroll in a site-based program through the local school district or other appropriate educational program. Method School decisions are final.

Code of Conduct

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. No more is this so than in the classroom.

At Method Schools, a classroom is defined as many different locations. These may include, but are not limited to:

- Online classroom sessions.
- Any Method Schools event
- Any Method Schools community area.

As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following code of classroom etiquette has been established.

- When participating in class dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
- Conflicting opinions among members of a class are respected and responded to in a professional manner.
- No side conversations or other distracting behaviors are engaged in during class discussions or presentations.
- No offensive comments, language, or gestures are part of the classroom environment.
- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Use only your own user name and password, and do not share these with anyone.
- Do not post personal information (any social media, YouTube, Facebook, email address, etc.)
- Do not interfere with other users' ability to access Method Schools or disclose anyone's password to others or allow them to use another user's account. **You** are responsible for all activity that is associated with your username and password.
- Do not download, transmit or post material that is intended for personal gain or profit, non-Method Schools commercial activities, non-Method Schools product advertising, or political lobbying on a Method Schools owned instructional computing resource.
- Do not use Method Schools instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on Method Schools instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any Method Schools server.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain email, viruses, or other intentionally destructive content.

Adherence to this code of conduct will enable students to receive the most from their academic endeavors and should be seen as a regular and voluntary compact among faculty and students. Any infraction of this code, however, that is deemed to be materially or substantially disruptive of the learning environment is cause for removal of a student from a class or for student disciplinary proceedings.

Bullying and Intimidation

Method Schools believes that all students have a right to a safe and healthy school environment. To that end, the schools and community have an obligation to promote mutual respect, tolerance, and acceptance. Method Schools will not tolerate any act of intimidation including direct physical contact, gestures, comments, threats or actions, either written, verbal or physical, which cause, threaten to cause or are likely to cause bodily harm, social isolation, manipulation, or personal degradation at any school site, at any school activity whether on or off campus, while traveling to and from school or a school sponsored activity, or during the lunch period, whether on or off the school site.

The consequences of these actions may include a broad range of disciplinary measures as appropriate; however, every effort will also be taken to provide or locate appropriate assistance for both the victim and the offender.

For the purpose of this administrative regulation, bullying is, but is not limited to, making unsolicited and unwelcome written, verbal, physical and/or threatening visual gestures or contact.

- Written – intimidating/threatening letters, notes, or messages
- Verbal – intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets
- Visual – threatening gestures
- Physical – hitting, slapping and/or pinching
- Initial Response and Reporting Expectations

Method Schools expects all employees, if they observe or become aware of an act of intimidation, to take immediate, appropriate steps to intervene.

Investigation and Response

Any incident, which may constitute an act of intimidation and is reported to the Director/Principal, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

Academic Interventions and Late Work Policy

Method Schools follows a prescriptive method to individuals and personalize student learning based on student needs. Based on a Multi-Tiered Support System (MTSS) model, students may be required to attend additional interventions where teacher deems appropriate. Additional interventions include, but are not limited to:

- Required attendance in additional Targeted Direct Instruction (TDI) Sessions
- Assignment of Student Success Manager
- Adapted or modified online curriculum
- More frequent progress checks with teacher and parent

If prescribed interventions do not result in adequate progress or change, the teacher will call a Student Success Team Meeting (“SST”). At this meeting, student, teacher, and parent meet to discuss the challenges and obstacles the student faces and come to an agreement of what interventions are appropriate or if further interventions must be put in place.

Late Work Policy

Because courses are fast-paced, students are expected to keep up with their deadlines. Coursework is due at their meetings.

If the student is absent the day of their meeting, their work is still due. Teachers are expected to check their progress and grade student work as if they were present. Parents should be notified by phone that they

missed their meeting. Updates should still go out to both parent and student via email.

When Students are At-Risk

When students don't meet expectations, teachers may need to prescribe certain interventions as the teacher and/or staff deem appropriate.

