Parent and Student Handbook

Dear Families,

Welcome to Sage Oak Charter Schools! We are pleased you have chosen us as your partners in education. Our goal is to provide your family with a personalized and supportive educational experience. Sage Oak seeks to serve students who benefit from flexible pacing and scheduling and personalized learning that is individually targeted. We strive to create a culture that promotes individual student needs, parent collaboration, and high achievement. We are excited to support you and your child in your educational journey.

We hope this will be a rewarding and memorable year for your family.

Sincerely,

The Sage Oak Leadership Team

School Information

Address	Website	Phone	Parent Support Email
Sage Oak 1473 Ford Street Suite 105 Redlands, CA 92373	http://www.sageoak.education	888-435-4445 Fax 888-241-6118	support@sageoak.education

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General Information

Sage Oak Charter Schools

Sage Oak Charter Schools (Sage Oak) is comprised of three charter schools that work collaboratively to provide students

with diverse educational options and opportunities.

Sage Oak students are enrolled in one of the following schools depending on the county of residence:

- Sage Oak Charter School - authorized by Helendale School District
- Sage Oak Charter School South- authorized by Warner Unified School District
- Sage Oak Charter School Keppel- authorized by Keppel Union School District

Availability of Prospectus

The charter petitions (prospectuses) for each Sage Oak Charter School are available for public review on the authorization page of the Sage Oak website.

Calendar

You can find our school calendar here.

Terminology

The following is a list of commonly used terms:

Teacher- A Teacher is a credentialed teacher who works with students in grades TK-8 support students in reaching their educational goals:

Education Advisor (EA) - An Education Advisor is a credentialed teacher who works with students in grades 9-12 and their families to support them in reaching their educational goals.

Instructional Funds (IFs) - School-allocated funds designated to support a student's educational program and are administered and approved by Sage Oak in accordance with applicable laws and policies. All materials and services purchased with IFs remain the property of Sage Oak, and allocations are prorated based on the student's date of enrollment.**Learning Period (LP)** - Instructional days between learning period meeting/the assignment.

Learning Period Meeting (LPM) -The meeting in which the student and parent meet with their assigned Teacher/EA to review the learning that took place, assign work for future learning periods, assess the student for progress, complete

attendance, and offer support to the parent and student. At the LPM, your Teacher/EA will review your student's complete body of work/learning for that period.

Master Agreement (MA)/ Acknowledgment of Responsibilities (AoR)- This is an agreement between the school, the Teacher/EA, the student, and the parent. It outlines the available coursework, methods of study, available resources, methods of evaluation, required school meetings, and board policies. It includes the acknowledgment of each party's responsibilities including the school, the Teacher/EA, the student, and the parent.

WASC Accreditation

Sage Oak is fully accredited by Western Association of Schools and Colleges (WASC). Accreditation signifies that the school meets established standards of educational quality, validates the integrity of its academic program and student transcripts, and promotes ongoing improvement to support student learning. WASC accreditation also ensures that the school's mission is effectively carried out through a sound educational program. This status is important because colleges, universities, other educational institutions, and the military often require transcripts from accredited schools for admission or enlistment consideration.

Advisory Committees

Sage Oak believes that active parent, student, and staff participation in school operations and governance helps foster a public school's long-term sustainability as a successful program. We welcome parent, student and employee involvement and value open and constructive communication.

Sage Oak has established a Parent Advisory Committee, an English Learner Advisory Committee, and a Student Advisory Committee that all play an important role in molding Sage Oak to be responsive to staff, student, and parent needs, and provide the opportunity for continual improvement. The Advisory Committees meet regularly and function to make recommendations and provide feedback to school administration regarding specific areas of school operations.

Program Offerings

Sage Oak offers two programs - the Personalized Learning Academy and the Virtual Learning Academy.

Personalized Learning Academy

The Personalized Learning Academy offers a personalized educational experience for students in grades TK-12. In our independent study model, students are able to work from home and at their own pace. In addition, students are able to take various classes with our community providers within the local areas we serve.

Our passionate and dedicated Sage Oak teachers partner with committed parents and students to create an individualized learning plan that is tailored to each student's unique strengths, skills, needs and interests. Our highly trained, credentialed teachers provide assignments, resources, feedback, and support to help each individual student thrive within our model. We understand that students come to Sage Oak at various educational levels. We offer accelerated education support for our students working above grade level. Additionally, the school provides research-based required support and programs for our students that are below grade level.

While recognizing that students learn in different ways and at different paces, we strive to guide all of our students on their own personal educational journey. Using diverse and innovative curriculum and project-based learning, we aim to prepare students to be lifelong and independent learners who give back to their communities.

Virtual Learning Academy

The TK-8 Virtual Learning Academy offers 3 days of virtual instruction (on Tuesday, Wednesday, and Thursday) and two days of independent work (on Monday and Friday). The class teacher assigns work and grades assignments via our learning management system, Canvas. Students in this program do not have instructional funds. We strive to create community by placing students in grade level classes where they have opportunities to collaborate and build relationships with their peers. There is an emphasis on engaging, hands-on, project based learning. Students in this program receive a Chromebook, all curriculum, materials and supplies. Our program also includes enrichment classes, in person field trips, and regional meet ups.

Parent Portal in the Student Information System

Parents have access to the student information system (SIS) through the parent portal. Directions to access the parent portal can be found here.

Parent Email Group

One of the main venues of communication to our parents is through our parent email group. Parents receive time-sensitive communication, deadline reminders, and community provider notifications. Parents are automatically added to the parent email group upon student enrollment, and can unsubscribe from the email group at any time.

Student ID Cards

Student ID cards are available for all enrolled students in TK-12th grade. To request an ID card, please complete this form. One form per student is required. If you have trouble with the photo upload, you can email a jpeg image of the student to support@sageoak.education Please be sure to include the student's name in the email. Please allow up to two weeks for processing and mailing.

Student Passwords and Course Login Information

In order to monitor student progress, teachers and education advisors have all students' course login and password information. Please contact your student's Teacher/EA to request passwords and course login information.

School Policies and Annual Notices

Independent Study Policy

Sage Oak offers independent study to meet the educational needs of students enrolled. Independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum through a personalized approach. Sage Oak shall provide appropriate services and resources to enable students to complete their independent study successfully.

The complete Independent Study Policy can be found on the board policy page on the Sage Oak website.

McKinney Vento Homeless Assistance Information

Sage Oak is committed to upholding the provisions of the McKinney-Vento Homeless Assistance Act. In accordance with this law we will ensure that each child experiencing homelessness has equal access to the same public education provided to other students. Homeless children and youth are fully included in Sage Oak's educational programs.

They are provided the opportunity to meet the same challenging state academic standards and are not subject to discrimination, stigmatization, or segregation based on their housing status. Protections are in place to ensure that their rights are upheld at all times.

If you or your family are experiencing homelessness and would like information about available resources and support, please contact our homeless liaison at studentservices@sageoak.education.

For more information related to the McKinney-Vento Homeless Assistance Act please refer to the board policy page on the Sage Oak website.

Student Freedom of Speech/Expression

Sage Oak respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Student free speech rights include, but are not limited to the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. Student expression on the Charter School website and online media shall generally be afforded the same protections as print media within the Policy.

