

Parent / Student Handbook

2023-2024

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(WASC)

A-G Approved Courses

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ABOUT BEST ACADEMY

Mission

Brookfield Engineering Science Technology Academy (BEST) will harness the power of a flexible learning environment and modern educational technology to serve learners with diverse backgrounds and goals, who seek an education alternative that stimulates and supports independent learning, provides a robust social-emotional approach, and supports STEM college and career readiness.

Vision

With a standards-based curriculum combined with superior individualized support, BEST will create a learning environment that empowers all students to rise to the challenge of independent, self-directed learning through the following School-Wide Expectations and Core Values.

School-wide Learner Expectations P.R.I.D.E.

Productive and self-directed learners

Responsible and ethical citizens

Independent thinkers

Decision-makers and problem solvers

Effective communicators

CORE VALUES

Innovation

Opportunity

Achievement

Collaboration

Flexibility

Description of Program:

BEST Academy was established in 2019. BEST Academy is a homeschool program non-classroom-based charter school for grades TK through 12 under the auspices of the Julian Union School District. We are accredited by the Western Association of Schools and Colleges (WASC).

As a homeschool, we value the parent as the first and ongoing educational partner with BEST Academy. Academic instruction occurs for Math, English, Science, History, and ELD virtually once a week. Students also complete their coursework independently in a homeschool environment. Students are also provided opportunities for tutoring and clubs.

Who Benefits from Homeschool?

All students can benefit from Homeschool through BEST Academy through our universal policies and adaptive curriculum. For example:

Specialized Students

The specialized student—extraordinarily creative, talented, or gifted in a particular field— may seek Homeschool assistance as they develop or practice an outstanding skill.

Performers in areas of physical or artistic expertise may find the flexibility and adaptability of Homeschool to meet their unique needs.

Students Who Travel

Students who travel during the school year need a kind of correspondence-based study which substitutes various communications for face-to-face communications. The traveling student's program is not interrupted when enrolled in a school-based Homeschool, decreasing the student's risk of falling behind.

Note: a student's primary residence must be within the county or adjacent county where BEST is chartered. (San Diego, Orange, Riverside, Imperial).

Student Who is Interested in Industry Certifications

BEST Academy offers students the opportunity of obtaining an industry certification in medical and IT career pathways.

Students Who are Interested in a College Experience While in High School

Students who demonstrate academic success will be allowed to take current college courses to gain college credits from a university while attending High School.

Students Who Might Otherwise Drop Out

Many young people find that the traditional high school program prevents them from entering "real life" fast enough. They want to combine working and specialized study with their education. Many students drop out because they feel unsupported or disconnected in a regular school setting. Moreover, they may lack the skills or self-discipline needed to succeed. BEST Academy can, in many cases, offer these students the opportunity to study independently at home, at their own pace, and at a convenient time.

Students Who Need Additional Support

BEST Academy offers multiple resources to increase student's English Language proficiency

through differentiated instruction and specially designed curriculum apps. BEST Academy reinforces continued growth through benchmark testing and data analysis. All core curriculum is presented to students using SDAIE (Specially Designed Academic Instruction in English).

Enrollment Requirements

- A student must have completed the BEST enrollment process, submitted all required compliance documents, and signed a Master Agreement before starting courses.
- According to Ed. Code 51747.3 A student must reside within the county in which BEST is authorized or a contiguous county to the county in which BEST is authorized (San Diego, Imperial, Orange, and Riverside counties).
- Update Proof of Residency (POR) as defined by the state of California
- A student may only be enrolled at BEST and NOT concurrently in another school, public or private unless permission is given to attend a community college.

Proof of Residency (POR)

The best POR document is your current utility bill (phones, trash, cable gas, water, electric bills, and property tax). You can also use your most current mortgage statement or lease agreement.

High school transcripts are necessary to determine proper class placement and create Individualized Graduation Plans. Transcripts should be submitted during the enrollment process and can be submitted by hand, faxed, or emailed to the Enrollment Department. All information on the application must be accurate and correct. Suppose misrepresentations are made or incorrect information is provided. In that case, the application may be considered as failing to meet the school's requirements and may result in the revocation or halting of enrollment once accurate information is provided.

Master Agreement

To attend BEST, the student, Parent/Legal Guardian, and supervising teacher(s) must sign a Master Agreement (MA) before each school year's first day of courses. (Ed code 51747(g) and 51749.6) This legal document must be signed, dated, and returned to BEST. No student can access the curriculum and isn't enrolled until the MA is signed and returned.

Failure to sign and return an MA within the first three (3) days of starting courses will result in a mandatory meeting with the school administration or designee. The signed MA is the agreement that the scholar and parent sign to demonstrate their intention to continue enrollment in BEST. All scholars enrolled in BEST must sign a new Master Agreement each school

year.

An addendum, updated MA, must be submitted if changes are made in courses, supervising teacher, or grade level during the school year. This document also requires that each student, Parent/Legal Guardian, and supervising teacher sign, thus approving the changes.

Orientation

Parents of students enrolling or re-enrolling must attend an orientation meeting as part of the enrollment or re-enrollment process. Parents/guardians of students entering high school must also attend a High School Orientation as part of the enrollment or re-enrollment process and before signing the master agreement.