Once students have been identified as at-risk, the prescribed interventions can and should be lifted after a sustained amount of time, in which the student demonstrated success. While the teacher can keep a student on an at-risk status longer if appropriate, at-risk status carries a minimum duration of at least a quarter, even if students show immediate improvement.

Consequences

If it is determined that a student has violated the Code of Conduct Method staff will adhere to the following procedures:

- First warning
- Parent-Teaching Meeting
- If problem continues, administrator phone conferences
- Possible withdrawal

Depending on the severity of each action, Method Schools reserves the right to withdraw student upon first action. This document describes the policies and guidelines for the use of the Method Schools and exists to ensure that all Method Schools students are aware of and understand their responsibilities when accessing and using Method Schools resources.

As a student enrolled in Method Schools, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines will result in the:

- Removal of your access to Method Schools instructional computing resources, which would result in your inability to complete learning activities.
- Involvement with law enforcement agencies and possible legal action.
- Withdrawal from our program.

Discipline

In order to promote learning and protect the safety and well-being of all students, Method Schools adheres to the Suspension and Expulsion guidelines established by California Education Code Section 48900. When a student interferes with the learning, safety, and well-being of students, it may be necessary to suspend or expel a student from regular classroom instruction. Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students.

Discipline includes but is not limited to advising and counseling students, conferring with

parents/guardians, detention during and after school hours, and the use of alternative educational environments, suspension and expulsion. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Improvement Act ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (Section 504) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504 of the Rehabilitation Act, Individuals with Disabilities in Education Improvement Act (IDEIA), the Americans with Disabilities Act (ADA) of 1990 and all federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Dress Code

It is important to require a standard of dress for when students attend a school-related event. These instances include (but are not limited to) outings, testing, community day, etc. Clothing worn should promote the learning process and appropriate behavior. It is expected that students will wear clothing that is consistent with their health, safety, and welfare.

The following standard of dress must be observed in these instances:

- Shorts and skirts must be longer than the tips of fingers when arms are relaxed at sides.
- No strapless or backless tops or dresses.
- No bare midriffs.
- No low-cut tops revealing cleavage.
- Undergarments must not show (i.e., saggy pants or sheer clothing).
- No item of clothing may display foul or derogatory language or artwork.

Technology and Internet Use

To ensure the internet safety of all students and the appropriate use of school equipment, Method Schools has developed the following policies.

Network Etiquette

As a Method student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang
- Swear words are unacceptable
- Do not harass or threaten others
- Do not use all capital letters (this is considered yelling)
- Never use derogatory comments, including those regarding race, age, gender, sexual

orientation, religion, ability, political persuasion, body type, physical or mental health

- Focus your responses on the questions or issues being discussed, not on the individuals involved
- Be constructive with your criticism, not harmful
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos
- Respect another people's privacy
- Do not broadcast online discussions and never reveal other people's email addresses
- Do not post personal information (Facebook, YouTube, Instagram, Snapchat, Email, etc....)

Internet Service Provider (ISP) Policy

Participation in Method Schools requires an Internet connection. This Internet connection is to be established and maintained by the family with the enrolled student(s). The nature of Method Schools program requires that students and learning coaches log onto the online curriculum each day to receive curriculum, lesson plans, and other necessary resources and well as to log attendance and submit lessons. Because of the unique schooling environment of the Method Schools, it is an enrollment requirement to establish and maintain an internet account throughout the entire time of being enrolled with Method Schools. Failure to provide or maintain an Internet connection will result in the withdrawal of your students.

Computer Policy

Method Schools will ensure that all enrolled students have access to a computer. If a computer is not available at home, Method Schools will provide loaner equipment which must be returned upon withdrawal or at the end of the school year.

