



# Student and Parent Handbook

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2017-2018



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*Policies and procedures listed in this handbook may be changed at the discretion of Method Schools without prior notice. Any alterations to this document will be communicated to affected parties via e-mail. A copy of this handbook will be posted on the Method Schools website. This copy will be updated as needed.*



## ***Welcome to Method Schools***

Welcome to the Method Schools community! We are grateful you've chosen our school among all the choices available in Southern California. Approaching our fourth year of operation, we have learned a lot in regard to blended learning and continue to refine our program in utilizing online curriculum, data driven instructional practices, and content driven projects and applications. We are very excited to continue to share our vision with you and move education forward in a way that's never been done before.

In addition to engaging and rigorous curriculum, and assessment driven instructional practices, we have continued to develop and refine content driven applications and projects that allow students to further explore topics and concepts that are most interesting to them. We have outstanding teachers that have a true passion for learning and continue to improve their practices in a way that works best for students.

We look forward to another great school year of learning, improving, and growing. Again, welcome to Method Schools and we look forward to an amazing school year!

Sincerely,

Jessica Spallino

Mark Holley

Co-Founds of Method 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.

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.

## Expected Schoolwide Learner Results

Method Schools believes that each student should develop the following traits and skills by the time of graduation:

### Problem Solving

- Critical Thinking



- Creative Thinking
- Transfer knowledge to new situations
- Courage to take risks
- Collaboration
- Communication
- Agility and Adaptability
- Taking Initiative
- Synthesize information
- Curiosity and imagination

### **Critical Thinking**

- Strategizing
- Decision making
- Conflict-resolution
- Logic and reasoning

### **Character & Citizenship**

- Adopt ethical and behavioral standards
- Civic and personal responsibility
- Compassion
- Global awareness
- Consideration of others
- Self-regulation
- Honesty
- Perseverance
- Trustworthiness
- Loyalty
- Optimism

### **Life-Long Learner**

- Development of one's own skills, gifts, and potential
- Development of self-confidence and self-esteem
- Setting personal and professional goals

## ***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 21<sup>st</sup> Century Skills that focus on Life and Career Skills, Learning and Innovation Skills, Core Subjects, and Information, Media and Technology Skills.

### ***Our Mission Statement***

To build a charter school solution that addresses unmet student needs.  
We'll build and grow sustainably, while always questioning the old way of doing things. We'll know we're on track when more than half of our students enroll due to word-of-mouth referrals.

### **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 this is built on a foundation of collaboration between the parents, students, and our highly-qualified staff. 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.

### 2017-2018 School Calendar

Method Schools 2017-18 School Calendar: Traditional School Year Track

	Week 1				Week 2				Week 3				Week 4				Week 5				Instructional Days				
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		M	T	W	TH
July					3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	0
August		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	7
September					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	20
October	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			19
November			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	16
December					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	16
January	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		17
February					1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	19
March					1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	22
April	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				16
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	22
June					1	4	5	6	7	8	11	12	12	14	15	18	19	20	21	22	25	26	27	28	29
Total Instructional Days:																							180		

- Instructional day
- Online only instructional day
- Holiday/break; no school

Method Schools 2017-18 School Calendar: Track A - 175 Days (July 1 through June 29)

	Week 1				Week 2				Week 3				Week 4				Week 5				Instructional Days					
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		M	T	W	TH	F
July	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					20
August		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		19
September					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	5
October	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				22
November			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		12
December					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0
January	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			12
February					1	2	5	6	7	8	9	12	13	14	15	18	19	20	21	22	23	26	27	28		19
March					1	2	5	6	7	8	9	12	13	14	15	18	19	20	21	22	23	26	27	28	29	7
April	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					16
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		22
June					1	4	5	6	7	8	11	12	12	14	15	18	19	20	21	22	25	26	27	28	29	21
Total Instructional Days:																							175			

- Instructional day
- Holiday/break; no school

### Enrollments

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, 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 K-12 for the 2016-2017 school year. Student registration is available online at [www.methodschools.org/enroll](http://www.methodschools.org/enroll). The enrollment process must be completed in full and submitted with all required documentation prior to enrollment acceptance.