DESCRIPTION OF ROLES

Student Expectations

- Takes ownership of their learning
- Satisfy or exceed minimum individual course expectations per all class syllabi while adhering to the school grading policy.
- Prepares correctly and with a reasonable faith effort and participates in state assessments and school mandatory benchmark testing.
- Communicate with their subject teachers via email and phone.
- Informs their teacher of any issue that interferes with learning promptly.
- Attends live synchronous classes as scheduled, prepared, and on time.
- Attends office hours and tutoring as requested by the teacher
- An *Evaluation of Continued Enrollment* will occur if the Master Agreement is not adhered to. This is a state-mandated multi-tiered intervention and re-engagement to determine if non-classroom-based instruction is the correct placement for academic success.
- All assignments will be accepted within ten school days past the original due date.
- Attend scheduled Learning Period meetings and any other necessary meetings.
- Complete Learning Log weekly for each day of the week that work was completed

Responsibilities of Parent/Legal Guardian

- Provides students with a conducive learning environment at home
- Understands the requirement for students (s) to participate in local and state assessments. These include but are not limited to NWEA, SBAC, CAST, PFT, and ELPAC
- Promptly communicates regularly with the teacher and returns emails and phone messages
- Update contact (phone number, address) information by logging in to reg-online

Bestacademy.parentstudentportal.com. This should occur the moment there is a change.

- Notify school: email info@bestacademycs.com (regarding changes contact info (home address, phone number, email))
- Attend progress meetings/conferences with teachers, success coaches, administration, and other staff as needed. These are designed to discuss growth, updates, and any other concerns that need to be addressed.
- Promptly completes any required forms or documents sent by staff.
- Attend scheduled Personal Learning Time (PLTs) meetings and any other necessary meetings (on the phone, via web conference, or in person) with BEST staff and students. PLTs by phone conferencing shall occur only under exceptional circumstances approved by the Executive Director. Student(s) and parents must be visible for virtual PLT meetings.

PROGRAM POLICIES AND PROCEDURES

STATE AND LOCAL STANDARDIZED TESTS

As a public charter school, our students participate in the following state tests:

1. *SBAC TESTING for English and MATH: Grades 3-8 and 11 (CAASPP - California Assessment of Student Performance and Progress)
2. CAST Test for Science: Grades 5,8,11 (grade 12 only if they have not previously taken it)
3. Physical Fitness Test: grades 5, 7, and 9 (PFT)
4. English Language Learners: ELPAC Test - English language proficiency Assessment
5. Benchmark Testing (i.e., NWEA)

*All students are expected to participate in state and local testing.

These state tests provide BEST with critical data to assist students in promoting achievement. These tests also indicate to the state how effective BEST is at accomplishing its mission.

Internet and Computers

Participation in BEST Academy requires an internet connection. Basic internet service can be provided free of charge for all enrolled students who wish to use it. An internet connection is required because our program requires that students log in to their curriculum, Clever Apps, attend LP meetings with teachers, complete the learning log, and upload work samples. BEST has computers available to all students to use during the school year. Parents who wish to borrow a computer must fill out the appropriate forms. Please be advised that there is no

reasonable expectation of privacy. The computer must be returned to BEST when the students disenroll or graduate.

Internet Safety Policy

It is the policy of BEST to prevent access over its computer network to, or transmission of, inappropriate material via the internet, email, or other forms of electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal ID of minors; and to comply with the Children's Internet Protection Act.

First Meeting and Orientation

In High School, At the beginning of each semester, the student and parent/legal guardian will be introduced to the individual Student Plan (HSP). The HSP will serve as the document by which academic progress will be monitored to ensure the student graduates on time.

New Student Orientation

New students and parents will attend/participate in an orientation session with a BEST Academy staff member. Students will be provided login credentials and learn how to navigate our online curriculum platforms, access email, and learn about school procedures and the importance of the Master Agreement. Teachers sent a welcome email and a calendar invite indicating the day and time of their synchronous class.

Communication Requirements

It is crucial to a student's success that the parent, teacher, and student communicate regularly. Time-sensitive student progress, curriculum, and testing information must be communicated regularly. Teachers and parents are part of a team working for the student's educational success.

The following are the recommendations for communication between parties:

- Parent/legal guardians check email once per day, Monday through Friday, and respond within 24 hours
- Students check email three times per day, Monday through Friday, and respond within 24 hours if needed
- The teacher will reply by the end of the next school day
- The teacher is available Monday – Friday 8:00 am-4:00 pm except school holidays

THE HOMESCHOOL PROCESS

As a school of choice, students and parents are asked to commit to the program's expectations.

Home study students and their parents have face-to-face meetings with their teachers at least once every 20 school days for a minimum of one hour per student meeting. During these meetings, the teacher reviews the student's assignments, collects samples to include in the required monthly paperwork, discusses any problems or areas of concern that may have occurred during the month, and assigns, with parental input, the next month's assignments. The student's interests are incorporated into the assignments, activities, and assignments that complement his/her learning style(s).

THE INSTRUCTIONAL PROCESS

Monthly Meetings with the Teacher (Personal Learning Time or PLT)

Virtual meeting every 20 school days for at least one hour per student is required. The teacher and student (the parent is also invited and sometimes required) will discuss the student's progress, and questions and concerns will be addressed. Attendance will be reviewed using the Learning Calendar and portfolio samples, and the teacher will review the previous Learning Period by evaluating and assigning a grade for completed work for the assigned subjects. The teacher will review the work to assign for the following Learning Period and will collect two assignments from each subject area to submit as work samples. The student's first and last name and the date should be included on each sample and written in the student's handwriting. There should also be a grade or assessment on each work sample that is turned in. Additionally, materials will be delivered, if applicable, orders for materials or vendors will be reviewed and submitted, and the next meeting date, time, and place will be reviewed or set.