Prohibited Use

Users shall not use the equipment, software, online classrooms and other materials of Method Schools to view, download, save, receive or send material related to or including any of the following:

- Illegal activities
- Offensive content of any kind including pornographic material
- Content that promotes discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability
- Threatening or violent behavior
- Gambling or wagering
- Commercial messages
- Religious, political, or racial messages
- Messages that misrepresent yourself
- Download of any software on Method Schools computer(s)
- Websites or chat rooms that are not for the purpose of Method Schools related education

Software programs may not be installed on the computer without written permission from the Method Schools. Only software that is required by Method Schools will be allowed on the Method Schools

computers. All other software will be prohibited. Software that was originally provided with the computer may be updated without permission. This would include programs but is not limited to:

- Adobe flash player
- Adobe reader
- Microsoft Windows
- Sun Microsystem Java

Any unacceptable usage of the property, software and/or violation as described above regarding Method Schools equipment, software, online classrooms or Network/Internet Policy (found in the enrollment paperwork and signed before enrollment) may result in disciplinary action up to and including the immediate termination of enrollment in Method Schools.

Materials and Computer Equipment

All instructional materials, including computer equipment and related hardware for use at Method Schools, are loaned to the student by Method Schools.

Method Schools shall not provide any funds or other item of value to the pupil or his parent or guardian that a school district could not legally provide to a similarly situated pupil of the school district, or his/her parent/guardian.

Internet Safety Policy

It is the policy of Method Schools to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms as defined by the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, Learning Coach, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Method Schools online computer network when using electronic mail, chat rooms, instant messaging, and other

forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of Method Schools staff and the Learning Coach to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Learning Coach, Method Schools, or designated representatives.

CIPA Definitions of Terms:

TECHNOLOGY PROTECTION MEASURE, the term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Harassment Reporting

If you are being harassed in your school course environment, it is important to report it immediately to your school administrator. Harassment comes in many forms including:

- Spam (unsolicited emails not pertaining to the course)
- Threatening communications
- Offensive communications or any other kind of communication that makes you feel uncomfortable

Online Classroom

Our online classroom experience is designed to extend the boundaries of the physical classroom by connecting students and teachers and create a learning partnership. The online classroom is a real-time virtual classroom environment designed for virtual education and collaboration. The online classroom technology enables all students of all ability levels to get an interactive learning experience. Method Schools offers a wide variety of student sessions and are an excellent resource for students. Teachers may conduct student sessions and offer office hours to answer questions from students and learning coaches.

Please refer to the Code of Conduct for student behavior expectations in online classroom sessions.

Grievance Policy and Procedures

Method Schools is committed to achieving and fostering both employee and student/family satisfaction. The following procedure was developed to ensure that employee, student, and family grievances are addressed fairly by the appropriate persons in a timely manner. Method Schools prohibit discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or mental disability, race, color, gender, national origin, sexual orientation or religion.

- The parent/guardian will address in writing, any concerns or grievance, initially with the student's teacher and lead teacher. Such person will respond within ten (10) school days.
- If the concern or grievance is not resolved, the parent/guardian may, within ten (10) school days, request a meeting with Director to discuss the concern or grievance. The Director will investigate and respond within ten (10) school days.
- A written email and letter will be sent to the family that will address the concern and outcome.

Special Education

Method Schools offer special education services within our full-inclusion model general education independent study model. These services are available for all students who have been identified as qualifying for special needs. In compliance with the Individuals with Disabilities Education Improvement Act (IDEIA) and the California Education Code, Method works to both identify and serve eligible children. Any parent who suspects that their child may have a disability should discuss their concerns with their child's regular education teacher. Any Special Education needs or concerns should be directed to the Director.

Response to Intervention/Study Team

The first step, in response to concerns expressed by either a teacher or a parent, is to start the Multi-Tiered System of Supports (MTSS) process in order to improve your child's performance. The MTSS process is a multi-tiered approach to providing services and interventions to students who struggle with learning at increasing levels of intensity based on progress monitoring and data analysis. Implementation of the MTSS process limits the amount of academic failure that any student experiences. This process starts with in-depth screening to identify specific areas of need for students. The Student Study Team (SST) is a resource available to all Method families and the second tier in the MTSS process. The SST is designed to address parent concerns regarding their student's academic or behavioral challenges. The SST meeting provides a forum for the parent, general education teacher, additional Method teachers and support staff to come together and develop additional ideas or strategies to help the student. The process

should be used as one of the preliminary steps in working with a specialist to help identify a student's strengths and weaknesses. This will provide additional support to a student to enable success within the least restrictive environment, general education classroom. If you have academic or behavioral concerns regarding your student, please let your teacher know.

