

MARIN COUNTY OFFICE OF EDUCATION ALTERNATIVE EDUCATION PROGRAMS

STUDENT/PARENT HANDBOOK



Student/Parent Handbook

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Introduction to Marin's Community School Programs

Welcome to the Marin County Office of Education *Marin's Community School Programs: Marin's Community School, Phoenix Academy Charter School and Oracle Independent Study.*

The Superintendent/Governing Board of the Marin County Office of Education established our program in 1982, at the request of our local school districts. Our new site, opened in September 2014, is located on the Marin County Office of Education (MCOE) campus in state of the art 21st Century classrooms and meeting spaces.

Marin's Community School Programs' mission is to support students in building their academic skills while participating in curricular opportunities that address 21st Century learning. The academic programs are based on individual student performance-levels and are designed to promote student success in a small, alternative setting while providing a variety of therapeutic services to support personal growth. Marin's Community School Programs support students to earn credits toward graduation, increase positive attendance, and improve their classroom behavior.

Our student programs reflect the needs of our student population with high levels of intervention and the development of unique student pathways for academic success. Our programs emphasize multi-modal, hands on learning with a higher level of intervention strategies that target weaknesses in learning.

Our Local Control Accountability Plan (LCAP) goals are written to address the development of effective programming for students who may or may not remain with us through graduation

Special education students may participate in all Marin's Community School programs receiving support services in accordance with their Individual Education Programs (IEPs).

We serve up to 40 students at a time in our classroom programs. Our small size allows us to individualize our instruction and support services. Our staff members are caring individuals who do their best to help students achieve educational success.

We provide many opportunities for counseling and guidance with the aim of helping students realize that they are valuable, worthwhile human beings. If there are conflicts or challenges, we do our best to resolve them in a fair but firm manner.

Our graduates may go on to attend community colleges and state universities, art academies, technical schools and/or join the military. Students may begin community college classes while still enrolled in our programs and earn both high school and college credits. Some students study for the California High School Proficiency Exam (CHSPE) or the High School Equivalency Test (HiSET).

*We believe that **every student** can overcome obstacles and attain success.*

Marin's Community School

Marin's Community School (MCS) is a full day program for 7th through 12th graders who are eligible for enrollment through referrals by their Juvenile Probation Officer, by expulsion order, or via a School Attendance Review Board referral from their district of residence. The program offers board-approved and standards-based curriculum including intensive instruction in English/Language Arts and Mathematics. Students and their parents/guardians work with the program administrator to develop an Individualized Learning Plan which may focus on achieving a high school diploma in our program or on a return to the home school district.

As most of the students referred to the program have social/behavioral challenges, the program focuses on the development of pro-social skills, positive self-esteem and resilience through provision of a variety of support services. Students benefit from learning support services that include Special Education, on site mental health counseling, community service opportunities, substance abuse prevention/intervention services and School To Career/Regional Occupational Programs.

Through a close partnership with the Marin County Sheriff's Office, Marin County Juvenile Probation and Marin County Health and Human Services Department, we are able to maintain a safe school campus serving the needs of the most high risk youth in Marin County.

Phoenix Academy Charter School

Phoenix Academy is Marin County's first Charter School, established by the Marin County Office of Education in 1995. Phoenix Academy is a public charter school. Students are eligible to enroll through referrals by their Juvenile Probation Officer, by expulsion order, or via a School Attendance Review Board referral from their district of residence. *Additionally, as a charter school, students may voluntarily enroll in Phoenix Academy from any district.*

The Phoenix Academy charter was renewed and revised in June 2015. This revision broadened and expanded the charter's focus. Students in grades 7 and 8 may now be served in Phoenix Academy, as well as high school students. The charter revision no longer limits the program to students with substance abuse issues who commit to sobriety, but also, includes students with social/emotional issues, trauma history and substance abuse issues.