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

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

### **Fees**

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

### **Admissions**

#### *Age Requirement*

A student will be admitted to Kindergarten at the beginning of a school year, or at any later time in the same year if the child will have his or her fifth birthday on or before November 1<sup>st</sup> of the school year.

State Law requires a child to be five years of age by September 1<sup>st</sup> to start Kindergarten. A student must be age six by September 1<sup>st</sup> (or have completed one year of Kindergarten) to start 1<sup>st</sup> grade.

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 or her IEP.

#### *Immunizations*

- Diphtheria
- Measles
- Mumps, except for children who have reached the age of seven years
- 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 above before July 1, 2001, shall be exempt from the Varicella immunization requirement for school entry
- TDAP (pertussis) – The TDAP must be administered after a student's seventh birthday, but before entering 7<sup>th</sup> grade.

The School's 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 a statement identifying the specific nature and 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. Students enrolled in Synergy Method will not be able request exemption from the required immunization however, those students enrolled in Smart School can submit an immunization waiver based on personal or religious beliefs.

Any child leaving the United States for a short vacation to any country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic, for a 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.

### *K-8 Enrollment*

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 parent-student handbook.
- Student must be in good standing with previous school district and Method Schools when re-enrolling.
- Student may only be enrolled in Method Schools and not concurrently enrolled in another



school, public or private.

- Parent/guardian and/or learning coach is responsible for ensuring that the child is attending school (actively engaged and completing Method assigned lessons) for 4-6 hours per day.

### **Enrollment Requirements – K-8**

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

- Student must reside within a county Method Schools serves and provide proof of residency prior to enrollment.
- If a student moves while attending Method, a new proof of residency must be submitted within 10 school days.
- All required documentation must be received (i.e. proof of age and residence) within 30 days of submitting application.
- Students will be enrolled in their age appropriate grade level, unless previous school has officially approved a retention or promotion.
- All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in the revocation or halting of enrollment.
- Enrollment in Method Schools is contingent on Student, Parent and Teacher signing an Independent Study Master Agreement (ISMA) prior to the commencement of instruction and services.
- Parent and student will not have access to online curriculum until the ISMA is signed and returned.
- Failure to sign an ISMA 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.

### *Attendance*

- Students are expected to complete coursework and log into curriculum platform and attendance logging system every school day (Monday-Friday).
- Regardless of working on-site or at home, students are expected to work in their coursework 4-6 hours each day.
- Notify Method Schools teacher of any extended family travel except during normal school vacations and holidays 2 weeks prior to leaving on travel (failure to do so may result in the withdrawal of your student from the school).
- During travel time student must be completing coursework and parent/guardian and/or learning coach must be available by phone and/or internet communication.

### *Progress*

For grades K-5, progress is logged daily – Smart School it is logged by the parent/guardian or learning coach.

Students will make continuous progress (actively engaged and completing assignments) in curriculum.



*“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 in the Method Schools for the remainder of the current academic year and one academic year following.”*

### **Learning Coach**

The Learning Coach is the person designated by the student’s family (usually a parent) that help guide student in their education at home. They will work closely with Method School teachers to ensure the student’s success.

#### *Learning Coach’s Responsibilities to Student*

- A Learning Coach continuously supervises student during regular school hours.
- A Learning coach, in partnership with the Method Schools teacher, 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
  - Participating in daily Illuminate/Blackboard sessions for supplemental instruction
  - Completing Renaissance Learning assessment to ensure interventions as needed are identified
  - Having student available and actively participating in Illuminate/Blackboard and in person assessments or instructional assistance as needed to ensure student is provided appropriate access to curriculum.
- Parent, guardian and/ or learning coach understands that it is their responsibility to have student participate in interventions as deemed necessary by Method Schools teacher.
- Parent, guardian and/ or learning coach understands that Method Schools records online class sessions (student’s full name does not show on recording)
- Parent, guardian and/or learning coach is required to be able to read and understand the curriculum and instructional materials provided by Method Schools.
- Parent, guardian and/or learning coach will work in partnership with Method Schools Teacher to identify and support student when academic issues.
- Support student in attending state-mandated testing
  - State tests are given at grade level

#### *Learning Coach’s Responsibilities to Method Schools*

- Parent, guardian and/ or 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 Teacher within 48 hours of any changes to contact information (i.e. address, phone number, email address).
- Respond to all calls and emails from Method Schools teacher within 48 hours via phone or email.