Interventions

Method Schools offers student-specific, individualized interventions for all students. Your child will receive research-based support and strategies, particularly in areas where your child is struggling.

Child Find

Method Schools participates in a comprehensive "child find" protocol to identify students who have or may have exceptional needs. All instructional, support and administrative staff seek to participate in the "child find" protocol of the special education local plan area (SELPA). These systems include a variety of policies and practices that are not limited to the following:

- Comprehensive post-enrollment practices that aim to identify students with exceptional needs in order to ensure that all instructional, support and administrative staff is aware of all students who have identified special needs
- Continuous efforts to maintaining and nurturing relationships with all feeder local education agencies to request and obtain cumulative files and other documents in a timely fashion
- Ongoing professional development and training for all instructional, support and administrative staff, to ensure proper identification of special needs within all students
- As part of the Multi-tiered Support System, continuously review and monitor all student assessment data, including state mandated testing and all internal assessments in order to identify students who may be falling behind expectations in their academic progress and are in need of additional support or services

Student Records

Your student's records may be viewed at any time pursuant to the Notification of Rights under FERPA. Please provide our office with five (5) days' notice so that the record may be pulled. The record must be viewed in the presence of a Method Schools administrative staff member.

Students who transfer into Method Schools will complete the Release of Student Records form included in the student enrollment package. Our office will send this form to your student's previous school upon receipt in order to obtain your student's records. It is the responsibility of your previous school to mail the records to Method Schools at that time.

Should you decide to withdraw from Method Schools and transfer to a new school, your new school will contact Method Schools to request your student's records, and we will mail the records to them.

Should you decide to withdraw from Method Schools and teach in the home, please contact our school offices and we will mail a copy of your student records to you.

State Standardized Tests

As members of a public charter school, our students participate in all state-mandated tests.

Participation rates are critical to the success of our school. According to recent regulations, a public school is required to achieve a participation rate of 95% on any state testing. If a school has less than 95% of its students participate in any assessment, the school runs the risk of receiving a serious penalty by the state of California.

A testing schedule will be distributed to all families.

Individual student performance results on statewide achievement testing will be distributed to both parents and teachers in a timely manner.

Unable to Contact

In any school, but especially in a virtual school, regular communication with your Method Schools teacher is essential for your student's success in our program. If you are planning to be out of state, on vacation, or otherwise unable to communicate with your teacher for a period of time please notify your teacher so that proper arrangements to monitor your student's progress and attendance can be made.

- Due to the enrollment requirements of our school, if your teacher is unable to contact you for 2 days, Method will attempt contact via phone and email requesting contact. If after these procedures have been followed and contact has not been made within 24 hours, it will be assumed that your child is enrolled in another educational program and your child will be withdrawn.

Withdrawals

If you decide to withdraw a student from Method Schools, please communicate your decision through your assigned teacher. Your teacher will schedule a final virtual conference to ensure that your student receives the appropriate academic and attendance credit. During this meeting, you will be required to submit work samples that your student has completed since your last conference. Shipping labels required for the return of the loaned teaching materials will arrive within 2-3 weeks from the date you notified your teacher of your withdrawal.

Work Permits

Students requesting a work permit need to speak with their Method teacher, complete the required paperwork, and submit it to their Method Schools teacher. Work permits are only issued to students who meet the following guidelines:

- Maintain at least a 2.0 GPA.
- Are not under attendance evaluation.

Please allow for at least 10 working days to return your permit paperwork. In order for us to complete Work Permit paperwork, your student must be in good standing with the school and maintain good standing in terms of attendance and progress or work permit is revoked

K – 12 Course Expectations

Method Schools offers students, in the state of California, the opportunity to work in a self-paced learning environment where academic course levels are tailored to meet the student at his/her point of need.