Phoenix Academy provides a setting designed to meet the needs of our current students which include intensive, individualized academic support, highly engaging curriculum and instruction, intervention and therapeutic services addressing substance abuse, trauma and social/emotional/behavioral issues.

There is no fee for enrollment and attendance in Phoenix Academy. Phoenix Academy admits all students who reside in California who wish to attend up to the school's capacity based upon space, staff, or eligibility as a student with social/emotional issues, trauma background and / or substance abuse.

The enrollment process generally takes two weeks from referral to acceptance or denial of admission. Following referral to Phoenix Academy, the Phoenix Academy therapeutic/academic team, which includes a teacher, therapeutic staff and the MCOE program administrator, determines whether to accept the student. This determination is based on the student's level of risk and willingness to participate in the program. If accepted, the student's progress in therapeutic, behavioral and academic areas is monitored. The student, his or her parent, or the Phoenix Academy team may choose to end enrollment at any time.

Oracle Independent Study

Oracle Independent Study is an option for *individual instruction* by credentialed teachers, as an alternative to *classroom instruction* for students whose needs are not met in traditional school programs.

Oracle was established by the Marin County Office of Education Alternative Education Programs in 1987 and provides a complete board-approved curriculum. Students in grades 7 through 12 are eligible through referrals by their Juvenile Probation Officer, by expulsion order, or via a School Attendance Review Board referral from their district of residence. Students receive academic credits based on their completed homework assignments to earn a regular high school diploma, or to make up credits and return to their district school. Regular meetings with teachers using one-on-one instruction are designed to give students academic support.

Independent Study allows students to pursue educational opportunities outside the classroom, but within the framework of a written agreement between teacher, student and parent. Oracle students can enroll for credits in community colleges and vocational classes; they can prepare for and take the High School Equivalency Test (HiSET) or California High School Proficiency Exams (CHSPE); they can earn credits through sports programs, travel, part-time jobs (Work Experience) or volunteer work.

Oracle provides curriculum for pregnant minors and parenting teens, emphasizing parenting skills along with academics. Health studies teach pregnancy prevention and AIDS awareness.

The Oracle staff works closely with Parents/Guardians, school districts and counselors, and juvenile probation officers to provide the best choice for students.

Admission to Oracle Independent Study

Students cannot be placed in independent study without parent consent. Students who are expelled or referred to the Marin's Community School Programs by a School Attendance Review Board may be recommended for Independent Study by their district. The Marin County Office of Education's Centralized Intake Team (CIT) makes the final educational placement decision.

Additional information for Oracle students can be found on pages 18-20 of this handbook.

School Services and Service Providers

Bay Area Community Resources

BACR provides therapeutic services for Marin's Community School and Phoenix Academy students.

Golden Gate Transit - Youth Transit Pass Program

Applications for *Parent/Guardian Certification for Eligibility for Free Youth Pass* are provided at student intake. Families who believe they may qualify for the program must complete and return the application. There is a \$30 replacement fee for a lost Youth Pass. This fee may be waived for stolen passes when documented with a police report. **Only one replacement pass can be issued per student per semester.** Damaged passes due to wear will be replaced when turned in to the school secretary.

For more information, contact Golden Gate Transit at 511 or at www.goldengate.org.

Marin County Behavioral Health and Recovery Services

Marin County Behavioral Health provides counseling services for students who qualify. These services may include group counseling, individual counseling, family therapy and parent education.

Dominican University Service Learning Program

Through their Service Learning Program, Dominican University provides individual and small group tutoring for students in Marin's Community School and Phoenix Academy.

Huckleberry Youth Programs

Huckleberry Youth Programs provides individual counseling regarding substance abuse issues, and focus groups for students in areas such as pregnancy prevention and male responsibility.

Marin County Juvenile Probation Department

The Probation Department provides daily support to our students with Probation Officers visiting campus as well as through funding the bilingual/bicultural campus support staff, and a Mental Health provider.