Student expression, including but not limited to student expression on internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a threat to the safety of other students or staff, or

substantially disrupts the educational program. The Charter School Superintendent or designee shall document the impact the expression had or could be expected to have on the educational program.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community.

For more information about student freedom of speech and expression, please refer to the board policy page on the Sage Oak website.

Education for Foster and Mobile Youth

Sage Oak recognizes that foster and mobile youth may encounter unique challenges that can impact their academic success including disruptions in their educational program, and their emotional, social, and other health needs. To support these students in reaching both state and charter school academic standards, Sage Oak is committed to providing full and equal access to the educational program. We will also implement strategies identified as required by law and detailed in our Local Control and Accountability Plan (LCAP) to help foster and mobile youth overcome barriers and improve their academic achievement.

For more information regarding the education of foster and mobile youth, please refer to the board policy page on the Sage Oak website.

Immigration Enforcement Activity Policy

At Sage Oak, we provide a safe, welcoming environment for all students regardless of immigration status or religious beliefs. We limit immigration enforcement activities at our facilities consistent with California law.

We prohibit discrimination, harassment, intimidation, and bullying based on immigration status, nationality, race, ethnicity, citizenship status, religion, national origin, or ancestry. We promptly investigate all complaints and take appropriate action.

We do not request citizenship, immigration documentation, or Social Security numbers for enrollment, other than documents we might review but not retain to establish a child's birthdate.

We do not collect or maintain information about students' or families' citizenship or immigration status except when required by law for specific education programs. If we do, we collect such information separately from enrollment and do not use it to discriminate or prevent school attendance.

We do not share student information that might indicate immigration or citizenship status unless authorized by the Family Educational Rights and Privacy Act (FERPA) or required by valid court orders, warrants, or subpoenas. We provide parents notice before responding to such requests (except in child abuse cases or when prohibited).

Without written parental consent, we do not provide student information to immigration enforcement officers unless they present a valid judicial warrant, judicial subpoena, or court order signed by a judge. ICE administrative warrants do not authorize access to students or student information.

In the event of an enforcement activity authorized by a judicial order, our staff will:

- Request credentials and documentation from any officer
- Contact the Superintendent or designee before granting access
- Document all interactions and notify parents, staff, and students pursuant to the procedures outlined in our School Safety Plan
- Report attempts to access students to the California Department of Justice and to the Charter School Board of Directors

For more information regarding immigration enforcement activity, please refer to the board policy on the Sage Oak website.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the program lead/director a written request that identifies the records they wish to inspect. The program lead/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend a record should write the program lead/director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

   Student Privacy Policy Office (SPPO)
   U.S. Department of Education
   (Email: FERPA.Complaints@ed.gov)

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information

is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- An annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory information from your child's education records without your prior written consent, you must notify the school and "opt out" of the directory.

Any and all of the following items of directory information relating to a student may be released to a designated recipient

unless a written request is on file to withhold its release:

- Name
- Address
- Date of birth
- Dates of attendance (*e.g.*, by academic year or semester)
- Current and most previous school(s) attended
- Degrees and awards received

In addition, two federal laws require a school receiving assistance under the Elementary and Secondary Education Act of 1965, as amended, to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

Availability of Health Insurance

Children—regardless of immigration status (foster youth, pregnant women, and legally present individuals, including those with deferred action for childhood arrivals ["DACA"] status) may be eligible for no- or low-cost Medi-Cal insurance. Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost. Medi-Cal enrollment is available year-round. Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them. Based on income and family size, many Californians may qualify for financial assistance. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have sixty (60) days from the event to complete enrollment. Information regarding the availability of insurance is provided with enrollment forms and available at: http://hbex.coveredca.com/toolkit/PDFs/ALL_IN_Flyer_EnrollGetCareRenew_CC.pdf.

Sage Oak shall not discriminate against a pupil who does not have health care coverage or use any information relating to a pupil's health care coverage or interest in learning about health care coverage in any manner that would bring harm to

the pupil or the pupil's family.

Title IX Sex Based Discrimination Sex-Based Discrimination and Sex-Based Harassment Policy

Sage Oak is committed to maintaining a safe school environment that is free from harassment and discrimination. The School prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity that it operates. The School also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sex-based discrimination or sexual harassment.

The Title IX Coordinator is:

Kerry Cody, Director of Human Resources: Talent and Engagement
1473 Ford Street, Suite #105
Redlands, CA 92373
888-435-4445
hr@sageoak.education

For more information regarding sexual harassment, please refer to the board policy on the Sage Oak website.

Harassment, Intimidation, Discrimination and Bullying

Discrimination, harassment, intimidation, and bullying are disruptive behaviors that interfere with students' learning, reduce engagement, compromise school safety, and create a hostile school environment. To maintain a safe, inclusive, and respectful environment, Sage Oak strictly prohibits all forms of discrimination, harassment, intimidation, and bullying, regardless of whether they are based on protected characteristics. This policy applies to any such conduct related to school activities, and attendance at school-sponsored events (regardless of location), and includes behaviors conducted via school-owned technology or other electronic means.

The following person has been designated to handle inquiries regarding the school's non-discrimination policies:

Kerry Cody, Director of Human Resources: Talent and Engagement

1473 Ford Street, Suite #105
Redlands, CA 92373
888-435-4445
hr@sageoak.education

For more information regarding the discrimination policy, please refer to the board policy on the Sage Oak website.

Professional Boundaries

Sage Oak Charter School maintains clear professional boundaries between staff and students to ensure a safe, respectful, and supportive learning environment. Staff are expected to act with professionalism at all times, and any conduct that crosses appropriate boundaries is prohibited and addressed promptly.

For more information regarding the professional boundaries policy, please refer to the board policy on the Sage Oak website.

Annual Notice of Uniform Complaint Procedures

Sage Oak has the primary responsibility for compliance with federal and state laws and regulations for students who attend our schools. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the school, which is funded directly by, or that receives or benefits from any state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with various other state and/or federal laws.

A pupil fee complaint must be filed with Sage Oak no later than one year from the date the alleged violation occurred. A complaint of noncompliance should be filed first with the program lead/director under the Uniform Complaint Procedures. A complainant unsatisfied with the decision of the program lead/director may appeal the decision and shall receive a written appeal decision within 60 days of receipt of the complaint.

Complaints other than issues relating to pupil fees must be filed in writing with the following person designated to receive complaints:

Kerry Cody, Director of Human Resources: Talent and Engagement
1473 Ford Street, Suite 105
Redlands, CA 92373
hr@sageoak.education
(888) 435-4445

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the school administrator or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under 5 C.C.R. § 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the CDE by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws,

if applicable.

A copy of our UCP compliant policies and procedures is available on the board policy page on the Sage Oak website.

Parent Liability for Student Conduct

California law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school, or personal property of any school employee, shall be liable for all damages caused by the minor.

Further, the parent or guardian of a minor shall be liable to a school for all property belonging to the school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand.

Any school whose real or personal property has been willfully cut, defaced, or otherwise damaged, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil his or her due process rights, withhold grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto. The school will notify the parent or guardian of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts.

If the minor and parent are unable to pay for the damages, or to return the property, the school will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil will be released.