Progress in Curriculum

Method Schools realizes that not all students work at the same pace, but students are typically expected to complete assigned coursework each week. Students needing additional support either for remedial or advanced work have the opportunity to join online classroom sessions, additional Targeted Direct Instruction groups and/or supplemental lessons.

Grade Level Promotion

Method Schools start with the expectation that most of our students who regularly attend school will be promoted to the next grade level by the end of the school year. Grade-level promotion is not based solely on percentages, numbers of lessons completed, or test scores. Rather, grade-level promotion is based on a more comprehensive view that includes satisfactory progress in skill development, acceptable attendance, prior school experience, and achievement on lesson assessments and teacher assessment of student ability. As would be the case in a traditional classroom, students at Method will exhibit a significant range of achievement in a certain grade and most students in this range will move to the next grade.

Promotion/Retention Policy (Method Schools Board Policy 9.1)

Method Schools expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting the grade-level standards of expected student achievement established by acceleration:

Grades K-8

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the designee and with the consent of the parent/guardian, upon determination that the child is ready for first grade work.

The designee may recommend a student enrolled in any grade between first and eighth for acceleration into a higher grade level when high academic achievement is evident. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate.

Promotion/Retention: Grades 2-8

Students shall be considered for promotion and retention in specific subject areas and between certain grade levels:

- Second grade and third grade in reading
- Third grade and fourth grade in reading
- Fourth grade and fifth grade in reading
- English language arts, and math
- the end of elementary grades (grade 5)
- the beginning of middle school grades (grade 6) in reading, English language arts, and math,
- the end of middle school grades (grade 8)
- the beginning of high school (grade 9) in reading, English language arts, and math

As early as possible in the school year and in the students' school careers, teachers shall identify students who should be retained or who are at risk of being retained in accordance with law, Board policy, and administrative regulation. When a student has more than one teacher, the designee shall determine which individual teacher or teachers shall be responsible for the promotion/retention decision.

Students shall be identified on the basis of grades and the following other indicators of academic achievement: the assessment results on the State's Standardized Testing and Reporting Program and the minimum levels of proficiency recommended by the State Board of Education, District-designed, standards-based, grade-level skills exams, including a writing sample and an open-ended assessment.

When a student is identified as being at risk of retention, parents/guardians shall be notified as early in the school year as practicable. In addition to being notified, a student's parent/guardian shall have the opportunity to consult with the teacher or teachers responsible for the decision to promote or retain the student.

High School

At the senior high school level, progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the Governing Board and pass the exit examinations mandated by the State.

English Language Learners

For the English language learner, retention decisions shall be based on the student's rate of English acquisition rather than on lack of grade-level English language proficiency or mastery of the School's core academic content standards.

Special Needs Students

Special education and Section 504 students are expected to master the School's core academic content standards to the maximum extent appropriate. Special education students may be retained through the Individual Education Plan (IEP) process.

Elementary, middle, and high school students enrolled in special programs shall meet the goals stated in their Individual Education Plans (IEPs) or Section 504 Plans.

Right to Appeal

Parents/guardians shall be provided a process whereby the decision to retain the student may be appealed.

Remedial Instruction

To assist students in overcoming academic deficiencies, the School shall offer programs of direct, systematic, and intensive supplemental instruction to students in grades two through eight, inclusive, who have been retained or who have been recommended for retention, pursuant to Education Code 48070.5. Supplemental instruction may also be offered to grades two through eight to students who are identified as being at risk of retention.

Such opportunities may include but are not limited to tutorial programs, before/after school programs, intersession and summer school programs, or any other applied interventions. Services shall not be provided during the regular instructional day if that would result in the student being removed from classroom instruction in the core curriculum. This supplemental instruction program shall be developed in accordance with the requirements of Education Code 37252.5.

Grading Scale

Grades will be determined based on how a student performs on assignments within each course.

Graded assignments can include:

- Practice Lessons
- Labs
- Journal Entries
- Class Discussions
- Quizzes
- Tests
- Participation
- Projects
- Essays/Research Papers

Assignments will be teacher graded or computer graded depending on the assignment. Students, parents, teachers, and administration have access to grades through the learning management system (LMS).