Marin County School Volunteers

Marin County School Volunteers provide trained volunteers who are dedicated to working with our students.

Marin County Sheriff's Department

The Marin County Sheriff provides a School Resource Officer who visits the campus and provides guidance to our students and staff.

Marin Shakespeare Company

Marin Shakespeare Company provides exploration of theater and dramatic expression in various formats.

San Rafael Police Department

The San Rafael Police Department provides a School Resource Officer who visits the campus as needed to address issues and provide guidance to our students and staff.

School Lunches – San Rafael City Schools

Lunches at Marin’s Community School/Phoenix Academy are provided through the lunch program of the San Rafael City Schools. Applications for the *National School Lunch Programs* are provided at student intake. Families who believe they may qualify for free or reduced lunches must complete and return the application. Lunches may be also purchased through the school secretary, one month at a time.

St. Paul’s Episcopal Church

Volunteers from St. Paul’s Episcopal Church in San Rafael bring hot breakfast to campus for our students 3-4 days/week.

Academics

Interface with Referring Schools/Districts

- A. Transcripts are requested from the referring school at the time of the referral. When students leave Marin's Community School/Phoenix Academy their records will be sent to the receiving school upon request.
- B. Curriculum – Marin's Community School and Phoenix Academy use the Course of Study approved by the Marin County Board of Education. This Course of Study and all teaching materials are aligned to State Content Standards. Our curriculum focuses on building skills and teaching essential strategies that will support students towards completion of high school graduation requirements or in their transition back to their District of Residence. Whenever possible, a student's individual course of study will parallel that of the referring district to facilitate transitions between district and county programs.
- C. While enrolled in Marin's Community School Programs, college-bound students wishing to attend California colleges or universities may take courses that meet the "A-G" requirements through online PLATO classes or through their home school districts.

Grading Policy

Report Cards are issued to students on a quarterly basis. All grades and credits earned/received by students become a part of their school record and are transferable to and honored by any public school.

- Grades are based upon the satisfactory completion of assignments in school, passing required tests, and completing any work required outside the classroom. Assignments are presented at each student's ability level. Therefore, grades and credits earned are based on the student's ability combined with their achievement.
- Grades are given four times per year.
- Grades are awarded as follows: A (90-100%), B (80-90%), C (70-80%), D (60-70%), F (below 60%) and NG (work insufficient or incomplete). F and NG grades mean that no credit has been earned.
- Each 12 productive class hours shall equal one credit.
- For Work Experience, 18 work hours shall equal one elective credit when the proper documentation is in place.

Testing

Academic screening tests are administered to students upon enrollment. The PLATO online *Accucess* assessment is administered three times a year. Students are encouraged to do their best on each test as results will be used by staff in developing individual instructional programs.

Students at grade levels 7 through 11 participate in state mandated testing unless specifically excused by a parent/guardian.

Meetings with Staff

One of the main priorities at Marin’s Community School Programs is positive communication between students, parents/guardians and staff. We recommend parents/guardians and students meet with staff when needed and at scheduled Parent-Teacher meetings and/or school events. Parents/guardians are encouraged to take an active role in their child’s education.

If you would like to meet with staff, please call the school office at 415- 491-0581 to make an appointment.

Graduation Requirements
For Marin’s Community Schools Programs

<u>High School Subject</u>	<u>Credits Required</u>
English	40
Mathematics	20
Algebra I (grade “C” or higher)	10
World History, Culture and Geography	10
U.S. History and Geography	10
U.S. Government, Civics and Economics	10
Art, Art Appreciation/History, Foreign Language	10
Physical Education	20
Health	2.5
Life Science	10
Physical/Earth Science	10
Electives	<u>47.5</u>
TOTAL CREDITS REQUIRED FOR HIGH SCHOOL GRADUATION:	200

Please note that Marin County High School districts require additional elective credits for high school graduation. These vary based on the school district.