Alcohol, Tobacco, Opioid, and Synthetic Drug Prevention and Education

Sage Oak is committed to maintaining a safe, healthy, and drug-free educational environment for all students. The possession, use, sale, or distribution of alcohol, tobacco, nicotine products, opioids, fentanyl, or any controlled or synthetic substance without a valid prescription is strictly prohibited in accordance with state and federal law and school policy.

The use of alcohol, tobacco, nicotine delivery systems (including e-cigarettes and vaping devices), opioids, and synthetic drugs poses significant health risks to students. Synthetic opioids, including fentanyl, are particularly dangerous due to their extreme potency. Even a small amount can cause serious injury, overdose, or death.

Families should be aware that fentanyl and other synthetic drugs may be present in counterfeit or illicit pills that are falsely marketed as legitimate prescription medications. A pill obtained from an unverified or illegal source may contain fentanyl or other dangerous substances. Additionally, social media platforms and online marketplaces may be used to advertise, market, or distribute synthetic drugs, including counterfeit pills.

While Sage Oak strictly prohibits illegal drug use, we understand the need for practical safety measures. Pursuant to California Education Code section 49414.6, schools shall not prohibit middle school or high school students participating in school activities from carrying fentanyl test strips or a federally approved opioid antagonist for over-the-counter use for the emergency treatment of persons suffering, or reasonably believed to be suffering, from an opioid overdose. Families are encouraged to review the Centers for Disease Control and Prevention (CDC) resources for helpful information on opioid use and overdose prevention.

Mandated Child Abuse Reporting

All employees, volunteers, governing board members, and contractors whose duties require contact or supervision of the students are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen. Code, § 11166.)

For more information regarding the mandated reporter policy, please refer to the board policy page on the Sage Oak website.

Transgender and Gender Nonconforming Student Nondiscrimination Policy

Sage Oak Charter Schools (SOCS) is committed to providing a safe and supportive learning environment for all students, and to ensuring that every student shall have access to the schools' educational programs and activities. Additionally, SOCS policy requires that all schools and all personnel promote acceptance and respect among students and staff. The policy reflects the reality that transgender and gender nonconforming students are enrolled in the school.

The needs of each transgender student are unique. Sage Oak Charter Schools adheres to the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities. California Education Code §210.7 states that 'gender means sex,' and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. California Education Code §220 and school policy require that all educational programs and activities should be conducted without discrimination based on actual or perceived sex, sexual orientation, or gender identity and expression. California Education Code §201 provides that public schools have an affirmative obligation to combat sexism and other forms of bias, and a responsibility to provide an equal educational opportunity to all students.

For more detailed policy information, please refer to the board policy page on the Sage Oak website.

Suicide Prevention

Protecting the health and well-being of all students is of utmost importance to our school. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, the Suicide Prevention Policy will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with the student If parents or guardians have any questions about the policy, they can contact the school's appointed suicide prevention liaison.
2. The school has designated a suicide prevention coordinator to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.

    Suicide Prevention Coordinator
    Allison Whalen, School Counselor
    1473 Ford Street, Suite 105
    Redlands, CA 92373
    awhalen@sageoak.education
    (888) 435-4445

3. When a student is identified as being at risk, they will be assessed by a school-based mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
   • The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
   • The Trevor Lifeline – 1.866.488.7386, The Trevor Project
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

For a more detailed review of the school policy, please refer to the board policy page on the Sage Oak website.

Student Mental Health Services

Sage Oak recognizes the importance of supporting student mental health and overall well-being. Mental health services and supports are available to students who may be experiencing emotional, behavioral, or psychological challenges.

Students or parents/guardians who wish to initiate access to available mental health services may contact their teacher for information and assistance. Additional information regarding available mental health resources may be found on the Sage Oak website.

CalKIDS Program

California law requires schools to provide information about the California Kids Investment and Development Savings (CalKIDS) Program. CalKIDS is a state-administered program designed to help eligible California students save for future college or career training expenses by providing scholarship accounts with seed funding.

Eligible students may have a CalKIDS account automatically created on their behalf through the State of California. Funds in a CalKIDS account may be used for qualified higher education or career training expenses. Participation in the program does not require families to open an account independently.

Additional information about the CalKIDS Program, eligibility requirements, and instructions for accessing or claiming an account is available on the CalKIDS website.

Proper Storage of Firearms

The purpose of this section is to inform and to remind parents and legal guardians of all students in Sage Oak of their responsibilities for keeping firearms out of the hands of children as required by California law.

Please take some time to review the information below and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- California makes a person criminally liable for keeping a loaded firearm, under their custody and control, where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian and the child obtains access to the firearm and thereby: (1) causes death or great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it—regardless of whether or not the child brings the gun to a public place.
- A parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. These damages may be up to $30,000 per victim.

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.

The easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. For more information on the proper storage of firearms, you may visit this website.

Student Admissions and Enrollment

Admissions policies and procedures are in compliance with state and federal law, and are outlined in the enrollment policy. Students will be considered for admission without regard to ethnicity, national origin, immigration status, gender, disability, or achievement level. Prior to admission, all parents must agree to and sign the master agreement. All students' continued enrollment shall depend upon them fulfilling the terms of the master agreement. Enrollment space will be based on the availability of credentialed teachers to serve as the teacher of record.

Sage Oak will be non-sectarian in its programs, admissions policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate on the basis of race, ethnicity, national origin, immigration status, gender, disability, or any other characteristic listed in Education Code Section 220 (or association with an individual who has any of those characteristics).

Student Applications

An enrollment application must be completely filled out and signed by the parent/guardian prior to a student being considered for enrollment and placed on our assigning list.

Applications are considered complete when the student and parent/guardian who wishes to enroll has submitted a complete application. To the extent required by applicable law, a complete application includes, but may not be limited to, the following properly submitted documents/information:

- Valid birth certificate or Passport
- Current Proof of Residence (valid within 3 months of submitted application)
- Immunization record or non-immunization confirmation form
- Students entering 7th-12th grades - Proof of Tdap (whooping cough vaccination)
- Health Exam – TK, Kindergarten and first time 1st grade students or the signed form waiving this requirement
- Transcripts – High school students only

A student and parent/guardian who submit incomplete enrollment applications will be sent notice of what is needed to complete their application. The student and parent/guardian will be expected to update the enrollment information with the requested documents in order for their application to be processed.

Acceptance of a student's enrollment application does not constitute enrollment with Sage Oak. A student is not considered enrolled until they have met with their Teacher/EA and the student, student's parent, legal guardian or caregiver (if the student is less than 18 years of age) signed the Master Agreement and Acknowledgement of Responsibilities.

Enrollment Requirements

To be considered for enrollment in Sage Oak , students must live in one of the following counties: Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, Imperial, Inyo and Kern. Students may not be concurrently enrolled in this school and any other private or public school. It is not necessary to obtain an inter/intra-district transfer from your local school district to attend Sage Oak.

Before the student can be enrolled in Sage Oak, specific documentation needs to be signed at an enrollment meeting with your assigned Teacher/EA. These documents include the Master Agreement , the Acknowledgment of Responsibilities, and other school policy forms. The Teacher/EA will provide and explain the contents of the documents being signed.