Grading Scale

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

Method High School

Graduation Requirements

In order to prepare students for a rigorous post-secondary education, Method Schools offers a course catalog that includes courses that are University of California a-g approved and align to the state's academic standards.

220 Credits

English/Language Arts – 40 Credits
Math – 30 Credits (Geometry or Integrated Math 2 required)
History/Social Science – 30 Credits
Science – 30 Credits (1 Year of Lab Science Required)
World Language – 20 Credits
Visual and Performing Arts – 10 Credits
Health – 5 Credits
Physical Education – 20 Credits
Electives – 35 Credits

Courses may vary year-to-year depending on the offerings available. Please contact your teacher for additional information on core, AP, and elective courses.

Physical Education Requirement

Physical education is a required course. Students are to complete an average of 20 minutes of physical activity per day. Learning Coaches are responsible for completing and submitting a completed PE log for each student at each face-to-face meeting.

PE activities are activities that are structured, organized, and supervised (SOS). Examples include but are not limited to:

- Participating in an athletic class, dance class or sports team.
- Supervised activities, such as regular bicycling, hiking, calisthenics or jogging.

High School Physical Education Requirement

The completion of 20 credits of PE is a requirement for graduation from Method. Along with PE curriculum content, students are required to complete physical activity everyday while enrolled in a PE class, and log each day's activities. These will be monitored by the Learning Coach or a professional trainer and/or coach. There are a variety of accepted physical education activities. Examples are provided in the PE syllabus.

Progress in Classes

The goal of Method Schools is to educate your student. We cannot be successful if your student does not participate in school. Attending an independent study program requires that students are able to complete work independently as outlined in the enrollment requirements and as scheduled by their

subject teachers. If students are unable to complete and submit their assignments as assigned by their teachers, it may be an indication that independent study is not an appropriate placement.

In order to have successful progress in each class:

- Student will complete and/or submit all daily lessons in each course.
- Student will make continuous progress (actively engaged, completing assignments and submitting assignments) in each course.
- Students will use the online curriculum provided by Method Schools.
- Student must submit coursework at the direction of the teacher.
- During travel time, student must be progressing (actively engaged and completing assignments) in the curriculum. A travel plan must be created with a Method Teacher prior to any travel that is more than one week. If a student is not actively participating, Method Schools may withdraw for not meeting enrollment requirements.

Academic Integrity Policy

Students and staff at Method Schools are responsible for upholding academic integrity, which refers to honesty and responsibility in representing your own work and recognizing and acknowledging the contribution of others.

Acts of academic dishonesty violate the foundations of Method Schools; diminish learning; and are unfair to students who do their own work. For these reasons, academic dishonesty is taken seriously with consequences ranging from failing the assignment or course or being withdrawn from Method Schools.

Definition of Academic Dishonesty and Plagiarism

Academic dishonesty, cheating, and plagiarism is considered any attempt to obtain credit through dishonest means. This includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means.

Some examples of this include (but are not limited to):

- Using another's work and claiming it as your own.
- Copying other students' work or allowing your work to be copied.
- Using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Copying from text, websites, or other course materials.
- Purchasing a paper or project.
- "Recycling" an assignment – submitting an assignment to more than one course.
- Asking for answers in any social media forum, discussion, or chatroom.
- Manipulating online assessments to achieve a passing score without mastering the content.
- Plagiarism is the presentation of someone else's ideas or work as one's own. This constitutes as fraud or theft. Plagiarism or any form of academic dishonesty is a grave offense and will not be tolerated.

If a teacher or administrator determines there is sufficient evidence of academic dishonesty on the part of a student, the teacher may exercise one or more of the following options, depending on the severity of the offense.