School Expectations

All members of Marin's Community School/Phoenix Academy - including staff, students, parents/guardians, support service staff and neighbors – need to feel a sense of community at our school. For this reason our school expectations are based on respect for one another, the school and the neighborhood. Below are guidelines for demonstrating mutual respect and ensuring safety.

Attendance

- Students are expected to attend school every day.
- Students are expected to be on time every day.
- Marin's Community School/Phoenix Academy is a closed campus. Students must remain on campus for the full school day. The campus includes the classrooms, the hallways/quad, the school office and the basketball court. Leaving those school areas without permission from a staff member constitutes an infraction of the school rules and will be followed by consequences.
- Parents/Guardians and Probation Officers will be contacted if students leave school without permission.
- Student visitors from other schools are not permitted, including siblings. Marin's Community School/Phoenix Academy students are not permitted to visit other campuses without written permission from an administrator at the school they wish to visit. *This includes **after-school events**.*

Absence Procedures

1. Illness
2. Medically related appointments
3. Death in the family

A parent/guardian should telephone the school before 10:00 a.m. each day an absence occurs. For an absence to be designated as excused, one of two conditions should be met:

- 1) Parent/guardian should verify and explain the absence by telephone; or
- 2) Written verification from the parent/guardian or physician should be received the day the student returns to school.

Absences which do not meet the above listed conditions are unexcused.

Before and After School Behavior

In the interest of student safety and maintaining positive relationships with our neighbors, all students are expected to comply with the following expectations.

- Students are subject to school discipline on the way to and from school. If the law is broken during these times, the appropriate law-enforcement agency will be called.
- Students are expected to wait until they are dismissed before leaving school at the end of the school day.
- Students may not smoke.
- Students are to cross the street at the crosswalk. Students may be cited for jaywalking if they fail to observe this law.
- Students may not congregate anywhere between the bus stop and the school.

Items Inappropriate for School

Any illegal items should never be brought to school.

Non-compliance with this expectation may result in law enforcement action.

These items include, but are not limited to:

- Weapons of any type
- Alcohol, Marijuana and related paraphernalia
- Any other controlled substances and related paraphernalia
- Cigarettes, matches and lighters and vaping devices

Students should not bring the following items to school. The first time these items are found in a student's possession, the item will be returned to a parent. The second time, the item will be confiscated. In the case of inappropriate clothing, the student will have to change into appropriate clothing from home. These inappropriate items include:

- Cash exceeding \$40, blank checks or credit cards.
- Any clothing in red or blue gang colors, or with gang-related insignia, including hanging web belts, bandanas, shoes, shoelaces, and hats.
- Any clothing with hate language or hate symbolism.
- Any clothing with alcohol, drug, or cigarette advertising/glorification.
- Any clothing with sexually explicit words or pictures.
- Immodest clothing, such as very short skirts, revealing tops, or styles that reveal underwear.
- Any clothing depicting glorification of violence or weapons.
- Markers, spray cans, and nozzles.
- Skateboards.
- Gum and sunflower seeds.

Electronic devices such as electronic games and iPods cannot be used at school and will be confiscated if the student uses them on campus.

Marin's Community School Programs accept no responsibility for items that are lost or stolen at school, before or after school.

Sexual Harassment Policy

Sexual harassment in any form will not be tolerated in Marin County Office of Education Alternative Education Programs. Please refer to the Sexual Harassment Policy in the Appendix section.

Tobacco Free Policy

California Education Code Section 48901 states: *No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, by pupils of the school while the pupils are on campus, or while attending school sponsored activities or while under the supervision and control of school district employees.*

Smoking is not permitted by law for minors at any time. Students found with cigarettes and/or tobacco products will receive disciplinary action including confiscation of smoking materials and will be referred to law enforcement. Chronic violation will result in school suspension.