Immunization Requirements

All students enrolling in Sage Oak must present either the immunization record or complete the Non-Immunization Confirmation form if waiving immunizations. Because Sage Oak is a non-classroom based school, students are exempt from the immunization requirements under SB277.

California law requires schools to provide information to parents and guardians of students in grades 7–12 about the Human Papillomavirus (HPV). HPV is a common virus that can cause certain types of cancer later in life. The HPV vaccine is recommended by public health officials as a preventive measure; however, the HPV vaccine is not required for school attendance. Parents and guardians are encouraged to consult with their child's health care provider for additional information and guidance.

Additional information can be found in the Immunization Policy on the Sage Oak website.

Diabetes (Types 1 and 2)

California law requires schools to provide information to parents and guardians of elementary students and incoming seventh-grade students regarding Type 1 and Type 2 diabetes. Diabetes is a chronic condition that affects how the body processes blood sugar and can have serious health effects if not properly managed. Early identification and medical care are important. Parents and guardians are encouraged to consult a health care provider if they have questions or concerns about their child's health.

Accepting High School Credits from Previous Schools

Sage Oak will evaluate transcripts from a student's previous school and grant credit toward Sage Oak graduation requirements if the credits were earned from an accredited school and are credits that could have been earned at Sage Oak. Students presenting transcripts/credits from a homeschool and/or non-accredited schools will be asked to provide additional documentation for those courses, including but not limited to work samples, test scores, or projects for each course. These will be evaluated by Sage Oak guidance department staff. Generally, Sage Oak will accept a maximum of 40 credits per semester. Please consult with guidance department staff.

Parents must provide transcripts and work samples/evidence within one week of the initial phone call from their EA or guidance. Students will be placed at the grade level commensurate with the number of credits they have earned, at the discretion of guidance department staff.

Age Requirement Chart

In accordance with California state law, a student's grade level placement will be based on their date of birth. Students will be placed in the appropriate grade using this Grade Level Placement Chart.

A student will be eligible for kindergarten enrollment if their birth date is on or before September 1st of the school year they wish to apply.

Transitional Kindergarten/Kindergarten Placement

To be eligible for Transitional Kindergarten (TK), students must turn four on or before September 1 of the school year.

Students must turn five on or before September 1 to enroll in kindergarten. Kindergarten age-eligible students are allowed to enroll in TK if their 5th birthday is between June 1st-September 1st.

Adult Student Enrollment

California State Law prohibits the enrollment of any student age 19 years or older who has not been continuously enrolled since their 18th birthday and is making regular progress towards a high school diploma.

Students with Special Education Services

Sage Oak will collect information about a student's special education eligibility and services. The parents/guardians of a child should submit to the Special Education Department a complete copy of his/her most recent IEP (Individualized Education Program) or any related special education documentation, if your child was receiving special education services in the past. In addition, Sage Oak will comply with all relevant obligations under the law, including taking reasonable steps to promptly obtain relevant pupil records from the previous school in which your child was enrolled, including records relating to providing special education and related services to your child. If you have a student who receives special education services, please review this Notice of Procedural Safeguards to understand the special education rights of both parents and students.

Section 504 Plans

Sage Oak is committed to complying with all legal requirements under Section 504 of the Rehabilitation Act. For students who enroll with an existing 504 Plan, a review meeting will be held within the first 30 days of school to review the current 504 Plan and accommodations. For students already enrolled at Sage Oak a 504 Plan review meeting will be offered annually to ensure continued alignment with student needs. In accordance with federal guidelines, a comprehensive re-evaluation to determine ongoing eligibility will be offered every three years. However, a 504 Plan evaluation may be requested and initiated at any time, as needed.For more information please refer to 504 Plan - Frequently Asked Questions and the board policy page on the Sage Oak website.

Enrollment Timeline

Students may apply for admission at any time during the academic year. However, if students who seek admission at Sage Oak apply when the charter school is at capacity, the student will be placed on the prospective student list and placed with a teacher in their region when space becomes available.

Private Schools and Dual Enrollment

In accordance with California Education Code Section 47602(b) and Title 5, California Code of Regulations Section 11965(a), no student may be enrolled in this Sage Oak at the same time they are enrolled at another public or private school. California Education Code clearly states that students may not be enrolled at a California Public Charter School and a private school concurrently. A 'private school' is defined [Title 5 CCR §11965] as a full-time day school which offers instruction in English in the several branches of study required to be taught in the public schools of the state. Ed. Code §§ 48222, 48223. Sage Oak reserves the right to evaluate whether a program is considered a dual enrollment situation as outlined in California Education code. The only possible exception is enrollment in either a community college or a Regional Occupation Program (ROP). Students who wish to participate in such programs need to have prior approval from Sage Oak. Dual enrollment credit will be accepted at the discretion of the Secondary Education Department.

Master Agreement (MA)

Each student enrolled in Sage Oak must have a signed Master Agreement (MA) on file for each year of enrollment. Master Agreements need to be signed by the student, and the student's parent/guardian (if the student is less than 18 years of age) and the Teacher/EA prior to initial enrollment or the start of each school year. A sample MA can be viewed here.

If a returning student fails to sign and submit a new Master Agreement by July 1, the student will be involuntarily disenrolled.

Name, Address, Phone Number, and Email Changes

If a parent or student has a new address, phone number, or email that needs to be updated in the SIS, please complete the Student Information Update Request Form to ensure Sage Oak has your most current information on file.

Attendance, Student Support, and Involuntary Disenrollment

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

- the student completes assigned learning and/or standards for each learning period
- the parent and student attend required school meetings (including but not limited to learning period meetings and scheduled appointments or services)
- the parent and student abide by all school/Governing Board policies
- the student completes required assessments and attends testing appointments

Absences:

- AB 1503 allows up to one full day per semester for religious retreats with written parent request and school approval. SB 350 permits up to five days for funeral services of an immediate family member, regardless of location, and up to three days for grief support or safety planning.
- After 10 days of absences (cumulative or consecutive) for scheduled school appointments or services , a doctor's note will be required to excuse any additional absences. The doctor's note must be submitted within two (2) days of the absence. Additionally, any absence occurring after the 10th day, regardless of the reason, will require appropriate documentation to be excused.

Outline of Responsibilities that May Result in Involuntary Disenrollment

Regular attendance is very important to the success of both your student and our school. Charter schools are funded based on "average daily attendance" or ADA. "Attendance" means when a student is engaged in educational activities required of them by the school, on days when school is actually taught. (5 C.C.R. 11960(a).)

Since our schools are nonclassroom-based instructional programs, ADA is calculated based on the work completed by the student and submitted by the due dates established in the independent study master agreement. The assigned teacher subsequently assesses the student's work to determine whether the time value amounts to a full day of work. It's important to stick to a regular work schedule/calendar so your student can clearly identify each school day in that calendar on which he/she engaged in required educational activities to an extent sufficient to constitute at least one day of time value. When determining the time value of a student's work, the teacher will consider each student individually and may adjust the assignments accordingly.

In California, each person between 6 and 18 years of age, unless otherwise exempt by law, is required to attend school full-time with regular and punctual attendance, and schools are required to enforce this compulsory attendance law. (See Ed. Code, § 48200 *et seq.*) A student's failure to complete assignments on-time may subject the student to discipline, disenrollment from the program, and/or being classified as truant and reported to the proper authorities.