Consequences

- **First Offense**—teacher will remove credit for any assignment related to the offense. Teacher will conference with parent and student regarding the offense and discuss the repercussions of additional offenses. Teacher will provide resources and support to help student succeed while maintaining academic integrity. Student will be required to resubmit assignment(s) to receive credit.
- **Second Offense**—teacher will remove credit for any assignment related to the offense. Administrators will conference with the teacher, parent, and student regarding the seriousness of academic integrity. A letter will be placed in the student's file regarding the offense. The student may be required additional supervision (example: complete assessments in the online classroom) to help support the student be successful in the future. The student will not receive academic credit for the assignment(s).
- **Third Offense**—student may be withdrawn from Method Schools and placed back in their school of residence. The incidents will be noted in the student's permanent file.

Avoiding Plagiarism

Students must give credit for any information that is not either the result of original research or common knowledge. If a student borrows ideas or information from another author, he/she must acknowledge the author in the body of the text and on the reference page. If a student borrows the words of another author, he/she must be careful to use the author's exact words, enclose them in quotation marks, and cite the source in the body of the text and also on the reference page. If students are unsure whether or not he/she should cite, he/she is encouraged to cite. Student is also encouraged to ask instructors for guidance on this issue. Students might also consult writing handbooks such as the Essential Little Brown Handbook and for formatting questions refer to manuals such as The MLA Handbook for the Humanities, The Publication Manual of the APA for social sciences and business and The CBE Style Manual for natural and applied sciences. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s).

Report Cards

Method Schools will provide a written report card for each student at the end of each semester. The report card will include an indicator of the student's progress as well as a short narrative report provided by the child's teacher.

Each report card is a "snapshot," an important indicator of where a student is in his or her lesson schedule in a particular grade. Progress and achievement will vary according to lesson planning, teaching schedules, the date when a student enrolls, the student's learning style, and aptitude.

Students beginning after the start of school will receive a progress report based on the completion of lessons in accordance with the amount of time they have been enrolled.

Late Work

The belief and expectation of our faculty and school governance structure is that our students will work to exceed their goals and personal expectations. Method Schools Faculty strives to support all students in this endeavor. The course instructor and/or homeroom teacher will work to support students with missing or late assignments. Grading and content penalties may apply to assignments once submitted.

Teacher Conferences

Throughout the year, both you and your child(ren) will meet with your teacher(s) via phone, via online classrooms and in-person on a regular basis. Student work will be both assigned and collected during these meetings. Meetings provide an excellent time for you to celebrate your successes, voice concerns, obtain enrichment ideas and discuss your student's progress through the curriculum.

In addition, meetings provide your teacher with the opportunity to develop a strong learning partnership with you and your student through the use of dialogue, observation and assessment. Your teacher will work with you to arrange the date and time. Meetings will take place at a Method Schools campus.

It is both you and your teacher's responsibility to provide at least 24 hours' notice should one of you become unavailable for the meeting. If a meeting is cancelled, your teacher will call to reschedule within the same learning period.

Meetings will take place at least twice a week. An in-person meeting must take place at least once per semester; however, depending on your child's level of need your teacher may require that you meet in person more often. Failure to meet this requirement may indicate that Independent Study is not the appropriate placement for your child and may result in your children withdraw from Method Schools.

Your teacher will use these meetings to:

- Review the work completed by your student
- Provide additional instructional services (as is necessary)
- Assign work for the next learning period
- Conduct assessments in core subjects, as needed

Work Samples

In order to meet state independent study guidelines, work samples will be required and collected monthly. Your Method Schools teacher will need to collect two samples from each of the classes your student was assigned work during the month. You may be asked to submit work samples via our online

curriculum. Procedures for this will be outlined in greater detail at the parent orientation meeting. It is imperative that you and your teacher work together to collect and document these samples.

It is required by the state for Method Schools to maintain samples of student work. Therefore, it is imperative that appropriate work samples are collected each month. Work sample due dates are set by the teacher. Failure to provide work samples may indicate that Independent Study is not the appropriate placement for your child.

Changes in Class Schedule

Method Schools will allow class/schedule changes in the first ten (10) days of each new semester for good cause.