Assigning Work

When assigning work, the teacher will work with the parent educator to create an assignment plan that considers the student's grade level, the number of school days during the work period, and the type of curriculum used. Assignments are given according to pacing guides and addressing how long your student takes to complete an assignment. However, following minimum time allotments may assist you in planning your school day. As a California public school, BEST Academy must show that the California Common Core State Standards are being met and mastered, and we value the many paths that can be taken to achieve this goal.

Reviewing Work

During meetings, the teacher will look at the **entire** previous Learning Period's work. This is important so, for the following Learning Period, he/she can help determine appropriate pacing, help instruct/tutor the student on concepts showing a lack of comprehension, and reassign work or readdress concepts if mastery is not attained.

Correcting/Grading Work

Although you, as the parent educator, will correct most of the daily work, the teacher is responsible for evaluating the work and assigning an overall grade for the work completed during the Learning Period.

Work Samples

Original work samples for every subject are required for each Learning Period regardless of the student's enrollment date. Originals of student work are required when turning in portfolio samples, or copies of originals may be emailed to the teacher. For work such as sculptures, voice lessons, masonry, building an engine, science experiments, physical education activities, and other less structured or paperless work, submitting a photograph, a video, or an audio sample as proof of work is acceptable. Photo samples must be accompanied by an explanation of the activity and a grade or assessment.

Learning Calendars

Parents educators must maintain the Learning Calendar for each learning period, marking each day of educational engagement and turning in the calendar to the teacher at each monthly meeting.

- NOTE: The teacher must ensure assignments are given in each course listed on the Master Agreement every Learning Period.
- If you know exactly what direction you would like the Learning Period to take, discuss the overall learning plan and review it at your meeting with your teacher. The teacher will review the plans to ensure that pacing is appropriate and that the California State Standards are adequately addressed. Please be aware that if the teacher does not feel the lesson planning is appropriate, the teacher will have to adjust the lesson plan as part of his/her professional responsibilities.

Attendance Accounting

We recognize that families may not evenly distribute student work on assignments over weekdays. However, due to strict State law requirements for charter school attendance accounting, BEST Academy expects each student to be engaged in an educational activity required of them in the assignment on each weekday that school is in session and asks that this "daily engagement" be documented daily on the student learning calendar and via the Aeries Wellness Check by the parent educator and submitted to the teacher. This should not be read to prohibit schoolwork on weekends or dictate how a family distributes the Student Work Assignment over the learning period.

We ask that a parent/guardian refrain from documenting any "daily engagement" on a day

where a student did not engage in any educational activity required of them by the assignment. Work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

Rescheduling Meetings

If your family has a legitimate emergency, you may reschedule meetings. This meeting must occur as soon as possible, and the Supervising Teacher must assign work for the interim. This must be **extremely** rare.

Missed Assignments

For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be ten (10) days.

When special or extenuating circumstances justify a longer time for individual students, the director or their designee may approve a period not to exceed 15 Days.

Missed Assignments and Level of Satisfactory Progress: When any student fails to complete 15 missed assignments during any period of 20 days or fails to make satisfactory progress (as defined below the school will conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study or to return to the regular school program.

A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record and treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

For students not performing at grade level, or needing support, or needing support in other areas such as English Learners, individuals with exceptional needs, pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports, the school will provide interventions through digital supplementary platforms, one on one academic support, small group support, tutoring, and social-emotional curriculum.

The Executive Director or designee shall evaluate to determine whether it is in the best interest

of the student to remain in independent study upon the following triggers:

- After 10% (ten percent) of assignments in a 19-24 day learning period are missed
- Three missed appointments
- Failure to participate in state-mandated assessments (without written parent/guardian excusal) and failure to participate in school-mandated assessments
- In the event Student's educational progress falls below satisfactory levels as determined by the Charter School's Master Agreement for Independent Study which considers ALL of the following indicators:
 - The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement, are outlined in Education Code Section 52060(d) paragraphs (4) and (5).
 - Completing assignments, assessments, or other indicators indicates that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.
 - We are progressing toward completing the course of study or individual course, as determined by the supervising teacher.

Withdraw from BEST Academy

Please provide the school office with the following information to withdraw your student from BEST Academy.

- Last date of BEST Academy Attendance
- Name of school or school district your student will be enrolling in
- Reason for withdrawal

Once this information is received, your Supervising Teacher will assist you with the materials return process. All school property must be returned to BEST Academy.

Notes regarding withdrawals:

- High school students who are withdrawing will receive a "W" on their transcript for any courses that have not been completed. High school students must complete all work and attend for the entire semester to earn credit for courses. BEST Academy does not give partial credits.
- In custody disputes and divorce situations, all parents/guardians with educational rights shall provide the required court documents to verify a decision to withdraw. In addition, student records shall only be sent to the new school at such time.

GRADING POLICIES

Grading Policy/Scale Grades TK-8:

Families share all of the learning that has occurred during their monthly meetings with their Supervising Teacher. The Supervising Teacher, also known as Advisory teacher, works with the family to review and reflect on student learning. For TK-8th-grade students, teachers will use the shared information to determine mastery of standards and match these to the “I Can Statements.”