If the at-risk student is an identified student with special education services , the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

Please review the school's Attendance, Student Support and Involuntary Disenrollment Policy for detailed information..

Suspension and Expulsion Policy

Sage Oak will follow the applicable suspension and expulsion policy as set forth in the terms of the charter petition available on the Sage Oak website. As to students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

Education Support and Oversight

Teacher /Education Advisor (EA)

Upon enrollment a Teacher/EA is assigned to each family.Sage Oak Teachers/EAs develop and implement students' personalized education plans. Sage Oak Teachers/EAs possess California multiple subject credentials and in some cases also have single-subjects credentials in specific subject content areas. Teachers/EAs are highly qualified in accordance with the federal NCLB/ESEA laws.

Initial Meeting

At the initial meeting, your Teacher/EA will support you in identifying your child's learning style and goal areas.

Additionally, for high school students, your EA will need to see a copy of your child's high school transcripts at this meeting for each school previously attended. Please request this from your child's previous school(s) and bring it with you. Please refer to the previous section, 'Awarding High School Credits From Previous Schools.' Background and assessment information will be helpful to the EA as he/she advises and assists you in developing your child's personalized educational plan.

Your Teacher/EA will determine what resources (curricula, classes, activities, high school HQTs, tutors, computers) will be needed for the various subjects your child will cover this school year. Also, your Teacher/EA will explain the school requirements with regard to learning period requirements, state and local assessments, portfolios and school resources.

Learning Period Meetings with your Teacher/EA

The student and parent/guardian will meet their Teacher/EA once per learning period at a mutually agreed upon location. Possible locations are a local library, bookstore, coffee shop or park. At least one parent/guardian must be present for the entire meeting. During the learning period meeting the Teacher/EA will verify and claim attendance for the previous learning period. Learning period meetings typically last a minimum of one hour per student to allow the sufficient time to review all learning, for the teacher to collect and review work, assess the students' progress towards goals and assign work for the next learning period. The Teacher/EA is there to assist the parent and student with guidance, resources, and ideas to enhance student learning and achievement of their educational plan.

Important information will also be communicated during the meeting. Neither party should accept missed meetings, late arrivals, or unpreparedness. Because everyone's schedules are so full, rescheduling meetings can be challenging. Make every effort to prioritize these meetings and change them only if absolutely necessary. In case of an emergency, contact your Teacher/EA for options.

Virtual Meetings

Sage Oak believes that it is in the best interest of the student, parent, and teacher to conduct Learning Period Meetings in person with students. However, Sage Oak teachers may meet with their students virtually up to six times per school year for TK-8 and eight times a year for HS. Teachers and students must meet in person at least once per quarter for TK-8 and once a semester for HS. Virtual learning period meetings allow teachers and students to meet to set student assignments, and review student work when in-person meetings are not able to take place and must be requested by the parent. In deciding if a virtual meeting should take place in lieu of an in-person meeting, the teacher will take into consideration the appropriateness of the virtual meeting. Virtual meetings must be mutually agreed upon and must be conducted via the school provided Zoom platform.

Specific guidelines for virtual meetings can be found in our meeting policy on the board policy page on the Sage Oak website.

Communicating with your Teacher/EA

Communication from the Teacher/EA to the family will occur throughout each LP, including but not limited to the learning period meeting, and more frequent check-ins to support each family and student's individual needs. Communication may occur through telephone calls, text messaging, Zoom virtual meetings, emails, and/or through the mail. Because much information is time-sensitive, you will want to let your Teacher/EA know what method of communication works best for you between meetings. Your Teacher/EA will in turn let you know the best way and time to reach them, keeping in mind that communication will take place during school days and school hours. .

Concerns about your Teacher/EA

If a parent has concerns regarding their Teacher/EA that he/she is unable to resolve directly with the Teacher/EA, he/she may contact our parent support manager by emailing support@sageoak.education to set up a meeting with a member of our administrative team. We will assist the Teacher/EA and parent in working towards a positive working relationship. If unable to resolve the concerns, a parent may request a different Teacher/EA by filling out the Parent Request for Change of Teacher/EA form. Please be as specific as possible in the reasons for your request when filling out the form.

Student Record Keeping

Report Cards

Per California Education Code, in independent study the teacher of record assigns the official grades and credits. The grades and credits awarded on the report card represent the professional evaluation by the teacher of record of the student's progress toward the state and school standards. The grade given to each student will be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher shall be the final grade.

For more details, see: Report Card Grading and Protocol

High School Transcripts

The high school transcript is a record of the high school courses taken and the grades and credits earned. To request an official transcript please fill out the Transcript Request Form.

Learning Logs

The Learning Log is a document used to record student participation in educational activities throughout the learning period. The parent will access the student information system through the parent portal and certify whether the student participated in educational activities on specific calendar days. At or before the Learning Period Meeting, the parent and Teacher/EA will electronically sign the Learning Log to acknowledge review of the student's participation record.

Work Samples

Samples of student work are an important way to demonstrate compliance and accountability to our auditor as they show student progress towards state standards. This accountability is a necessary component to document attendance and to receive our school's funding. It is the parent's responsibility at each learning period meeting to provide the Teacher/EA with samples from each subject for students in grades TK-8 and/or for each high school course. Work samples are required, however, the Teacher/EA can digitally collect these samples at the learning period meeting and will not need to collect and keep paper copies.

Curriculum and Education Resources

Sage Oak offers a variety of curriculum options and an extensive community provider list to assist students in reaching their educational goals. The Teacher/EA and families work together to identify curriculum options that will meet the student's needs as well as meet school, state and federal guidelines.

Curriculum Resources

Curriculum and educational resources including information on different learning styles, independent study best practices, required/recommended curriculum, and learning resources can be found on the Sage Oak Website.

Choosing Curriculum

Your Teacher/EA is here to be your partner in education. As the teacher of record he/she will guide you in choosing appropriate materials and activities for your child. Information that will be helpful to your Teacher/EA when discussing the student's educational plan and determining their curriculum might include the following: the student's learning style, previous learning challenges at home and at prior school(s), the student's maturity level, the student's ability to stay on task and work independently, issues in the family that might affect the student's ability to learn, accommodations through special education, the student's likes/dislikes and interests, available student state test results, high school transcripts and report cards. Please be aware that the Teacher/EA continues to be the teacher of record and will make the final determination as to whether or not the requested curriculum is educationally appropriate.

The Teacher/EA will also find the following information helpful in making recommendations about the student's curriculum:

- the parent's educational philosophy and preferred teaching style

- the amount of experience the parent has had with independent study
- the amount of time the parent has to spend with any one student, the amount of time the parent has for educational planning and preparation each week and the resources already available in the home.

After considering this information, curriculum and resources necessary to accomplish the educational plan will be implemented within the guidelines of the school.

It is our goal at Sage Oak to maximize flexibility in using instructional funds for the educational benefit of our students. When a parent wants to order curriculum/resources, he/she will submit their wish list to their Teacher/EA. The Teacher/EA will email the parent to acknowledge receipt of the request within 24 school hours and within three school days, will communicate one of the following: the order was placed, additional information is needed, or the order was denied. This time frame allows the Teacher/EA to research requests to ensure they are within the guidelines of the state and school.