Good cause includes, but is not limited to:

- Misplacement.
- Repetition of a previous with a passing grade.
- Placement in a course, prior to receipt of transcript from former district(s).
- Parent request.

Method Schools will not allow class/schedule changes beyond the first ten (10) days of each new semester. All work must be made up immediately upon entering the new course. This is the sole responsibility of the student.

Withdrawing from a Course

Student requests withdrawal from an assigned course will be received and completed as deemed appropriate by an assigned teacher.

Requirements for Concurrent Enrollment (Community Colleges Only)

High School Outside Credit Policy

High School students actively enrolled at Method Schools are expected to complete the majority, if not all, of their high school earned credits in Method Schools approved catalog courses. Students may earn credit from an outside source based on review and approval of that course by Method Schools. Student must complete the Outside Course Approval Form and submit it to Method Schools for approval. It is recommended to submit the OCAF and be granted approval prior to completing the course. Method Schools will approve or not approve the submitted course, based on demonstrated rigor and alignment to the standards and to Method Schools Board approved graduation requirements. Any approved courses may or may not be eligible for UC/a-g approval.

Incoming high school students currently under Private School Affidavit (PSA) wanting to transfer mid-term are encouraged to complete their credits through the Private School Affidavit before transferring to Method Schools. Method Schools will not grant course credit for classes started under the PSA.

Method High School students wishing to enroll in a community college must complete all forms with their

Method Teacher. The teacher will help the student select classes that meet their educational needs. Students will only be permitted to register for classes that their teacher approves. Each form needs to be signed by the Method Schools Administrator.

Students must have the signature of a parent or guardian authorizing the student's participation in the program. Students must submit a copy of the high school concurrent enrollment application, to the counselor prior to enrollment in each semester he/she wishes to participate.

Students are limited to six units, or two classes, per semester, if they are in good academic standing with Method Schools.

All coursework taken will appear on the student's community college transcript. If the coursework is pre-approved the student will receive credit from Method Schools on their high school transcript.

The community college is not responsible for the supervision of minor students anywhere on campus outside of the classroom setting. Faculty staff is not expected to wait with students until their ride arrives. At times, classes may be dismissed early.

Students must adhere to all college policies on course requirements, attendance, dates and deadlines, and any other applicable policies and procedures including the Student Code of Conduct. See college catalog or schedule of classes for policies.

Steps for High School Concurrent Enrollment

- Read the class schedule and choose a course you would like to take.
- Get your parent's approval for attending a college class and have them sign the high school concurrent enrollment form.
- Submit the high school concurrent enrollment to Method Schools teacher to obtain his/her signature and discuss your selection.
- Complete an admissions application from the community college and take it to the Admissions & Records Office, along with the high school concurrent enrollment form.
- Student may be required to take assessments if enrolled in English, Math, or ESL courses and must adhere to any prerequisite requirements.
- Student must fill out a separate high school concurrent enrollment form for each semester you attend.
- In order for student to receive the concurrent credit, Method Schools must receive the final transcript with the class taken from the community college.

Grade Appeal Policy

The role of an effective learning coach and engaged student includes monitoring academic progress on a consistent basis. Parents and students have constant access to view assignment and course grades through the Learning Management System. If a concern arises about a specific grade on an assignment, or

progress report, the assigned teacher should be notified immediately via or email. These issues are best resolved within the assigned grading period, when possible.

The grade earned by each pupil shall be the grade determined by the teacher of the course when grades are earned for any course of instruction. In the absence of any of the grounds listed below, the grade shall be final. Within thirty (30) school days of the date that grades are mailed, the Education Rights holder for the student may request that a change of a pupil's grade only on the following grounds:

1. Mistake
2. Fraud
3. Bad faith or
4. Incompetency

SIGNATURE OF RECEIPT AND ACKNOWLEDGEMENT

By signing below, you are agreeing to the policies and procedures of the Parent-Student Handbook. Including (but not limited to):

- Enrollment requirements
- Attendance
- Academic progress
- Academic integrity
- Appropriate behavior
- State testing requirements
- Grading system
- Parking procedures

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____