

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	parentsupport@sageoak.education

Table of Contents

General Information	5
Sage Oak Charter Schools	5
Departments	5
Calendar	6
Terminology	6
WASC Accreditation	7
Parent Advisory Committee	7
Program Offerings	8
Parent Portal in the Student Information System	9
Parent Email Group	9
Student ID Cards	9
Student Passwords and Course Login Information	9
School Policies and Annual Notices	9
Independent Study Policy	9
McKinney Vento Homeless Assistance Information	10
Student Freedom of Speech/Expression	10
Education for Foster and Mobile Youth	11
Family Education Rights and Privacy Act	11
Title IX Notice of Nondiscrimination, Harassment, Intimidation, Discrimination, and Bullying	16
Annual Notice of Uniform Complaint Procedures	17
Parent Liability for Student Conduct	19
Alcohol, Tobacco, and Drugs	20
Opioid and Fentanyl Use and Overdose Prevention	20
Child Abuse Reporting	21
Transgender and Gender Nonconforming Student Nondiscrimination Policy	21
Suicide Prevention Policy	21

Proper Storage of Firearms	23
Student Admissions and Enrollment	24
Student Applications	24
Enrollment Requirements	25
Immunization Requirements	26
Accepting High School Credits from Previous Schools	26
Age Requirement Chart	26
Transitional Kindergarten/Kindergarten Placement	27
Adult Student Enrollment	27
Special Education Students	27
Section 504 Plans	28
Enrollment Timeline	28
Private Schools and Dual Enrollment	28
Master Agreement	28
Required Documentation and the Learning Period Meeting	29
Learning Log	29
The Assignment and Work Record	29
Learning Period Meeting	29
Planning of Student Learning	30
Virtual Meetings	30
Attendance, Student Support, and Involuntary Disenrollment	31
Outline of Responsibilities that May Result in Involuntary Disenrollment	31
Suspension and Expulsion Policy	32
Previous Expulsion	33
Education Support and Oversight	33
Teacher /Education Advisor (EA)	33
Initial Meeting	33
Learning Period Meetings with your Teacher/EA	34

Intervention	34
Communicating with your Teacher/EA	35
Concerns about your Teacher/EA	35
Student Record Keeping	36
Report Cards	36
High School Transcripts	36
Work Samples	36
Curriculum and Education Resources	36
Curriculum Resources	37
Choosing Curriculum	37
Addressing the California Standards	38
Comprehensive Sexual Health Education Policy	38
English Language Learner	38
Instructional Funds	38
Information and Guidelines	38
Management of Instructional Funds	39
Criteria for Materials That Can Be Purchased with Instructional Funds	40
Technology	40
Chromebooks	40
Computer Repair and Refresh Process	41
Educational Activities	41
Field Trips	42
Disallowed Educational Activities	42
Community Providers	42
Community Provider List	42
Requesting a New Community Provider	43
Criteria for Educational Community Provider Approval	43
High School	43

Graduation Requirements	43
Work Permits	45
Assessment	46
Local Assessments	46
California Assessment of Student Performance and Progress	47
English Language Proficiency Assessments for California	48
Physical Fitness Test	48
Early Assessment Program	48
Special Education	49
School Safety Plan	49

General Information

Sage Oak Charter Schools

Sage Oak Charter Schools work together in order to provide and afford our students with diverse 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

Departments

Sage Oak has an experienced team committed to our mission, vision, and core values. We are here to support our families in meeting their student's educational goals. The departments include the Superintendent and leadership team, Business Services, Human Resources, Operations and Accountability, Special Education, and Student Services.

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 the following grades and roles to support students in reaching their educational goals:

Personalized Learning Teacher - Serves grades TK-8 in the Personalized Learning Academy

Personalized Learning Teacher Plus- Serves grades TK-8 in the Personalized Learning Academy and teaches Oakschool courses.

Virtual Learning Teacher- Serves grades TK-8 in the Virtual Learning Academy

Special Education Teacher- Serves grades TK-12 in both the Personalized Learning Academy and Virtual Learning Academy.