Clothing

Students are expected to wear clothing appropriate for school. If a student comes to school dressed inappropriately, he/she may be sent home to change clothes. Repeat offenses of the clothing policy may result in suspension from school.

As stated above, some examples of inappropriate attire are as:

- Clothing in red or blue gang colors, or with gang-related insignia, including hanging web belts, bandanas, shoes, shoelaces, and hats.
- Clothing with hate language or hate symbolism.
- Clothing with alcohol, drug, or cigarette advertising/glorification.
- Clothing with sexually explicit words or pictures.
- Immodest clothing, such as very short skirts, revealing tops, or styles that reveal underwear.
- Clothing depicting glorification of violence or weapons.

Classroom Behavior

We expect each classroom to be a safe and calm learning environment. Any student who disrupts the learning process will receive school consequences. If a student cannot respond to the teacher's requests to observe the classroom rules, and office/campus supervision staff must be called, progressive discipline will be implemented including administrative/student conference, detention, restorative circle, probation contact, parent meetings, probation/parent meetings, administrative suspension, police contact or expulsion. Please refer to the Progressive Discipline Protocol in the Appendix section.

Outdoor Behavior/ Lunch Behavior

Students are expected to continue to exhibit appropriate behavior outside of the classrooms. All students are expected to avoid potentially dangerous or socially unacceptable behavior, including the following:

1. Horseplay
2. Inappropriate physical contact such as sitting on laps or kissing and fondling
3. Running
4. Spitting
5. Throwing objects or food
6. Placing or throwing trash outside trash containers. Students are responsible for picking up their own trash. Students may be asked to clean the campus if the area becomes messy.
7. Verbal abuse, including name-calling, profanity, and threatening others.

Students who exhibit these behaviors will be given one warning. A second request will result in school consequences.

Note: Hate language of any form is not tolerated and will result in suspension

Behavior During Physical Education Classes

1. Students enrolled in Physical Education (PE) class are expected to participate in activities, unless they have a note from a parent excusing them from participation for up to 2 days and from a doctor for more than 2 days.
2. We are committed to encouraging healthy habits and movement. If you have completed your P.E. requirement, credits may go towards elective credit.

Bathroom Breaks

1. Bathroom breaks may be taken before school, at break, and/or at lunch.
2. Teachers may permit emergency bathroom breaks for illness or feminine hygiene. Students are expected to have a hall pass/note from the teacher that explains the emergency.
3. If a student has a medical emergency, or a note from a doctor, exceptions may be made.

Cellular Phone/Telephone Use

1. Students are allowed to use cellular phones before school, at lunch or after school outside of the classrooms.
2. *Students may not use or display cellular phones on campus during class time.* The first time students violate this rule, the phone will be taken from the student and returned at the end of the day. The second time, the item will be confiscated and returned only to parent or guardian.
3. Students may use the telephone in the office at lunch or at break to call parents/guardians, employers, counselors or probation officers. Students may not use the office telephone for personal business.

4. Students may not use classroom telephones except under the supervision of the teacher.

Marin County Community School Programs accept no responsibility for items in the event they are lost or stolen at school, before or after school.

Student Parking

Students who drive to school must possess a valid California Driver License and proof of insurance. All parking areas are reserved for staff, parents/guardians and probation officers. Students who drive must park off campus. Students who have friends meeting them or picking them up must arrange to have their friends meet them off campus.

Search Policy

NOTICE TO STUDENTS AND PARENTS/GUARDIANS

In the interest of student health and safety, school officials occasionally must search students and the belongings of one or more students. If this intervention is necessary, the following procedures will be observed.

SCHOOL OFFICIALS MAY CONDUCT SEARCHES OF STUDENTS' PURSES, POCKETS, BACKPACKS AND AUTOMOBILES WHEN STUDENTS ARE REASONABLY SUSPECTED OF HAVING VIOLATED A LAW OR A SCHOOL RULE OR WHEN THE STUDENT VOLUNTARILY CONSENTS TO THE SEARCH. PARTICIPATION IN NON-CURRICULAR ACTIVITIES MAY BE CONDITIONED ON A STUDENT GIVING CONSENT TO BEING SEARCHED.