- Submit work samples as requested by your Method Schools teacher.
- Treat teachers and Method Schools staff with respect and professionalism. This includes but is not limited to:
  - Not using rude language (including profanity, yelling or badgering) on phone, email, or in person.
  - Not threatening teachers and/or Method Schools staff on phone, email, and/or in person.

### *Learning Coach's Meeting Requirements*

- Attend regularly scheduled face-to-face (in person) meetings with Method Schools teacher and student at a mutually agreed upon location.
- Attend regularly scheduled phone conferences with Method Schools teacher.
- Attend scheduled web-based conferences and/or informational meetings with Method Schools Teacher/staff.
- Be available during regular school hours and Method Schools working hours to meet with teachers and/or staff.

*“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 in the Method Schools for the remainder of the current academic year and one academic year following.”*

### *High School Enrollment*

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

- Students must be in good standing with previous school district and Method Schools when re-enrolling.
- Student may only be enrolled in Method Schools and not concurrently enrolled in another school, public or private (unless prior permission is given for a junior college).
- Parent(s), Guardian(s) and/ or learning coach is responsible for ensuring that the child is attending school (actively engaged and completing assignments and progress in curriculum) for at least 6 hours per day in the instructional program.

### **Enrollment Requirements – High School**

- Student must enroll in and maintain a minimum of 30 credits in Method Schools
- Student must reside within a county Method serves and provide proof of residency.
- If a move occurs while attending Method, a new proof of residency must be submitted within 10 school days.
- All required documentation must be received by Method Schools (i.e. transcripts, proof of age and residence) within 30 days of submitting application.
- All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in revocation or halting of enrollment.



- Enrollment in Method Schools is contingent upon the Student, Parent and Teacher signing an Independent Study Master Agreement Form (ISMA) prior to the commencement of instruction and services.
- Parent and student will not have access to online curriculum until the ISMA is signed and returned.
- Failure to sign and return an ISMA within the first 3 days after enrollment approval for new students will result in the deactivation of the student's account.
- The signed ISMA finalizes and completes the initial enrollment process. An ISMA must be signed within the first 3 school days of each school year that a student is enrolled in Method Schools.
- Student may only be enrolled in Method Schools and not concurrently enrolled in another high school except a pre-approved Junior college.
- Method does not give partial credit for students leaving prior to the end of a semester.

### Placement Process

- Method Schools must have transcripts from previous schools prior to determining course placement.
- Method Schools has the authority to review report cards and transcripts to determine appropriate placement.
- Prerequisite Requirements - Many courses in the HS have prerequisites. The specific course prerequisites are included in the individual course descriptions.

### Attendance

- Students are expected to complete coursework and log into curriculum platform every school day (Monday-Friday).
- Regardless of working on-site or at home, students are expected to work in their coursework 4-6 hours each day.
- Notify Method Schools teacher of any extended family travel except during normal school vacations and holidays 2 weeks prior to leaving on travel (failure to do so may result in the withdrawal of your student from the school):
  - During travel time student must be completing coursework and parent/guardian and/or learning coach must be available by phone and/or internet for communication.
  - Students must attend required Class Connection sessions and meetings as assigned by teacher

### Progress

- Student will make continuous progress (actively engaged and completing assignments) in the curriculum.

*“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 in the Method Schools for the remainder of the current academic year and one academic year following.”*

### Learning Coach



The Learning Coach is the person designated by the student's family (usually a parent) that help guide student in their education at home. They will work closely with Method School teachers to ensure the student's success.