Addressing the California Standards

Student academic progress is evaluated based on progress toward grade-level or course standards..The Teacher/EA is available to help families understand the standards and how to implement them in each student's academic program. The subject and course standards and the parent overview standards are available on the Sage Oak website under Resources.

Additionally, parents can obtain the subject and course standards directly from the California Department of Education. Student friendly versions of the standards may be found here.The Teacher/EA will provide parents with the state standards for the core subjects at each child's grade level, (or their individual courses if in high school), at the first meeting of each year.

Comprehensive Sexual Health Education Policy

Sage Oak follows all applicable education codes relating to the California Healthy Youth Act and comprehensive sexual health education.

For more information, please refer to the board policy page on the Sage Oak website.

English Language Learner

If a student has an English Language Learner (ELL) designation, that student will participate in language acquisition programs to meet the students' needs in accordance with applicable law. This curriculum is provided by the school and monitored by the Teacher/EA. If a student is re-designated and is no longer considered an English Language Learner, then this requirement would no longer apply. Detailed information about the English Language Development (ELD) program is outlined in the English Learner Master Plan on the Sage Oak website.

Instructional Funds

Information and Guidelines

Each California public school receives funding based on their Average Daily Attendance (ADA). The funds are budgeted for use as outlined in the school's Local Accountability Plan (LCAP). Sage Oak receives funding to provide independent study only for students who reside in the counties served by the school. Sage Oak allocates a portion of its funding as Instructional Funds (IFs) to support each student's individual educational plan. These funds may only be used for approved educational materials or services for the enrolled student. Items must be directly related to the student's educational program and approved by the assigned Teacher/EA. Instructional Funds may not be used to purchase materials for siblings, parents, or others not enrolled in Sage Oak. Additionally, they may not be spent on items or services disallowed in the Criteria of Materials Policy, Conflict of Interest Policy, or on any item requiring payment for transportation. Instructional Funds are prorated based on the student's enrollment date. Instructional Funds are prorated based on a student's enrollment date. Students who enroll after the first day of the school year will receive a proportionally reduced allocation.

Sage Oak does not provide or reimburse transportation costs. Families are responsible for arranging transportation for educational activities, classes, services, or events they choose to attend.

Management of Instructional Funds

The Teacher/EA will evaluate the most effective use of funds to produce the best possible outcomes in terms of student learning. It is the Teacher/EA's responsibility to assist each family in managing the instructional funds within the guidelines set forth. While Instructional Funds are allocated to support each student's educational program, the funds remain part of Sage Oak's budget. Materials and equipment purchased with Instructional Funds remain the property of

Sage Oak unless otherwise specified by school policy. It is the Teacher/EA's responsibility to make sure that each family does not spend in excess of their allotted instructional funds. Parents can obtain information on their instructional funds balance at any time by contacting their Teacher/EA. The Teacher/EA is responsible for ensuring that appropriate core curriculum and instructional materials have been secured before approving purchases for supplemental or enrichment activities. The administration will mediate any disagreements between parents and Teacher/EAs regarding IF purchases.

Criteria for Materials That Can Be Purchased with Instructional Funds

Sage Oak receives funding from the state to support student learning and progress toward the standards. Therefore, instructional funds may only be spent on educational items that meet the criteria laid out in the school's Educational Activity Policy.

Assigned work cannot be completed with sectarian/religious materials or be derived from sectarian/religious materials. The Teacher/EA will ensure sectarian/religious materials are not ordered with school funds or being used to complete the assigned work. Additionally, teachers are not permitted to review, assess, or provide feedback on any student work that originates from or is based on religious curriculum.

Multi-Tiered System of Supports (MTSS)

Sage Oak is rooted in values that demonstrate a commitment to the students that we serve. We believe in providing a personalized, quality educational program for students that includes a research-based multi-tiered system of supports. For students who have not achieved grade-level proficiency, Sage Oak holds the responsibility to implement a system of support that includes an integrated approach using pedagogy, curriculum and instructional design, and progress monitoring data to ensure that every student will receive quality, standards-based instruction in all content areas to enable student academic growth and to graduate college-prepared and career-ready through the SST (Student Success Team) process by providing research-based supports/interventions at various levels based on each student's needs within the general education environment.

Intervention

Students that are identified as requiring intervention support will be required to participate in the Title 1 intervention program. The identification of students may take place through, but is not limited to, analysis of local and state assessment data, informal assessments including teacher observation, formative assessment, prior standardized testing, report cards, and/or progress reports.

Sage Oak will provide a research-based intervention program for identified students that may include, but is not limited to, personalized intervention plans, online or print based intervention curriculum, and small group or one-on-one online instruction. Identified students that fail to meet the participation requirements for the intervention program are subject to the school's Attendance, Support, and Involuntary Disenrollment Policy.

Students that are required to participate in the intervention program, will complete ongoing assessments, determined by Sage Oak, in order to monitor student progress and program effectiveness. Identified students that fail to participate in the required assessments are subject to the school's Attendance, Support, and Involuntary Disenrollment Policy.

Counseling Services

As part of Sage Oak's Multi-Tiered System of Supports, our school counseling program provides academic, social-emotional, and college/career readiness support to ensure the whole-child development of every student. Counseling services are designed to support all students within the general education environment, with increased levels of support available based on student needs.

Tier 1 counseling supports include universal services such as guidance lessons, school-wide wellness resources, and virtual counseling workshops that address topics like goal setting, stress management, growth mindset, and career exploration. These services are available to all students and aim to promote resilience, well-being, and student engagement.

Tier 2 and Tier 3 counseling supports are available for students requiring more targeted or individualized services. These may include small group counseling, short-term one-on-one counseling, and referrals to external mental health providers

when appropriate. Students may be referred for counseling services through the SST process, teacher recommendation, or parent request, and participation in counseling is tracked as part of the student's overall support plan.

Sage Oak's credentialed school counselors collaborate with teachers, families, and other support staff to identify and address barriers to learning, help students develop coping and problem-solving skills, and foster a safe, inclusive learning environment. The counseling team is committed to helping students thrive academically through proactive and responsive services aligned with our mission to develop lifelong learners who are college-prepared and career-ready.

Technology

At Sage Oak we value technology as a powerful educational tool. Therefore, we provide all newly enrolled 3rd–12th grade Personalized Learning Academy students with a school-issued Chromebook. TK–2nd grade students may also request a device through their student's teacher. This ensures equitable access to a high-quality device necessary for student success. Every four years, students will receive a brand-new Chromebook at no cost to their instructional funds. All returning students will be charged an annual $40 Tech Fee to their instructional funds . This fee supports ongoing device management and updates, access to educational platforms (such as Clever and the Google for Education Suite), school subscriptions, technical support, and repairs.

Please note that all school-issued devices remain the property of Sage Oak and must be returned when a student's enrollment ends. The device is managed by the school and comes with technical support, access to school-approved learning platforms, and licensed subscriptions. Environmental waste fees and warranties for school owned computers are covered by the school and do not require the use of instructional funds.