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) - The funds that each student is allotted for his/her educational needs. Materials purchased with IFs are property of Sage Oak. Instructional fund allocations are prorated based on the 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 once every learning period 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) - This is an agreement between the school, the teacher or education advisor, the student, and the parent. It outlines the available coursework, methods of study, available resources, methods of evaluation, required school meetings, and board policies.

Acknowledgment of Responsibilities (AoR) - This is the acknowledgment of each party's responsibilities including the school, the teacher or education advisor, the student, and the parent. It outlines the educational responsibilities of the school, the Teacher or EA, the student and the parent.

WASC Accreditation

Sage Oak high school students are enrolled in schools that are fully accredited by Western Association of Schools and Colleges (WASC).

School accreditation:

- Certifies to the public that the school is a trustworthy institution of learning.
- Validates the integrity of a school's program and student transcripts.
- Fosters improvement of the school's program and operations to support student learning.
- Assures a school community that the school's purposes are appropriate and being accomplished through a viable educational program.

Additionally, WASC accreditation is important because other schools, colleges and universities and the military often require applicants to have transcripts from accredited schools.

Parent Advisory Committee

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 positive communication.

Sage Oak has established a Parent Advisory Committee that plays an important role in molding Sage Oak to be responsive to staff, student, and parent needs, and provide the opportunity for continual improvement. The Parent Advisory Committee meets regularly and functions 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 a 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 study (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 elective classes, clubs, 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 must inform their Teacher/EA if they'd like to be included on the parent email group. If you do not receive parent emails within a week of enrolling, please follow up with your Teacher/EA.

[Join Sage Oak parent group emails](#)

[Request to be removed from parent email groups](#)

Student ID Cards

Student ID cards are available for all enrolled students in TK-12th grade. To request a 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 must have all students' course login and password information. Please contact your student's teacher or education advisor to request passwords and course login information.

School Policies and Annual Notices

Independent Study Policy

Sage Oak Charter Schools 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. SOCS shall provide appropriate existing services and resources to enable students to complete their independent study successfully. In accordance with Education Code Section 51747(e), Sage Oak will offer:

- Opportunities for daily synchronous instruction for students in transitional kindergarten through grade 3
- Opportunities for both daily live interaction and at least weekly synchronous instruction for students in grades 4 through 8
- Opportunities for weekly synchronous instruction for all students in grades 9 through 12

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 Charter Schools will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths in accordance with applicable law.

Sage Oak Charter Schools will ensure that homeless children and youth are provided with equal access to the educational program, have an opportunity to meet the same challenging state academic standards, are provided a free and appropriate public education, and are not stigmatized or segregated on the basis of their status as homeless. There are established safeguards that protect homeless students from discrimination on the basis of their homelessness.

If you are in a situation that qualifies you as homeless and you are interested in receiving information about resources available in your area, please contact the homeless liaison at support@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 Charter Schools believe that free inquiry and exchange of ideas are essential parts of a democratic education.

We respect 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 face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, Sage Oak shall provide them with full access to the educational program and implement strategies identified as required by law and necessary for the improvement of the academic achievement of foster youth in the local control and accountability plan ("LCAP"). ‘

For more information regarding the education of foster and mobile youth, please refer to the [board policy page](#) 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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. SOCS 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 Notice of Nondiscrimination, Harassment, Intimidation, Discrimination, and Bullying

Sage Oak Charter Schools (SOCS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Sage Oak Charter Schools prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. To the extent possible, SOCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. SOCS school staff that witness acts of misconduct prohibited by this policy will take immediate steps to intervene when safe to do so.

Sage Oak Charter Schools recognizes the harmful effects of bullying, hazing, or other behavior that infringes on the safety and well-being of students, or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Student safety is a top priority and the school will not tolerate discrimination, harassment, intimidation, or bullying of any kind of any student.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation or transmission of a message (e.g., a text message, sound recording, video, image, social media post, etc.) by means of an electronic device, including, but not limited to, a telephone, computer, tablet, pager, or other communication device.

Bullying that occurs outside of school but negatively impacts the school environment or ability of a student to perform in school is considered bullying. Violations of our zero tolerance policy on bullying may lead to discipline up to and including suspension and/or expulsion.