At the parent's request, students in grades TK-8 may receive mid-semester progress reports and end-of-semester report cards. Students are graded on a scale of 1 through 4 in Language Arts, Math, Social Studies, Science, Physical Education, and, if applicable, ELD. The following are the numerical codes used for evaluation:

- 4 - Advanced
- 3 - Proficient
- 2 - Developing
- 1 - Emerging

Report Cards are not required to be issued for grades TK-8, but families may request them from their Supervising Teacher. At the same time, TK-8 report cards are sometimes necessary for other student endeavors such as sports teams, insurance, government verifications, etc. Please consider your family's participation in these activities when requesting a report card. We highly recommend parents of 7th and 8th-grade students request a report card, as this documentation is frequently asked when transitioning into a traditional high school setting. If a student plans to take a community college course before entering high school or in their 9th-grade year, they must request a report card. No grades will be stored in a student's cumulative file unless the parent/guardian does not request a report card during that particular year.

Parents of TK-8th-grade students have three (3) Report Card options. Option B is the default if you do not make a selection.

- **Option A:** I would like my teacher to create a Report Card and a copy filed in my student's Cumulative Record.
- **Option B:** I would like my teacher to create a Report Card, and I would NOT want a copy filed in my student's Cumulative Record.
- **Option C:** I DO NOT want a Report Card to be generated.

Your Supervising Teacher will communicate directly with you to ask which option you would like for Report Cards.

Grading Policy/Scale Grades 9-12:

BEST Academy teachers ultimately decide final grades per their syllabi. As per Ed code, as referenced in the Master Agreement,

- A state-mandated *Evaluation of Continued Enrollment* will occur if the Master Agreement is unsatisfied. This is a multi-tiered intervention between the student/parent/administration/teacher to determine continuance in the program. It is part of our tiered intervention plan (see *Multi-tiered Academic Support* later in this document)
- In good faith, students' work that has been attempted with reasonable effort (even if not on time) will receive a score no lower than a 50%. **For unattempted work, plagiarism, and no class participation, students can receive a 0%.**
- No assignments will be accepted over school ten days past the original due date.
- College level, Advanced Placement, and Honors courses are weighted on a 5-point scale for the student's transcript. Please refer to the Pacing Guide and Student Weekly Schedule Checklist in Appendix B.

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

Core Content Grading Structure

Lessons	35%
Quizzes	35%
Unit Test	30%

MATERIALS AND SERVICES

Educational Resource Materials/Instructional Funds

Student instructional funds may be used to request approved curriculum, materials, and

supplies to meet the student's educational needs. Materials purchased with BEST Academy instructional funds may not contain any religious content. No reimbursements will be made for materials purchased with a gift card. Speak with your teacher regarding the specific needs of your students.

Selecting Appropriate Curriculum

Part of the appeal of BEST Academy is the fact that families have a voice in the selection of the curriculum. In collaboration with the parent, the teacher selects a curriculum appropriate for the student, considering the student's learning style, grade level, rigor, record of academic success, and other relevant factors.

All non-consumable educational materials (textbooks, not workbooks) must be returned to BEST Academy at the end of the school year.

Instruction Provided by Vendors

BEST Academy has an extensive list of approved vendors, which can be accessed on the school and OPS websites. As a BEST Academy parent, please understand that based on the nature of the program; you are responsible for supervising your minor child at all times while the service provider (i.e., the vendor) is providing services to your child. Services include instruction in activities such as martial arts, dance, art, voice lessons, swimming, etc., and tutoring for academic subjects. If you choose to utilize one of the school's vendors, you are responsible for contacting the vendor.

Please confirm information, pricing, etc., with the vendor, and then give the written request to your teacher. To expedite processing, include the following on your written request:

- Name of vendor
- Services requested
- Cost of the services
- Dates for which the student is requesting the services

Please keep your teacher informed about the quality of the instruction and your satisfaction with the vendor. Should you cancel services for any reason, please notify your teacher immediately.

Consumables and Non-Consumables

Consumables are materials that can be used only once. Consumables that have been used do not need to be returned. Examples of consumables include:

- Supplies such as paper, pencils, paint, etc.
- Project Kits include “Science in a Nutshell,” anatomy kits, boats, etc.
- Workbooks — those a student writes in

Non-consumables are materials that can be used over and over again. Non-consumables must be returned. Examples of non-consumables are

- Teacher Editions,
- Textbooks,
- Manipulatives,
- Microscopes,
- Globes,
- Educational games, DVD

Receiving Materials

You will receive materials through your teacher. You must carefully check the list of items and their designation as consumable or non-consumable because you will be responsible for returning materials at the end of the school year or when you withdraw from BEST Academy, whichever comes first. If materials are lost or damaged, families must pay for them. You may return materials to your teacher or the home study office anytime throughout the year as you finish using them.

Damaged/Lost/Non-Returned Materials

The BEST Academy’s Board recognizes that instructional materials are an expensive resource. Although instructional materials are provided for student use, they remain the school's property. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from everyday use.

When materials are lost or so damaged they are no longer usable, the student shall be responsible for reparation equal to the current replacement cost. The Executive Director or designee shall determine a lesser charge when materials are damaged but still usable. Suppose it can be demonstrated to the Executive Director’s satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her. In that case, the Executive Director may excuse the student/parent/guardian from reparation payment.

ASSESSMENT AND ACCOUNTABILITY

Testing & Assessment

Assessment data is critical to BEST Academy. Assessments are one indicator of student

learning. Using assessment data is a healthy thing to do internally as a school community and a required part of the WASC accreditation and charter renewal processes.