Students enrolled in the Virtual Learning Academy do not receive instructional funds and will continue to receive Chromebooks included in their curriculum and school supplies package.

All families must have the Sage Oak Acceptable Use Policy on file with their Teacher/EA to ensure internet safety for students and that internet and computer policies and procedures are followed.

Computer Repair and Refresh Process

School owned computers can be repaired or refreshed with the use of instructional funds.

A computer under warranty must be repaired by the company listed on the warranty paperwork. If a computer is out of warranty, the computer may be repaired by an approved community provider with IFs.

A computer must be refreshed by the school before it can be placed with a new family. All personal information and any software programs that the school does not own must be removed from the computer. The cost of the refresh is paid for with IFs by the family who is receiving the computer. If upon refresh it is discovered that the computer needs additional repair, the receiving family may choose whether or not to repair the computer.

Access During International Travel

As a California public school, Sage Oak's online systems and resources are intended for use within its authorized service area. Access to Chromebooks, Google Workspace, Clever, and other instructional systems may be limited or unavailable during international travel. Families who choose to travel internationally during the school year are responsible for planning accordingly, as Sage Oak does not guarantee or provide system access.

Educational Activities

The Educational Activity Policy outlines the educational activities that can be purchased by Sage Oak as part of the student's educational plan and can be referenced on the board policies page of the school website.

Educational activities include, curriculum, textbooks, workbooks, online classes, in-person classes, educational materials, field trips, and other materials or experiences that would align with the student's educational plan.

An educational activity can be paid for with IFs through a service community provider. Approved activities include but are not limited to: class fees, material costs (if approved as a materials provider), enrichment activities, community involvement activities, core subject assistance, and other educational services fees from our current approved community provider list. **Please note that all service orders must be placed two weeks prior to the start of class to allow time for processing.**

Sage Oak makes the final determination on the amount of instructional funds allocated for educational activities, as well as what is allowed to be purchased with instructional funds. Decisions made by Sage Oak will be based on the criteria above, as well as the student's educational plan and the alignment with state standards. The decision can be explained to the requesting party, but cannot be challenged, as Sage Oak holds the final determination.

Field Trips

Field Trips are group activities that are organized and overseen by school representatives. Field trips are a great way for students and parents to join other students while pursuing their individual learning plans.

Field Trips are school activities for which a parent can decide if their students and family would like to attend. Students' participation in a trip is paid through their instructional funds, and parents and siblings will pay out of pocket separate from the school. Please contact your Teacher/EA to find out more about the school field trips.

Disallowed Educational Activities

The school may disallow activities to be paid for with school funds if they impose high liability and/or political risk to the school. If you are inquiring about a specific activity, please contact your Teacher/EA.

Extreme Weather Protocol for School-Sponsored Physical Activities

The school is committed to protect the health and safety of students participating in school-sponsored physical activities during extreme weather conditions in accordance with California Education Code section 33355 and will monitor weather conditions and take appropriate action to reduce the risk of weather-related illness, injury, or other health impacts associated with outdoor physical activity.

This protocol applies to school-sponsored physical activities conducted in outdoor settings, including but not limited to physical education activities conducted in person, outdoor enrichment activities involving physical exertion, field trip activities involving physical activity;and other school-sponsored outdoor physical activities.

Because the school primarily operates as a nonclassroom-based independent study program, this protocol applies only to school-sponsored activities and does not apply to independent activities conducted by students outside of school-sponsored programs or events.

Extreme weather conditions may include, but are not limited to:

- Excessive heat;
- Poor air quality, including wildfire smoke;
- Lightning or thunderstorms;
- High winds;
- Excessive precipitation;
- Flooding;
- Extreme cold; and
- Other environmental conditions that may present a risk to student health or safety.

School personnel responsible for supervising or coordinating outdoor physical activities shall monitor weather forecasts and conditions before and during activities, as appropriate to determine whether activities should be modified, postponed, relocated, suspended, or canceled. Factors that may be considered include temperature and heat index,air quality conditions, duration and intensity of the activity, availability of drinking water, availability of shade or cooling areas, age and developmental level of participating students, student health conditions or accommodations, weather warnings, advisories, or emergency alerts, recommendations from public health agencies, and any other conditions affecting student health and safety.

The school shall utilize applicable California Department of Education guidance and recognized safety resources when determining whether outdoor physical activities should proceed.

When outdoor activities continue during elevated weather conditions, the school may implement one or more of the following safety measures:

- Increased hydration opportunities;
- Additional rest breaks;
- Access to shaded areas;

- Access to cooling or warming areas, as appropriate;
- Reduced duration or intensity of activities;
- Modified schedules;
- Increased supervision and monitoring; and
- Other reasonable measures necessary to protect student health and safety.

When outdoor physical activities cannot be conducted safely, the school may reschedule or cancel activities to protect student health and safety.

When weather conditions require modification, postponement, relocation, suspension, or cancellation of an activity, the school shall communicate the change to affected students, families, and staff, as soon as reasonably practicable.

Staff supervising outdoor physical activities should be familiar with the signs and symptoms of weather-related illness and injury. When a student exhibits signs of illness or distress, staff shall take appropriate action consistent with school health and emergency response procedures.

Community Providers

Community Provider List

The Sage Oak community provider list is a list of approved community providers that sell materials or provide services for our students. Not all items that a community provider sells may be purchased with IFs. Please refer to the criteria of materials that can be purchased with IFs for the guidelines on what may/may not be purchased. The Teacher/EA makes the final decision as to what materials meet the criteria for acceptable purchase.

Requesting a New Community Provider

A parent may request a new service or product community provider by submitting a Community Provider Approval Request here. The educational value of the request will be evaluated by the Business Services Department and a final determination as to whether or not the prospective community provider will be added to the community provider list will be made. Since community provider approval is a personnel matter, no information regarding why a community provider was denied will be shared.

Criteria for Educational Community Provider Approval

In order to be an approved community provider with Sage Oak, community providers must meet the following criteria:

- Community provider must sell non-denominational or non-sectarian materials and/or provide non-denominational or non-sectarian instruction
- Community provider must sell educational materials or provide educational activities
- Community provider must complete the school community provider approval process

High School

Middle school students may only earn high school credit in Math (algebra 1 and higher) or LOTE (Language Other Than English) when courses are taken with our Sage Oak live courses taught by our Sage Oak high school teachers.

Detailed high school and guidance information can be found in the high school section of the Sage Oak website.
The Sage Oak High School Department staff are available to assist parents and students with high school planning as well as college and career guidance. To request an appointment please complete this form.

Graduation Requirements

A student must successfully earn 220 semester credits in order to graduate from Sage Oak.
Students who are eligible to graduate prior to the spring of their 4th year may graduate when the following requirements have been met:

- Students met the minimum of 220 credits as stated above.
- Students met the requirements to be deemed "Prepared" by the College/Career Indicators. Please speak with your EA about CCI details.

Credits are generally earned as follows:

- 5 credits per semester per course
- 10 credits for a year long, two-semester course.