#### *Learning Coach's Responsibility to the Student:*

- A learning coach continuously supervises student during regular school hours.
- Learning coach in partnership with the Method Schools teachers are responsible to ensure the child is participating appropriately in the instructional program. This can include but is not limited to:
  - Setting up a Parent Learning Management System (LMS) account and a Student LMS account.
  - Completing assigned lessons.
  - Completing assessments as needed.
  - Participating in daily Illuminate sessions for supplemental instruction
  - Completing Renaissance Learning assessments to ensure interventions as needed, are identified.
  - Having the student available for in person or web based assessments and/or instructional assistance as needed; to ensure the student is provided appropriate access to curriculum.
  - Ensure the student checks his/her email daily.
- Parent(s), guardian(s) and/ or learning coach(es) are responsible to ensure student participation in interventions as assigned by Method Schools teacher(s).
- Parent, guardian and/ or learning coach understands that Method Schools records online class sessions (student's full name does not show on recording)
- Parent(s), guardian(s) and/ or learning coach(es) are required to be able to read and understand the curriculum and instructional materials provided by Method Schools
- Parent(s), guardian(s) and/ or learning coach(es) will work in partnership with Method Schools Teacher(s) to identify and support student when academic issues arise.
- Support student in attending state-mandated testing (i.e. Smarter Balanced, CAHSEE)
- State tests are given at grade/course level

#### *Learning Coach's Responsibilities to Method Schools:*

- Parent(s), guardian(s) and/ or learning coach(s) 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 teacher within 48 hours of any changes to contact information (i.e. address, phone number, email address).
- Respond to all calls and emails from Method Schools teacher(s) within 48 hours via phone or email.
- Treat teachers and Method staff with respect and professionalism. This includes but is not limited to:
  - Abstaining from the use of rude language, including profanity, yelling or badgering



- o Refraining from threatening teachers and/or Method staff on the phone, email, Kmail, coursework, Illuminate and/or in person.

#### *Learning Coach's Meeting Requirements:*

- Attend scheduled meetings (on phone, via Illuminate or in person) with Method Staff and student.
- Attend regularly scheduled phone conferences with Method Staff.
- Participate in scheduled teacher/counselor-student conference calls and course-related activities, such as moderated online discussions, etc.

*“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 in the Method Schools for the remainder of the current academic year and one academic year following.”*

#### **General Information for Grades K-12**

##### *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 the Method Schools teacher must sign the Independent Study Master Agreement. Additionally, should a Learning Coach other than the parent/guardian be responsible for instruction, he/she must also sign the ISMA. Please work with your teacher to ensure that your child's Independent Study Master Agreement 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 Tool*

Each student who enrolls at Method Schools, takes a diagnostic assessment in Reading and Math. Method teachers use this data to help with course placement and to create a personalized instructional plan for each student.

##### *Compass Learning Curriculum*

Students in grades 1<sup>st</sup> – 5<sup>th</sup> grade that attend the school site more than 2 day a week, use curriculum by Compass Learning. It is an online curriculum that generates a personalized learning path for each student and is based on his/her diagnostic assessment results in Reading and Math. Students will work in the Compass Learning curriculum each day they are on site.

##### *K12/FuelEd Curriculum*

Students in grades 6<sup>th</sup>-12<sup>th</sup>, either in Smart School or Synergy Method use curriculum by Fuel Education. Homeschool students in the elementary grades and high school grades, in combination with Method developed projects; the curriculum includes online and offline activities and the elementary curriculum includes textbooks, and a variety of manipulatives to supplement the online content.



### *Online Curriculum*

The online curriculum provides daily student lessons and is where students and parents track the student's progress through the course.

Access to the online curriculum is provided while on site, but while at home, it will require 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 e-mails. For example, using a student's first initial is preferred to use a student's first name.

### *The Learning Coach*

Method Schools does require that a responsible adult be at home during school hours to supervise the instruction of each student. Upon enrollment, the learning coach and student are required to sign a master agreement that acts as a contract between enrolled family 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 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 course work 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 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 teacher



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 that lack of transportation is not an acceptable reason for failing to meet with Method Schools teacher.