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

Yvette Quillopo, Senior Administrator, Employee Relations
1473 Ford Street, Suite #105, Redlands, Ca 92373
888-435-4445
hr@sageoak.education

For more information regarding nondiscrimination, please refer to the [board policy page](#) on the Sage Oak website.

Annual Notice of Uniform Complaint Procedures

Sage Oak Charter Schools have 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 of 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 enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil fee complaint must be filed with Sage Oak Charter Schools 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:

Candice Coffey, Director of Human Resources

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

The 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 injured, 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, and Drugs

Sage Oak Charter Schools does not tolerate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students while engaged in school-sponsored educational activities or events. School administrators are required to take immediate action to prevent, discourage, and eliminate the illegal use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia while engaged in school-sponsored educational activities or events. Students found in violation are subject to discipline, up to and including suspension and/or expulsion.

Smoking and the use of all tobacco products, including the use of electronic nicotine delivery systems such as e-cigarettes, is prohibited on all Sage Oak property, including any owned or leased buildings and in school vehicles, at all times by all persons, including employees, students, and visitors.

Opioid and Fentanyl Use and Overdose Prevention

Sage Oak Charter Schools prioritizes the health and safety of all students. While we strictly prohibit illegal drug use, we understand the need for practical safety measures. Please review the [CDC pamphlet](#) for helpful information on opioid use and preventing overdoses

Child Abuse Reporting

Teachers, instructional aides, classified staff, and other school employees 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.)

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. This policy reflects the reality that transgender and gender nonconforming students are enrolled in the school. Its purpose is to advise school staff regarding issues relating to transgender students in order to create and maintain a safe learning environment for all students.

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 Policy

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 employed 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.

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 Charter Schools of their responsibilities for keeping firearms out of the hands of children as required by California law.

There have been many news reports of children bringing firearms to school or school sponsored events. In many instances, the child obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

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.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. For more information on the proper storage of firearms, you may visit this [website](#).

Student Admissions and Enrollment

Recruitment and admissions policies, procedures and activities are in compliance with state and federal law, and are outlined in the individual charter petitions for each school.

Students will be considered for admission without regard to ethnicity, national origin, gender, and disability or achievement level. Admission will not be determined according to the place of residence of the student or parents, except as required by law. 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 need in the community and availability of qualified, trained qualified credentialed teachers to serve as the teacher of record.

Sage Oak Charter Schools 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, 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 proof of birthdate – All students
- Current Proof of Residence- All students
- 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
- [Oral Health Exam](#) – TK, kindergarten and 1st grade students and any student entering the public school system for the first time- 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 Charter Schools (SOCS), students must live in one of the following counties: Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego, Imperial, Inyo and Kern. In accordance with charter law, 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 Charter Schools (SOCS) must present either the immunization record or complete the Non-Immunization Confirmation form if waiving immunizations. Because SOCS is a non-classroom based school, students are exempt from the immunization requirements under SB277 . Additional information can be found in the [Immunization Policy](#).

Accepting High School Credits from Previous Schools

Sage Oak Charter Schools (SOCS) 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

Transitional Kindergarten (TK):

To be TK eligible, students must turn five between the dates listed in the chart below

- In 2023–24, children are eligible for TK if they turn 5 between September 2 and April 2*,
- In 2024–25, children are eligible for TK if they turn 5 between September 2 and June 2*,
- In 2025–26, all children who will have their fourth birthday by September 1* of the school year.

Students with a 5th birthday after the eligibility window, may enter TK on or after their 5th birthday

Kindergarten:

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

Effective July 1, 2004 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.

Special Education Students

Sage Oak Charter Schools will collect information about a student's special education eligibility or 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 Plan), 504 plan, 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 Charter Schools adhere to all Section 504 Plan legal requirements. For students transferring to Sage Oak 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 existing Sage Oak students, a 504 Plan review meeting will be offered annually. Triennial re-evaluations to determine continued eligibility will be offered every three years. Sage Oak Charter Schools' 504 Plan evaluation can be initiated at any time. 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 Charter Schools 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

Each student enrolled in Sage Oak must have a signed Master Agreement on file for each year of enrollment. Master Agreements need to be signed by the student, and the student's parent, legal guardian or caregiver (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.