SEARCHES OF STUDENTS AND THEIR BELONGINGS WILL BE REASONABLY RELATED TO THE OBJECTIVE OF THE SEARCH AND WILL BE AS UNINTRUSIVE AS POSSIBLE.

DRUG TESTING WILL BE RECORDED ON THE PROBATION LAB FORM.

STUDENTS WHO SMELL OF ALCOHOL WILL BE ASKED TO TAKE A SALIVA TEST.

PERIODIC SWEEPS WILL BE CONDUCTED FOR HEALTH AND SAFETY CONCERNS AND IN THE EVENT OF POTENTIALLY SERIOUS DANGER TO PERSONS OR PROPERTY.

Behavioral Intervention/Support Procedures

Upon enrollment at Marin's Community School or Phoenix Academy, the student and parent will meet with the staff to review the Behavioral Expectations.

Restorative Practices

Restorative Circles/Meetings are a strategy for addressing student behavior and conflicts which allows us to prevent out of school suspensions for some cases. Restorative strategies will only be used to address student behavior if all parties to an incident are in agreement.

Suspensions

Suspensions are reserved for serious infractions. Students who have been suspended from school for more serious or repeated infractions will be dismissed from school after a parent/guardian has been notified. Written notification will also be mailed home. Students who are suspended from school and whose parents/guardians have been contacted are expected to leave campus immediately. Students who refuse to leave after being suspended are considered to be trespassing, and are subject to citation and/or arrest by the Marin County Sheriff's Office.

Probation Involvement

Our programs have a close partnership with the Marin County Juvenile Probation Department. Probation officers visit our campus frequently, to see their clients or to visit with students and staff. Marin's Community School and Phoenix Academy welcome the involvement of Juvenile Probation, and recognize their importance to our success and safety. Juvenile Probation will be contacted in the event that a student who is on probation is suspended and/or breaks the law. Probation Officers are also informed of student successes.

Police Involvement

Marin's Community School is situated within the jurisdiction of the San Rafael Police Department (SRPD). SRPD is supportive of our program and is committed to keeping the school safe for all students. The Sheriff's Office has a School Resource Officer assigned to our campus in a police-school partnership who is a frequent visitor to the campus, and who participates in our school activities. If a student is in violation of the law, the school reserves the right to contact law enforcement and to press charges for the law violation. Parents/guardians will be contacted and advised that their student is suspected of having violated the law, and if a student is on probation at the time of the event, Juvenile Probation will also be contacted and a determination will be made regarding steps to be taken.

We also have the support of the Marin County Sheriff's Department. The Sheriff School Resource Officer provides support and consultation to students, families and staff.

Returning to District School

- I. One of the most common questions asked by students in Marin's Community School programs is: "How do I return to my home school?"

Students must do the following to return:

1. Attend school daily.
2. Be on time to class and stay at school for the full school day.
3. Earn the full number of credits available through productive class hours.
4. Observe school and classroom rules.
5. Establish appropriate school behaviors.

School District Boards and/or School Attendance Review Boards may set additional requirements students must meet before returning to their district programs.

- II. A second common question is: "How long will I be here?"

Return to district is always determined on an individual basis. However, some general guidelines apply:

- If a student has been expelled, the district will set the duration of the expulsion and will set the conditions for return.
- If a student has been referred through a School Attendance Review Board (SARB), the student remains in our programs for the semester the referral was made and the following semester. District usually want to see a positive recommendation from staff before the student will be re-admitted to a district program.
- It is ultimately up to each student to determine the length of time he or she will be in our program. Cooperation, attendance, and punctuality will assist a student who wants to return to their home school district. Behavioral incidents, breaking school rules or laws, tardiness and absences will make it more difficult for Marin's Community School program staff to recommend return to the district.
- Students in Phoenix Academy Charter School may remain in our program voluntarily through their high school graduation. Some students and families find that our small school environment is the right match for their educational needs.