WASC accreditation shows that a school has met and is maintaining high standards. Furthermore, having WASC accreditation validates the integrity of the school's program for transfer students and transcripts for university acceptance. Many of our families put great value on WASC accreditation. To receive WASC accreditation, a school must thoroughly describe, demonstrate, and evaluate its instructional program through a school-wide action plan.

It is an accomplishment for a school to be accredited, but the work still needs to be finished. Maintaining accreditation is an ongoing cycle of managing change and improvement through regular assessment, planning, implementing, monitoring, and reassessing.

Assessment data is also an essential piece in our charter renewal process. A sponsoring school district authorizes all charter schools. The authorizer is granting the petitioning organization permission to make independent decisions and operate their school. In return, the charter school needs to demonstrate compliance with the essential terms of the charter, which include the Ed Code, student achievement, governance, reporting requirements, etc. Each charter that makes up BEST Academy must remain in good standing with each authorizer. Without authorization, we have no charter! Authorizers gauge compliance and achievement with assessment data. Scores at the individual student level are never shared, and the privacy of student names is maintained according to federal laws that protect students.

It is essential to the school that all students participate in school-wide assessments. We do our very best to listen to the needs of parents and students. We hope there are positive changes for you and your child with the different assessment adoptions this year.

State Standardized Tests – California Assessment of Student Performance and Progress (CAASPP)

As students of a public charter school, our students participate in the following state standardized tests:

- Grades 3 – 8: Smarter Balanced Assessment Consortium (SBAC)
- Grade 11: Smarter Balanced Assessment Consortium (SBAC)
- Grades 5, 8, and one time in High School during the year of their last science course: California Standards Test for Science (CAST)
- Grades 5, 7, and 9: Physical Fitness Test (PFT)*
- ELPAC: English Language Proficiency Assessments for California (English Learners only)

*The California Department of Education states that students who are physically unable to participate in the entire PFT should complete as many tests as possible. Non-participation in the PFT per the state's requirements shall be grounds for withdrawal of the non-participating student at the end of the school year.

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

BEST Academy faculty administers all state standardized tests at facilities within driving distance of your home. A testing schedule will be provided to you by your teacher. Individual student performance results on statewide achievement testing will be available to parents who want a copy.

Often our families have questions or concerns about the SBAC/CAST assessments. At BEST Academy, we want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We have created the Parent Assessment Support site for this purpose. We also ask that you work closely with your teacher so your student can be assigned any designated support to help them during their testing session.

NWEA

BEST Academy believes that ongoing benchmark assessments help to inform instructional practices. The NWEA is not designed to find flaws but to build the strength and skills necessary to succeed in the student's educational career. BEST Academy chose NWEA because its adaptive and diagnostic tool pinpoints students' needs to the sub-skill level. NWEA provides data-driven insights and support for successfully implementing the new standards. BEST Academy will provide the parents with the results of NWEA, so the parent and teacher can work together to create a personalized learning plan for each student.

Assessments allow our teachers to monitor student growth and performance consistently and continuously over a student's entire K-12 career. The questions will automatically change the level of difficulty, thus "adaptive," based on student response patterns. NWEA Testing will occur up to three times a year, typically in the fall, winter, and spring of each year. The NWEA benchmark assessments in Reading/Early Literacy and Math are required to participate in BEST Academy. Should a student not participate in these mandatory assessments within the scheduled windows, the non-compliance process will be in effect and may lead to an

administrative withdrawal.

Testing for English Language Learners

California state law requires that the ELPAC be given yearly to English Learners. The ELPAC (English Language Proficiency Assessments for California) is a test that measures how well a student can listen, speak, read, and write in English. ELPAC aims to ensure all students receive adequate support to succeed.

New students who declared another language besides English on their home language survey must be assessed. This includes TK students. Students previously designated as English Learners at another public school (even if it was years ago) must be tested by law every year until they reach a level of proficiency and are reclassified. At that point, they will no longer need to take the test.

School Calendars:

Homeschool: 2023/24 Primary

Instructional **175**, Holidays **8**, Non-instructional **7**

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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July 2023						
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Federal holidays 2023/24 Pink

Sep 4, 2023	Labor Day	Nov 23, 2023	Thanksgiving Day	Feb 19, 2024	Presidents' Day
Oct 9, 2023	Indigenous/Columbus	Dec 25, 2023	Christmas Day	May 27, 2024	Memorial Day
Nov 10, 2023	Veterans Day (obs.)	Jan 1, 2024	New Year's Day	Jun 19, 2024	Juneteenth
Nov 11, 2023	Veterans Day	Jan 15, 2024	Martin L. King Day	Jul 4, 2024	Independence Day

BEST: 2023/24 School Calendar Altern-Track

Instructional 175, Holidays 8, Non-instructional 7

August 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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April 2024						
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May 2024						
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June 2024						
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July 2024						
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28	29	30	31			

Federal holidays 2023/24 Pink

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TK to 8th GRADE CURRICULUM

Transitional Kindergarten through 8th-grade students enrolled in BEST Academy have many options, including online curricula with built-in pacing, bundled textbook programs, or unlimited homeschool curriculum choices for a personalized learning path. A discussion with your credentialed Supervising Teacher will help pinpoint how to gain the most from your curriculum.