### *Change of Contact Information*

Please notify your teacher should your contact information change and provide a proof of residence for your new address to be submitted to the Method Schools office. Your teacher will notify Method Schools, and we will update our 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 and thus we would like to keep this up to date.

### *Attendance*

Attendance is important for the success of a student. If a student does not attend school and complete coursework, then the student cannot succeed in school. Attendance in Method Schools is tracked through the online curriculum platform and completed coursework monitored by Method Schools highly-qualified teacher and parent. It is expected that lessons will be completed each day.

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

Incomplete assignments equate to an absence at Method Schools. Excessive absences interfere with the academic achievement of your child. Students who have an unexcused absence for more than one day will be contacted by the school. If more than two days, the student and parent are required to come in for a meeting with their teacher. After three unexcused absences, students are subject to withdrawal. In these cases, the Method Schools administration may deem that enrollment in Method 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 educate 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 (3 or more days), missing or refusing to schedule meetings, being unable to contact, and/or not meeting additional enrollment requirements.

For purposes of this policy, a student not completing the equivalent of 3 or more school days' worth of work in an attendance period will be found to have "one missed assignment." Students who have two attendance periods with "one missed assignment" will be found to have "missed two



assignments” and thus 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 an Attendance Evaluation, which shall be 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 Attendance Evaluation meeting.

For purposes 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 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.

In these instances, Method Schools will:

- Contact the family by phone and email, requesting a resolution within 48 hours.
- 48 hours later, if no resolution, teacher will attempt to contact family again by phone and email, and a letter will be sent to the home address on file. The letter will request a resolution within 5 school days.
- If issue is not resolved, Lead Teacher is notified and a 2<sup>nd</sup> letter is sent notifying the family that
- an Attendance Evaluation 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 includes the date and time of attempted contact, the phone number and/or email used as well as the reason for contact.

### Attendance Evaluation Meeting

Pupils who have missed two assignments, school appointments/classes or have missed 3 or more days of school in an attendance period shall be required to attend an Attendance Evaluation 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 Attendance Evaluation 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 Pupil’s 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 limited to:

- Online classroom sessions.
- Blackboard collaborates.
- 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

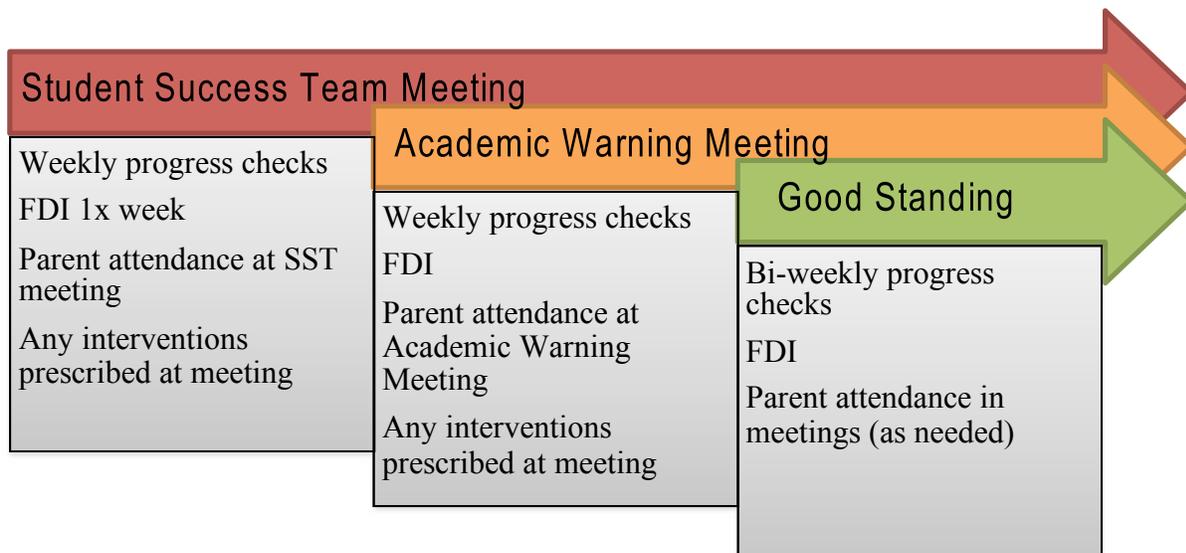
password to others or allow them to use another user’s account. **You** are responsible for all activity that is associated with your username and password.