Subject	Sage Oak Requirement	UC/CSU Requirement
Social Science UC requirement A	**30 Semester Credits:** 10 credits World History 10 credits US History 5 credits US Government 5 credits Economics	**2 years required:** 1 year US history or ½ a year US history & ½ a year civics or government 1 year World History
English UC requirement B	40 Semester Credits: 10 credits each English 9, 10, 11, 12 or other English course	4 years required: College preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
Mathematics UC requirement C	30 Semester Credits: Algebra 1 is required	3 years required, 4 recommended: College-preparatory mathematics that include or integrate the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
Science UC requirement D	20 Semester Credits: 10 credits of a physical science (physics, chemistry) 10 credits of a life science (biology, marine biology, botany, etc)	2 years required: Laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics.
Language Other Than English (LOTE) UC requirement E Fine Arts UC requirement F	10 Semester Credits LOTE Or: 10 credits VAPA (Visual and Performing Arts) Or: 10 credits CTE (Career Technical Education)	Two years of the same language other than English or equivalent to the second level of high school instruction. One year chosen from dance, music, theater or the visual arts.

Electives UC requirement G	65 Semester Credits	1 year required: Chosen from the "a-f" courses beyond those used to satisfy the requirements, or from approved a-g electives.
College and Career Readiness	5 Semester Credits	
Physical Education	20 credits required 400 minutes every 10 school days, minimum	No requirement
Total	220 Credits	

California College Guidance Initiative (CCGI)

In accordance with Education Code section 60900.5(d), enrollment data for all public school students in grades 6–12 is shared with the California Department of Education and CCGI.

The CCGI helps streamline college applications and financial aid processes by integrating academic data into the college planning system. For more information, visit: CaliforniaColleges.edu

Cal Grant Program

California law requires high schools to provide information about the Cal Grant Program, a state-funded financial aid program that assists eligible students with college or career training costs.

To be considered for a Cal Grant, a student must graduate from high school, meet minimum GPA requirements established by the California Student Aid Commission (CSAC), and submit a FAFSA or California Dream Act Application (CADAA) by the applicable deadline.

Sage Oak will submit eligible students' GPAs to CSAC for Cal Grant consideration unless a parent/guardian or eligible student (18 years or older) submits a written request to opt out in accordance with school timelines.

Additional information about Cal Grants and eligibility requirements is available on the California Student Aid Commission website.

Work Permits

There are two types of work permits: General Work Permits and Entertainment Industry Work Permits. General Work Permits are required for students ages 14-18 seeking employment at industries such as fast food, restaurant, etc. Students must maintain a 2.0 GPA with no Fs. Entertainment Industry Work Permits are required for children of all ages who are employed in the entertainment industry.

Work permit paperwork must be completed and submitted to the school. That directions can be found here.

All work permits take up to three work days to process and are available year round (not applicable during school holidays). All forms must be filled out completely and correctly to be processed. Work permits are contingent on Teacher/EA approval. Working minors are required to maintain satisfactory school attendance and meet school academic standards. Schools and parents may revoke permission to work **at any time**. Sage Oak students ***must*** maintain a 2.0 minimum GPA with no Fs.

Dual Enrollment Opportunities

Sage Oak offers eligible high school students the opportunity to participate in dual enrollment (concurrent enrollment) courses through California community colleges. These courses may allow students to earn both high school and college credit. Program details, eligibility requirements, and participation guidelines are available on our website.

Assessment

State Assessments

All California public schools schools are required to administer the California Assessment of Student Performance and Progress (CAASPP) to students in grades 3-8, 11 or 12, the English Language Proficiency Assessments for California (ELPAC) for all English Language Learners, the Reading Difficulties Risk Screener (RDRS) for grades K-2 and the Physical Fitness

test (PFT) for grades 5, 7, and 9. (Ed. Code, § 47605(d)(1).)

Collecting data on students' performance on a variety of assessments and indicators provides valuable insight into student achievement and potential areas of focus both at the individual student and whole school level. Charter renewal is also dependent on student outcome data. **Sage Oak strongly recommends that all students participate in state-mandated assessments.**

Parents may opt out of CAASPP and RDRS testing by submitting a written request to the school each year. There is no law permitting a parent to opt out of the PFT, ELPAC, or any of the school's local assessments.

California Assessment of Student Performance and Progress (CAASPP)

CAASPP testing occurs during the spring each year. Sage Oak students will take the following tests, depending on their grade level:

- Smarter Balanced Summative Assessments (SBAC) for English language arts and math, required in grades 3-8 and 11
- California Science Test (CAST), required in grades 5, 8 and 11 or 12
- Or the California Alternative Assessment (CAA) if the IEP team determines that it is appropriate.

The Early Assessment Program (EAP) gives the option for students in 11th grade to release their results to the CSU system and/or a participating community college by indicating this within the CAASPP test.

Information regarding interpreting CAASPP scores and other valuable resources are located here on the Sage Oak website.

English Language Proficiency Assessments for California (ELPAC)

K-12th grade students who have a primary language other than English indicated on their home language survey, are required to take the ELPAC Initial Assessment within the first 30 calendar days of enrollment in a CA public school. The assessment is administered to determine whether students should be identified as English Learners and is given only one time. Students who have been identified as an English Learner at Sage Oak or at a previous school, will be required to annually take the ELPAC Summative Assessment during the spring testing window.

Reading Difficulties Risk Screener (RDRS)

Students in grades K-2 will take the RDRS one time per school year to assess students for the risk of reading difficulties.

Physical Fitness Test

Students in grades 5, 7 and 9 will take the Physical Fitness Test each year in the spring. The following exercises are assessed:

- one mile run/walk
- curl-up
- trunk lift
- push-up
- shoulder stretch

Local Assessments

All students are required to take the local assessment in both the fall and the spring in accordance with the local assessment policy. Both pre and post tests are given each year and may be given as needed throughout the year.

i-Ready

Sage Oak uses i-Ready as its local assessment for students in grades K-11 in math and reading. The test pinpoints a student's needs down to the sub-skill level. Teachers and Education Advisors proctor the tests for their students.

Transitional Kindergarten Assessment (TK)

All transitional kindergarten students take the Transitional Kindergarten pre/post assessment. Students will be assessed on their letters/sounds, word recognition, number sense and math concepts.

Supplementary Local Assessment
Sage Oak does not recommend opting out of CAASPP testing. However, if a parent/guardian decides to opt out their student from CAASPP testing, the student will be required to take the school-adopted Supplementary Local Assessment. In the rare instance that this assessment is required, it will be administered at the same time and location that the student is already scheduled to attend if he/she were taking the CAASPP/CAST test.

Special Education

At Sage Oak, we are committed to serving all students, including those with special needs. Special education and related services are available at no cost. We partner with the Sonoma County Charter SELPA to ensure students receive appropriate services and support.

Sage Oak provides special education services for students who qualify based on federal and state eligibility guidelines. Sage Oak complies with all requirements under the Individuals with Disabilities Education Improvement Act (IDEIA).

Students receiving special education services must adhere to the school's meeting policy for all services and assessments. This policy can be found on the board policy page on the school website.

Important: Special education services will not be provided if a student travels outside of California. If a student travels out of state and misses scheduled services, the school's attendance policy will be enforced for all missed sessions.

At any point, if parents/guardians or the school team have concerns regarding a student's academic progress or suspect that a disability is impacting a student's ability to adequately progress within the general education environment, they can contact Sage Oak at (888) 435-4445.