Required Documentation and the Learning Period Meeting

Sage Oak Charter Schools' auditor requires the following documentation to ensure compliance: the Learning Log (LL), the Assignment and Work Record (AWR), attendance, and work samples. The Teacher/EA will use the Learning Log, the Assignment and Work Record, and the information gleaned during the Learning Period Meeting to determine the amount of attendance to claim for the student for the learning period. Detailed information is as follows.

Learning Log

The Learning Log is a document for the student/parent to complete throughout the duration of the learning period. Periodically, the parent/student will log into the student information system through the parent portal and verify that learning took place during the specific calendar days. The student/parent will click to verify that the student participated in an educational activity that day.

At the learning period meeting or prior to the meeting, the Teacher/EA and parent, will sign the Learning Log electronically to verify that learning did take place.

The Assignment and Work Record

The Assignment and Work Record is the official documentation of what standards the student has learned during the school year. The Teacher/EA will complete the Assignment and Work Record as part of their required documentation.

Learning Period Meeting

Assessment of Student Work

During the learning period meeting (LPM), one of the responsibilities of the Teacher/EA is to 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.

Attendance for a learning period can only be claimed after a learning period has ended. For example, the Teacher/EA will meet with a family during learning period two (2), however this meeting is to verify and claim attendance for learning period one (1). After reviewing the Learning Log and verifying the work and/or standards completed by the student using the Assignment and Work Record, the Teacher/EA will complete an attendance sheet by signing and submitting the sheet electronically. The student and parent/guardian listed on the master agreement must be present during the entire LP meeting.

Planning of Student Learning

During the Learning Period Meeting, the Teacher/EA will work with the parent and student to 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.

Virtual Meetings

Sage Oak believes that it is in the best interest of the student, parent, and teacher to conduct all 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.

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 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 special education services)
- the parent and student abide by all school/Governing Board policies
- the student completes required school assessments and attends testing appointments

Outline of Responsibilities that May Result in Involuntary Disenrollment

Attendance

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. Please review the more detailed attendance policy on the [board policy page](#) on the Sage Oak website.

Additional Parent/Student Responsibilities

The parent/guardian is also responsible that/to:

- The student completes all mandated school assessments
- Providing any necessary documentation and information to school in order to record attendance in accordance with applicable law
- The school receives all required documentation for continued enrollment, such as proof of residency and a signed Master Agreement
- Respond to the school's communication and if unable to be reached within the first 10 school days, the student will be involuntarily withdrawn.

School Support and Process that May Lead to Student Involuntary Disenrollment

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

Special Education Students

If the at-risk student is an identified Special Education student, 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.

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 on the [Sage Oak website](#). As to students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

Previous Expulsion

According to California Education Code Section 48918, students who wish to apply that have been previously expelled from another school must submit a copy of any expulsion reports from that school and any related documentation with your student enrollment application for review.

The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the governing board following a meeting with the Superintendent or designee. The Superintendent or designee will interview the student, parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Superintendent or designee shall make a recommendation to the governing board following the meeting regarding his or her determination. The board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon the school's capacity at the time the student seeks readmission.

Education Support and Oversight

Teacher /Education Advisor (EA)

Upon enrollment a Teacher/EA is assigned to each family. A Teacher is a credentialed teacher servicing students in grades TK-8 and an EA is a credentialed teacher servicing students in grades 9-12. Sage Oak Teachers/EAs are here to 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 family will meet the 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. At the meeting, monthly learning documentation must be provided, important information communicated, work samples are collected and an assessment of student progress must be made. This is also a time for your teacher/EA to assign the work for future learning periods. As a result, neither party should accept missed appointments, late arrivals, or unpreparedness. Because everyone's schedules are so full, rescheduling appointments can be challenging. Make every effort to prioritize these appointments and change them only if absolutely necessary. In case of an emergency, contact your Teacher/EA for options.

Intervention

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 support. 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.

Students that are identified to receive the support of our intervention program will be required to participate in the intervention program. The identification of students may take place through, but is not limited to, analysis of local assessment data and state assessment data, informal assessment 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 be required to 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.

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, Zoom, 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 also communicate his/her preferred communication and best days/times to reach him/her.

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](#).

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

Enrollment in Sage Oak is dependent upon the student demonstrating adequate and appropriate monthly progress toward the 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.