- 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 etiquette 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.

#### Academic Interventions and Late Work Policy

Method adheres to the following meeting schedule for students based on their completion and performance in their assigned courses.





Because courses are fast-paced, students are expected to keep up with their deadlines. Coursework is due at their meetings. If students are missing work at their meeting, they have the opportunity to turn in their work at a 20% penalty. After two calendar days, if missing work is not submitted it will be graded as a zero, and students will no longer be able to submit the work for a grade.

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 and the late policy still applies.

### **Late Policy – 7<sup>th</sup> – 8<sup>th</sup> Grade**

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

due at their meetings. If students are missing work at their meeting, they have the opportunity to turn in their work at a 20% penalty. After two calendar days, if missing work is not submitted it will be graded as a zero, and students will no longer be able to submit the work for a grade.

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 and the late policy still applies.

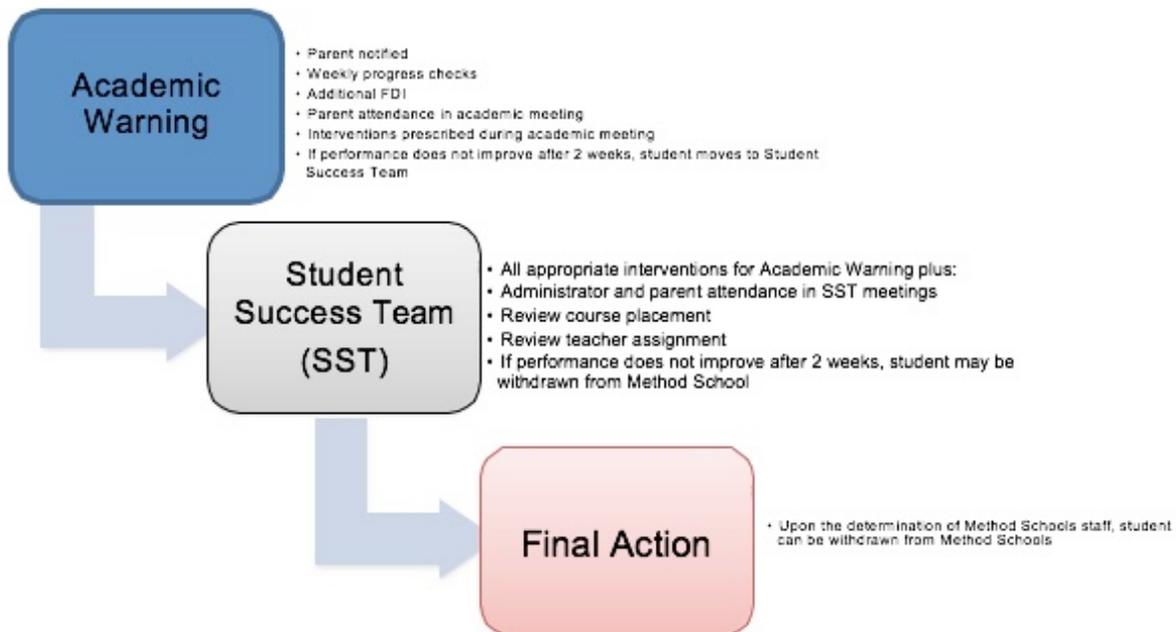
### **Late Policy – 4<sup>th</sup> – 6<sup>th</sup> Grade**

Students are expected to keep up with their daily plan and log into their curriculum daily.

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 and the late policy still applies.

### **When Students are At-Risk**

When students do not meet expectations, teachers may need to prescribe certain interventions as the teacher and/or staff deem appropriate



Once student has been identified as at-risk, the prescribed interventions can and should be lifted after a sustained amount of time in which the student demonstrates success. While the teacher can keep a student on an at-risk status longer if deemed appropriate, at-risk status carries a minimum duration of at least 4 weeks even if student shows immediate improvement.