TK-8th Subject	Elem and MS Supplemental Curriculum
English	Lexia Core 5 (grades 3-5) PowerUp (grades 8+) MyOn BrainPop Classworks iXL
Math	Dreambox Freckle iXL BrainPop Origo Education Classworks
History	Beable iXL BrianPop
Science	Gizmos iXL BrianPop
ELD	SummitK12

HIGH SCHOOL

A-G Requirements:

If students plan on enrolling in the UC/CSU system for college, then students are required to take A-G-approved high school courses. Fifteen approved courses must be completed with a “C” or higher, and 11 courses must be completed before their senior year. With the permission of BEST Academy, students can also take A-G courses at a Community College. [Click here](#) for a list of BEST Academy’s A-G-approved courses.

<https://hs-articulation.ucop.edu/agcourselist/institution/5585>

Below is a list of high school supplemental curricula available to all students.

9-12th Subjects	Core	Supplemental Curriculum
English	Accelerate Education	Lexia Power Up (grades 6-12) BrainPop Classwork iXL
Math	Accelerate Education	Dreambox Frickle BrainPop Classwork iXL
History	Accelerate Education	Beable iXL BrainPop
ELD	Summit K12	
CTE	Pointful Education	

General Education Track

Students who plan to enter the workforce after graduation or attend a two-year Community College will be admitted into the General Education Grad Track (190 credit grade requirement). A-G-approved courses are not necessary to graduate. General Education students have access to all A-G-approved courses. (See Appendix D for A-G graduation requirements)

Repeat Policy/Credit Recovery

For a high school student to receive high school credit, a minimum grade of “D” must be earned. If a student fails the course with an “F,” the course must be repeated to obtain a passing grade of “D” or higher. Retaking the course does not constitute additional credits toward graduation. Passing the course with a “D” or higher will replace the previous grades on a student’s transcript. A repeated course will be designated “CR” on transcripts. A student can retake a course, upon approval of their Success Coach, if they receive a “D” or lower. Furthermore, it is the student’s responsibility to check the policies of the college or university of his/her choice to ensure that a “D” grade will transfer.

Credits

A BEST Academy, High School student must continually be enrolled in at least 20 credits per semester (4 courses) considered full-time. If a student wants to take more than 30 credits a semester in one semester, they must get approval from their Success Coach.

Incomplete Course

If a student does not finish a course by the end of the semester, the student may receive partial credit for the work that the student *has* completed. The decision will consider student progress and learning, the student's plan for next semester and beyond, and other BEST Academy circumstances.

High School Graduation Requirements

BEST Academy graduates can enroll directly into a university and be prepared for a career. The charter school has implemented a College and Career Readiness through A-G classes and CTE career-focused pathways. BEST Academy aligned its graduation requirements with the California Department of Education's requirements. Students must earn a "D" or better grade in these courses. Through the high school diploma, students are empowered with the choice to transition directly into college or a career.

SUBJECT	CTE Graduation 160 credits	General Graduation 190 credits	College Prep/A-G Graduation 210 credits
English	30 credits	30 credits	40 credits
English 9 A/B	10 Credits	10 credits	10 Credits
English 10 A/B	10 Credits	10 credits	10 Credits
English 11 A/B	10 Credits	10 credits	10 Credits
English 12 A/B			10 Credits
Mathematics	20 credits	20 credits	30 credits
Algebra I A/B	10 credits	10 credits	10 credits
Math (Algebra equivalent or higher)	10 credits	10 credits	10 credits-Geometry A/B
Algebra II A/B			10 credits-Algebra II A/B
Social Studies	30 credits	30 credits	30 credits

World History A/B (Grade 10)	10 credits	10 credits	10 credits
US History A/B (Grade 11)	10 credits	10 credits	10 credits
American Government (Grade 12)	5 credits	5 credits	5 credits
Economics (Grade 12)	5 credits	5 credits	5 credits
Science	20 credits	20 credits	20 credits
Biological/Life Science A/B	10 credits	10 credits	10 credits (Biology with lab)
Physical/Earth Science A/B	10 credits	10 credits	10 credits (Physics with lab or Chemistry with lab)
Physical Education	20 credits	20 credits	20 credits
Foreign Language, Visual/Performing Arts, and CTE	20 CTE credits	20 credits	30 credits (2 yrs same Foreign Lang and 1 yr Visual/Perform Art and 1yr CTE)
Elective	20 credits	50 credits	40 credits (10 credits UC "A-G" approved)
Total Credits	160	190	210

Student Work Permits

Students under 18 must obtain a work permit from BEST Academy after receiving an employment opportunity. The work permit can be found in the student portal and must be signed by a school administrator. Contact your Success Coach for assistance in completing.

Community College and University Concurrent Information

Students may enroll in **community college and university concurrent** courses with the approval of the BEST Academy while taking and *maintaining weekly progress* in a minimum of four BEST Academy classes (20 credits). Contact your Success Coach for the appropriate paperwork.

For courses that BEST Academy does not offer (including additional A-G courses for UC-bound students), students may enroll in such courses at a Community College for dual credit if the student meets the following circumstances:

1. Must be in good standing with BEST Academy academically.

- a. Have received a 2.0 GPA in his/her most recent semester.
- b. Have received a minimum of 20 credits in his/her most recent semester.
2. Demonstrates good attendance/progress in assigned BEST Academy courses.
3. Must be enrolled in at least 20 credits with BEST Academy.
4. Students will receive 5-10 credits for one semester community college classes
5. High school credit will be awarded on a 5-point GPA rating scale

Financial Aid

BEST will ensure that every student receives information on completing and submitting the Free Application for Federal Student Aid (FAFSA) appropriately, at least once before the scholar enters 12th grade.