Instructional Funds

Information and Guidelines

Each California state student generates funds by his/her average daily attendance (ADA). The funds are budgeted for use as outlined in the school's Local Accountability Plan (LCAP). Guidelines are as follows. Sage Oak may not purchase items for the pupil or his or her parent or guardian that a school district could not legally provide to a similarly situated pupil of the

school district, or to his or her parents or guardian. Sage Oak may only receive funding for the provision of independent study to pupils who are residents of the counties the school serves.

The Instructional Funds (IFs) are appropriated for education purposes to deliver the student's educational plan. The funding may only be spent on appropriate educational materials for the enrolled student. They may not be used to provide educational materials/admissions for siblings or parents or anyone else not enrolled in Sage Oak, or for materials not applicable to the enrolled student's educational plan. The Instructional Funds may be used on educational materials or services that are approved by the Teacher/EA. These funds can NOT be used for items designated in the Policy for Criteria of Materials (stated below) or activities/product/instructors disallowed in the Conflict of Interest Policy. They also cannot be spent on any item or activity that requires payment for transportation. The amount of funding is based on the ADA calendar the state uses to appropriate school funds. The IF amount is prorated and differs depending on the student's enrollment date. Students who are enrolled on the first day of the school year, will have the maximum amount of appropriated funds when planning their educational program. Students who enroll later in the year will have less than the maximum amount of appropriated funds..

Sage Oak does not pay for transportation, as we receive no transportation funding. For our students, all learning occurs at home, and anything the parent/student chooses to do outside of their home needs to be within the realm of what transportation they can and want to arrange/provide.

Management of Instructional Funds

The parent and the Teacher/EA will work in cooperation to evaluate the most effective use of funds to produce the best possible outcomes in terms of student learning. It is the Teacher/EAs responsibility to assist each family in managing their instructional funds account within the guidelines set forth. Please be mindful that while these funds are allotted to each student/family, the funds remain part of the Sage Oak's budget and the items purchased with these funds remain Sage Oak's property. It is the Teacher/EAs 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. Parents have the right and are encouraged to determine the allocation of these funds, however, the ultimate responsibility for ethical and professional distribution of these funds is the Teacher/EAs. This responsibility is not shared

and the Teacher/EA is responsible to ensure that all core curriculum has been purchased prior to placing purchase orders for extra curricular 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 (IFs) need to be spent on educational items that meet the criteria laid out in the school's Educational Activity Policy.

Sectarian Materials

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.

Technology

At Sage Oak we value technology as a powerful educational tool. Therefore, we offer our students a variety of technology options for purchase with IFs. Please be aware that, like all school materials, computers ordered with IFs are property of the school and must be returned when a student's enrollment in the school ends. Environmental waste fees and warranties for school owned computers must be purchased with IFs.

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.

Chromebooks

Every newly enrolled 3rd - 12th grade Sage Oak student will receive a school-issued Chromebook for a one-time deduction of \$250 from instructional funds ensuring they have access to a high-quality device necessary for student success. This fee also includes device management, technical support, and access to learning platforms and subscriptions.

Additionally, every four years, students will receive a brand-new Chromebook for a fee of \$250 from instructional funds at the time the new device is issued, ensuring that all students have continued access to the latest, most up-to-date technology.

Returning students who already have Chromebooks will have a \$40 annual tech fee deducted from their instructional funds. This annual \$40 fee will include ongoing device management and updates for their existing Chromebooks, access to learning platforms (Clever, Google for Education Suite), school subscriptions, technical support, and repairs.

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.

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.

Educational Activities

The Educational Activity Policy outlines the educational activities that can be purchased by the Charter School 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.****

The Charter School 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 the Charter School 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 the Charter School 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 since they impose high liability and/or political risk to the school. If you are inquiring about a specific activity, please contact your teacher/EA.

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	

Work Permits

There are two types of work permits: General Work Permits and Entertainment Industry Work Permits. Work permit paperwork must be completed and submitted to the school. That paperwork can be found [here](#).

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.

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.