### Consequences

If it is determined that a student has violated the Code of Conduct. Method School 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 are on campus or attending 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 midribs.
- 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 Schools 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 hurtful
- 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 (Myspace, YouTube, Facebook, email address, 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 while on campus.

### **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
- Microsoft Office
- 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.

### **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 are as defined in 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 e-mails 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, which support the K12/Fuel Ed curriculum 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 Procedure*

Method Schools are 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 concern 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 with ten (10) school days.
- A written email and letter will be sent to the family that will address the concern and outcome.

### *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.

On campus, school computers are only to be used for educational purposes, not for entertainment or other personal purposes. Method Schools shall not provide any funds or other thing 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.

### *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/Student Study Team*

The first step, in response to concerns expressed by either a teacher or a parent, is to start the response to intervention (RTI) process in order to improve your child's performance. The RTI 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 RTI 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 RTI 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.

### *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 outlined in the No Child Left Behind Act of 2002, 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 4 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 face-to-face (this may be via online classroom for High School) 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 face-to-face 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-8 General Information**

### *Method Schools Kindergarten – 8<sup>th</sup> Grade Information Course Level Placement*

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 make 8-10% progress in each subject area per month. Compass Learning/K12/Fuel Ed courses are designed to last a full school year. Students needing additional support either for remedial or advanced work have the opportunity to join online classroom sessions, additional Focused Direct Instruction groups and/or Renaissance Learning 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.

### *Mid-Year Enrollment*

The Compass Learning/K12/Fuel Ed 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/Fuel Ed 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.

### *K-5 Grading Scale*

Method Schools use a mastery-based grading system. Letter grades are not given to students in grades Kindergarten through 5<sup>th</sup> grade. For a lesson to be considered mastered, students must complete all materials contained within the lesson with an accuracy of 80% or higher.

K-5<sup>th</sup> Grad students will receive a mid-year progress report, at the end of the first semester. Students will be evaluated on whether the progress completed meets expectations, exceeds expectations, or is below expectations. The expectation is for the student to make 7.5%-8.9% progress per month, per course.

Method Schools use the following grading scale to evaluate a student's progress, at the end of the school year:

- Exceeds expectations – course progress is above 8.9% per month.
- Meets expectations – course progress is between 7.5%-8.9% per month.
- Below expectations – course progress is below 7.5% per month.

Students who enroll after the start of school or have special needs will work with their teacher to determine appropriate progress expectations for the school year.

### *Grades 6<sup>th</sup>-8<sup>th</sup> Grading Scale*

Grades will be determined on how you perform on assignments within each course. These graded assignments can include:

- Practice Lessons
- WebQuest & Internet Research
- Labs
- Labs
- Journal Entries
- Class Discussions
- Quizzes
- Tests
- Participation
- Projects
- Essay/Research Papers

Assignments will be teacher-graded or computer-graded, depending on the assignment. Students, parents, teachers, and administrators have access to grades through the Learning Management System.



#### Grading Scale:

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

#### *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**

- **1<sup>st</sup> 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) directly to the teacher within 1 week to receive credit.

- **2<sup>nd</sup> 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).
- **3<sup>rd</sup> 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.

As the K12/Fuel Ed curriculum is mastery-based curriculum, 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.

### *Physical Education*

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.

### *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 K12/FuelEd<sup>®</sup> 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 one sample from each of the areas 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.

## 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 aligns to the state's academic standards.

### **Graduation Requirements**

220 Credits

<b>English/Language Arts – 40 Credits</b>
English 9
English 10
English 11
English 12
<b>Math – 30 Credits (Geometry required)</b>
Algebra I
Geometry
Algebra II
Pre-Calculus
<b>History/Social Science – 30 Credits</b>
World History
U.S. History
Civics
Economics
<b>Science – 30 Credits</b>
Earth Science
Physical Science
Biology
Chemistry
<b>World Language – 20 Credits</b>
Spanish
French
German
Chinese
Latin
<b>Visual and Performing Arts – 10 Credits</b>
Art Appreciation
Music Appreciation
<b>Health – 5 Credits</b>
<b>Physical Education – 20 Credits</b>
<b>Electives – 35 Credits</b>
CAHSEE Exam – Passing of Language Arts and Math



Courses may vary year to year depending on the offerings available. Please contact your Method Schools Teacher for additional information on Core, AP, and Elective courses.