- III. A third question students often ask is: "What school can I return to?"

The district of residence will determine the school each student will attend upon their return to the district. For students who have an IEP, the IEP team will determine placement.

ORACLE PROGRAM OVERVIEW

Oracle Independent Study offers all subjects to earn a high school diploma as required by the California State Department of Education, as well as some elective courses. At Oracle, you will get the academic support you need to complete high school credits during your weekly individual appointments with your experienced, state-credentialed teacher(s).

As you begin your program at Oracle, it is important to focus on the following:

- Set your learning goals and determine the time you must spend to reach those goals.
- Decide when you want to graduate.
- Make a commitment to study each week so you can achieve your learning and graduation goals.

Most of the time you will be working on your own, and sometimes that can be difficult. Self discipline is critical. From the beginning, establish a TIME and PLACE to STUDY, and discipline yourself so you complete the work necessary to succeed.

Once you have enrolled in Oracle, there are certain items that are crucial to your continuing in this program:

- Always complete the work assigned to you by your teachers.
- Be on time for your assigned appointments as agreed with your teachers. You will be assigned a specific time, but you and your teachers may agree to change this time with administrative approval.
- Observe the roles of conduct and behavior at the Oracle Independent Study Program.
- Return all materials loaned to you by Oracle.

YOUR ORACLE APPOINTMENTS

This is the time for your individual instruction. We cannot over-emphasize the importance of your appointment times! Teachers and other students have schedules; if you do not come to your appointment on time, you disrupt your teacher's and other students' schedules.

A truancy letter will be issued if you are late by more than half of the time for any appointment, if you do not show up for an appointment or if you do not complete all of your assigned schoolwork for the week.

IF YOU CANNOT COME TO YOUR APPOINTMENT DUE TO AN EMERGENCY (death in the family, illness requiring a doctor visit, or a required court appearance):

Call as soon as your emergency allows. Leave a message or talk to your teacher or the Principal. Make arrangements to have your homework delivered or faxed to Oracle (415-491-0981). Your teacher will call you as soon as the message is received and will possibly be able to set up an alternate appointment time.

During Your Appointment:

1. **HOMEWORK:** Review and correct your completed homework with your teacher.
2. **INSTRUCTION:** Get individual instruction from your teacher.
3. **NEXT APPOINTMENT:** Your teacher will explain your new homework assignment that will be due at your next appointment.

Oracle will give you all the materials you will need.

Books are loaned to students and must be returned or paid for when the course is completed.

Your teacher will give you an assignment sheet each week. Read it carefully and keep it in your notebook for easy reference.

ORACLE HOMEWORK

Complete your work neatly and on time.

Keep all papers in a notebook.

Put your name and subject on all assignments.

Remember, credits are earned by

COMPLETED ASSIGNMENTS.

When you complete all homework assigned to you by your teacher you will earn approximately eight (8) credits per month. This is the minimum required to stay at Oracle, but to reach your goals you may want to do more homework to earn credits more quickly.

Please note that while your teacher(s) will provide the assistance you need to complete your assignments, it is your responsibility to make sure that you also get help from your other teacher(s) by arriving for your appointments on time.

GRADING POLICY:

- Grades are awarded as follows: A (90-100%), B (80-90%), C (70-80%).
No credit is earned for assignments that are less than 70% correct and you will have to review and repeat that work.
- Generally, each week's completed assignment earns approximately two credits.
- Your transcript is updated at the end of each semester. Your teacher will review your credits with you at the beginning and end of each semester.

Transcripts and other records are requested from your school district at the time of your referral. If you transfer to another school your records will be sent upon request.

**FOR APPENDIX
SEE ADJACENT LINK**