Click here for the FAFSA form and information <https://studentaid.gov/h/apply-for-aid/fafsa>

Transcript and Student Records Requests

The middle and high school transcript is the official record of each student's academic accomplishments. To request an official transcript, please complete the form online at <https://www.bestacademycs.com/request-student-records-transcripts>. Include your name, date of birth, or ID number, and the address you want the transcripts sent. Please allow up to 14 days to complete a transcript request.

Transcripts and Records from Previous Schools:

The Registrar will add high school courses, grades, and units based on documentation from another high school's official transcript. The student/parent is responsible for contacting the previous school and requesting the official transcript be sent to the Registrar for posting to the student's BEST Academy transcript.

If a student were previously in a homeschool program, the following would be needed for credit review of high school credits:

- Copy of PSA
- The complete scope of work
- Course titles being reviewed

College Transcript Submission

BEST Academy policy allows for college-level courses to be posted on the high school transcript once the Registrar has received the Official Transcript from the college. College and university courses are posted at the request of the student/parent, and it is not required that all college

courses be posted on the student's high school transcript. The student's responsible for requesting an official transcript to be sent directly to the Registrar.

District Level Complaints

BEST Academy students and their parents maintain close communication with their teachers. Such communication is vital to each student's academic success. Sometimes, the student or parent may have a concern to bring to the administration's attention. Discussing such issues with the administration will routinely result in a satisfactory resolution. Concerns not resolved at this level may be submitted in writing to the BEST School Board. [Uniform Complaint Information](#)

Conduct, Grievance, Due Process, and Communication

Freedom of Speech

BEST Academy respects students' rights to express ideas and opinions, take stands, and support causes – whether controversial or not – through their speech, writings, printed materials, and the wearing of buttons, badges, and other insignia. BEST Academy will limit students' freedom of expression as allowed by law, maintain an orderly school environment, and protect all school community members' rights, health, and safety. For this policy, "school premises" includes online (internet) and the School's physical premises. In addition, any venue where a school event is held, including but not limited to such places as state testing sites, field trip locations, school social event venues, school dance venues, or graduation venues, will also be considered "school premises" while that school activity is taking place and while school personnel and students are there.

Limitations on student expression include the following:

- Students are prohibited from expressing ideas or distributing or posting obscene, defamatory, or slanderous materials.
- Students are prohibited from expressing ideas or distributing or posting any materials which demonstrably incite students to commit unlawful acts.
- Students are prohibited from expressing ideas or distributing or posting any materials violating school rules or substantially disrupting the school's orderly operation.
- Students are prohibited from engaging in conduct in any school setting or activity which materially disrupts school work or involves substantial disorder or invasion of the rights of others.
- The use of "fighting words" or epithets is not constitutionally protected if the speech, considered objectively, is abusive and insulting rather than a communication of ideas,

and the speech is used in an abusive manner in a situation that presents a danger that it

Written Publications Code

Students are free to post or distribute handbills, leaflets, and other printed or electronic material, as long as they comply with the above guidelines and bear the name and the address or contact location of the sponsoring organization or individual. Students may collect signatures on petitions concerning either school or out-of-school issues.

Printed materials or petitions may be distributed only:

- Before or after any school-sponsored activity
- In locations that do not obstruct the normal flow of traffic to or from any school-sponsored activity; and
- Without undue noise.

Students must not use any form of coercion to convince students or any other person to accept printed matters or to sign petitions. No funds or donations shall be collected for any material distributed.

Students have a right to express their opinions in school publications such as newsletters, written assignments, and other school publications that are distributed. Still, they must follow the above mentioned limitations regarding the legally allowable limits on student expression in a school setting. If there are pupil editors of official school publications, who may be responsible for assigning and editing the news, journalism advisers (school employees) remain ultimately responsible for supervising and maintaining professional standards of English and journalism.

There shall be no undue delay in publishing student materials unless there are valid concerns that the material violates these guidelines.

Clothing/Buttons and Badges

Buttons, badges, armbands, or clothing bearing slogans or sayings may be worn unless their message falls within the categories prohibited above. Teachers and administrators shall refrain from interfering with this practice because the message may be unpopular with students or faculty.

Discipline and Appeals

Students may be disciplined for speech or communication which violates the above policies.

However, students will not be disciplined solely for constitutionally protected speech or communication activities.

Bullying and Prohibited Behaviors

is committed to providing a safe, positive, productive, and nurturing educational environment for all its students and encourages the promotion of positive interpersonal relations among school community members.

Harassment, intimidation, bullying, cyberbullying, and hazing toward any school community member, whether by or toward any student, staff, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include but are not limited to, stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. This prohibition includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment. They are strictly prohibited, regardless of whether or not the target of the prohibited behavior is a member of a legally protected group, such as, but not limited to, sex, sexual orientation, gender identity, race, color, national origin, parenting, or marital status, immigration status, disability or any other category protected by state or federal law.

The following definitions are intended to guide in assessing whether a particular behavior is prohibited. They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a particular suspected behavior is prohibited, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

- **Harassment** - any intentional behavior or course of conduct (whether written, verbal, graphic, or physical) directed at a specific person or group of persons that causes substantial physical and emotional distress or harm and is sufficiently severe, persistent, and pervasive that it creates an intimidating, threatening, and abusive educational environment for the other person(s) and serves no legitimate purpose.
- **Bullying** – a course of abusive treatment (whether written, verbal, graphic, or physical) that typically involves force or coercion to affect others, particularly when habitual and involving an imbalance of power. It may involve verbal, written, or cyber harassment, physical assault, or coercion and may be directed persistently toward particular victims.