Assessment

The California Assessment of Student Performance and Progress (“CAASPP”) is the state-mandated academic testing program for grades 3-8 and 11/12 or the California Alternative Assessment (“CAA”) if the IEP team determines that it is appropriate. All charter schools are required to administer the CAASPP, as well as other state-mandated assessments such as the ELPAC for all English Language Learners and the PFT for grades 5, 7, and 9. (Ed. Code, § 47605(c)(1).) CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school, college and career ready. Individual student test score reports will be made available to parents when received from the state. Student score reports will include an overall score and a description of the student’s achievement level.

In California, parents may opt out of state-mandated academic testing by submitting a written request to the school each year, but this only applies to the state-mandated assessments and ***we do not recommend opting out.*** There is no law permitting a parent to opt out of the school’s local assessments. A charter school cannot continue to exist without collecting data on students’ performance on a variety of assessments and indicators. This data provides valuable insight into student achievement and potential areas of focus both at the individual student and whole school level. Sage Oak is able to offer personalized educational programs and services because we demonstrate our students’ academic progress through standardized testing. We recommend that all students participate in state-mandated assessments.

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-12 in math and reading. The test pinpoints a student's needs down to the sub-skill level. Ongoing progress monitoring shows whether students are on track to achieve end-of-year targets. 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.

California Assessment of Student Performance and Progress

Sage Oak is required to administer the statewide assessments known as California Assessment of Student Performance and Progress (CAASPP), and students are required to participate in them. These tests occur during the spring each year. They encompass the following assessments: Smarter Balanced tests which include computer adaptive tests (CATs) for ELA and math, performance tasks (PTs) for ELA and math, California Science Test (CAST) for Science and California Alternate Assessment (CAA).

Students in grades 3 through 8 and 11 take the Smarter Balanced assessments, and students in grades 5 and 8 will also take the CAST Science test. In addition, high school CAST participation is required before students graduate. Students' high school science course plans help to determine whether the CAST will be taken in 11th or 12th grade. In the rare instance that a student takes Sage Oak's local alternate assessment, 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. Students taking the California Alternate Assessment in grades 5, 8, 11 and 12 will also take the CAST Science, unless they have an IEP indicating that they will take the California Alternate Assessment for Science (CAA). Students receive test site assignments for CAASPP administration in December of each year. If a qualifying scheduling conflict occurs, a parent may submit a request for a test site change through the teacher, which must be received for consideration by the accountability department before the state testing window opens in the spring.

Information regarding interpreting CAASPP scores and other valuable resources are located [here](#) on the Sage Oak website.

English Language Proficiency Assessments for California

Students who indicate that they are “*other than English*,” or have listed “*other than English*” family members living in the home on the enrollment application, will be required to take the English Language Proficiency Assessments for California (ELPAC) Initial Assessment (IA) within the first 30 calendar days of enrollment.

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 (SA) during the spring testing window.

Physical Fitness Test

The Physical Fitness Test is administered for students in 5th, 7th, and 9th grade. The following exercises are assessed:

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

Early Assessment Program

The Early Assessment Program (EAP) is an optional assessment for students in grade 11 to determine the student's readiness for college-level English and mathematics. All 11th grade students answer questions in the English/Language Arts and mathematics sections of the Smarter Balanced computer assessments. Students have the option to release their results to the CSU system and/or a participating community college by indicating this within the 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, and for students without identified special needs who are experiencing academic challenges, Sage Oak implements a multi-tiered approach to supporting students 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. 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.

Sage Oak provides special education services for students who qualify based on federal and state eligibility guidelines. At least one parent/guardian must be present during all special education services. Sage Oak meets all requirements under the Individuals with Disabilities Education Improvement Act (IDEIA).

Students must adhere to the meeting policy which can be referenced on the board policy page on the school website.

School Safety Plan

Sage Oak recognizes that students have the right to a safe and secure environment where they are free from physical and psychological harm. The school is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. Additionally, there are a few instances even in an independent study model, that require a clear emergency preparedness plan. The Sage Oak School Safety Plan is written to address the safety of both the students and the staff. As a general expectation and to further support the safety of students and staff, parents are required to remain onsite during learning period meetings, special education services, and applicable in-person school events and socials, unless specified by Sage Oak.

The complete Sage Oak Charter School Safety Plan can be found [here](#)