### *Grading Scale Method High School*

Grades will be determined based on how a student performs on assignments within each course. Graded assignments can include:

<ul style="list-style-type: none"><li>• Practice Lessons</li></ul>	<ul style="list-style-type: none"><li>• Tests</li></ul>
<ul style="list-style-type: none"><li>• Labs</li></ul>	<ul style="list-style-type: none"><li>• Participation</li></ul>
<ul style="list-style-type: none"><li>• Journal Entries</li></ul>	<ul style="list-style-type: none"><li>• Projects</li></ul>
<ul style="list-style-type: none"><li>• Class Discussions</li></ul>	<ul style="list-style-type: none"><li>• Essays/Research Papers</li></ul>
<ul style="list-style-type: none"><li>• Quizzes</li></ul>	

Assignments will be teacher-graded or computer-graded depending on the assignment. Students, parents, teachers, and administrators have access to grades through the Learning Management System.

### Grading Scale:

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

### *High School Physical Education*

The completion of 20 credits of Physical education is a requirement for graduation from Method Schools. Along with Physical Education curriculum content, students are required to complete physical activity every day while enrolled in a PE course and log each day's activities in a physical activity log that is required to be monitored by the Learning Coach or physical activity professional. There are a variety of acceptable physical education activities. Examples are provided in the PE coursesyllabus.

### *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.

### *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.

### **Academic Integrity (Dishonesty and Plagiarism) – High School**

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 another student's 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 chat room.
- Manipulating online assessments to achieve a passing score without mastering 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

- **1<sup>st</sup> 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) directly to the teacher within 1 week to receive credit.
- **2<sup>nd</sup> 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).
- **3<sup>rd</sup> 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 life.

## 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).

## Change 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 request for withdrawal from an assigned course will be reviewed and completed as deemed appropriate by assigned Method School Teacher.

### ***Concurrent Enrollment***

High School Concurrent Enrollment permits high school students the opportunity to enroll in courses at a local community college for educational enrichment. The purpose of the program is to provide “advanced scholastic,” “educational enrichment opportunities for a limited number of eligible pupils” as defined by Education Code, Section 48800 and 76002.

The Intent – The intent of the Education Code in allowing concurrent enrollment is to provide high school students with accelerated academic or vocational study that is not otherwise available in the home school of high school students (and occasional exceptional middle school students).

The Profile – Students who can benefit from accelerating their academic or vocational careers are eligible and welcome. Students, who need remedial work, work to make-up for failed high school classes or middle school classes, are not eligible and must be served by Method Schools.

Remediation – The intent to take classes in order to make up for classes that have been failed in high school and it is disallowed.

### **Policies and Requirements for Concurrent Enrollment**

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

### **Parking Procedures**

#### *Arcadia*

Parents who are dropping their children off each day should park in a marked spot and check their students in. This is meant to be short-term parking for drop-off and for short visits with Method teacher and administrators lasting less than 30 minutes. Staff and self-driving students should park behind the school and enter the school by walking on the sidewalk, turning right in front of the school, and then entering through the appropriate door. Please follow the additional parking guidelines below:

- Only park in designated spaces.
- Do not park in red zones or fire lanes. These are for emergency vehicles only.
- Do not park in handicapped spaces.

#### *Murrieta*

Parents who are dropping their children off each day should park in a marked spot and check



their students in. This is meant to be short-term parking for drop-off and for short visits with Method teacher and administrators lasting less than 30 minutes. Staff and self-driving students should park behind the school and enter the school by walking on the sidewalk, turning right in front of the school, and then entering through the appropriate door. Please follow the additional parking guidelines below:

- Only park in designated spaces.
- Do not park in red zones or fire lanes. These are for emergency vehicles only.
- Do not park in handicapped spaces.

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