- **Cyber-bullying** – the use of information and communication technologies, such as but not limited to cell phone, email, instant messaging, social media websites, Twitter, etc., to support deliberate and hostile behavior by an individual or group that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others. Cyber-bullying includes the posting or other transmission of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to, or otherwise acquiesced in the at-issue posting or other transmissions.
- **Hazing** – the use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse, or humiliation to initiate a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the at-issue behavior(s) and action(s).
- **Intimidation** is a behavior that instills fear or a sense of inadequacy.
- **Violence within a dating relationship** - any behavior a student exhibits towards that student’s dating partner attempts to gain and maintain power and control over a dating partner through violence, threats of violence, and physical, verbal, psychological, and mental abuse.
- **Sexting** - knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another person any photograph or video which depicts nudity and text message that is sexually explicit and is harmful to minors. They knowingly possess a photograph or video transmitted or distributed by another person as described above.
- **Prohibited behaviors** include all of the above.

The School Administration and School Board will not tolerate any gestures, comments, threats, or actions which (i) cause, threaten to cause, or an objective and reasoned third party would find was intended to cause bodily harm or personal degradation, or (ii) creates, or an objective and reasoned third-party would determine was intended to create, and intimidating, threatening, or abusive environment for any student, staff member, member of the administration, caretaker, or other third-party.

This Policy applies to all school-related activities and engagements, including, but not limited to, online school-related activities such as LiveLesson sessions, participation in clubs and activities,

WebMail messages, text messages, discussions, telephonic communications, and message boards; and in-person activities, such as state testing, field trips, open houses, and any other in-person school-related activities on school property.

This Policy also applies to those activities or engagements which occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school's control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.

Any student or student's Caretaker who believes that a student, any other student, or another third-party has been or is the recipient of any of the above-described prohibited behaviors should immediately report the situation by using the Uniform Complaint Procedure found here:

When the target of the prohibited behavior is a student, BEST Academy shall provide that student with a written copy of the rights, protections, and support services available to him/her. Suppose there is evidence that the student has experienced physical harm due to the prohibited behavior. In that case, the School shall promptly communicate that information to the appropriate personnel, including, but not limited to, emergency personnel and law enforcement.

Suppose the investigation finds an instance of harassment, intimidation, bullying/cyberbullying, dating violence, or any other prohibited behavior has occurred. In that case, it will result in prompt and appropriate remedial and disciplinary action by the BEST Academy's disciplinary process. This may include up to expulsion for students; up to discharge for employees; exclusion for caretakers, guests, volunteers, and contractors; removal from any official position, and a request for a Board member(s) to resign. Individuals may also be referred to law enforcement officials. Remedial and disciplinary action for employees will follow the procedures outlined in the Employee Handbook. Remedial and disciplinary action for students will follow the procedures outlined in this handbook.

When appropriate, the target(s) of the prohibited behavior (and such target(s)' caretaker(s)) shall be notified of the findings of the investigation and, when appropriate, that action has been taken. In providing such notification, care shall be taken to respect the statutory privacy rights of the accused perpetrator of harassment, intimidation, bullying/cyberbullying, and dating violence.

If, after investigation, the act(s) of prohibited behavior by a specific student is/are verified, the

school staff or appropriate administrator shall notify the caretaker of the perpetrator of that finding in writing. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

Retaliation against any person who reports is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying/cyberbullying, dating violence, or any other prohibited behavior will not be tolerated; independent of whether a complaint is substantiated. Such retaliation shall be considered a severe violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. As indicated above, retaliation and intentionally false reports may result in disciplinary action.

This Policy shall not be interpreted as infringing upon students' First Amendment rights (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

Complaints: Students and their caretakers may file formal written reports regarding any suspected prohibited behavior by following the Uniform Complaint Procedures on the school website. Such reports should be reasonably specific, including the person(s) involved, the number of times and places of the alleged conduct, the target of the suspected prohibited behavior(s), and any potential student or staff witnesses. Such reports shall be promptly forwarded to the designated person for review, investigation, and action.

Students and their caretakers may make informal complaints of conduct that they consider prohibited behavior(s) by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific, including the person(s) involved, the number of times and places of the alleged conduct, the target of suspected prohibited behavior, and the names of any potential student or staff witnesses. A school staff member or administrator who received an informal complaint shall promptly document the complaint.

Complaints regarding suspected discrimination in any school program based on the protected categories may be directed to the BEST Academy's Title IX Coordinator. Contact information may be found on the school website. Complaints are filed using the Uniform Complaint Procedures available on the school website

<https://www.bestacademycs.com/uniformcomplaintcompliance>.

BEST Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the BEST Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be confidential to the extent law permits.

Discipline and Due Process for Students

All students enrolled in BEST Academy are expected to conduct themselves by the rules of the BEST Academy, and caretakers are expected to cooperate with the school staff in helping students to maintain this conduct. Student codes of conduct are outlined in this Supplement. Students are also guaranteed due process of law as required by the 14th Amendment to the Constitution.

Suspension

When a student is suspended, he/she is temporarily removed from class (digital curriculum) and other school-sponsored programs or activities. The length of a suspension is determined by administration (up to 10 days at a time). A suspension will be promptly documented in writing and become part of a student's school record. For more information, please see the Suspension (no more than ten (10) days) section below.

During a suspension period, as defined by the administration, a student's permission to log on to and use parts of the digital curriculum is restricted. Student access to WebMail, message boards, online clubs/activities, and all of the digital curriculum may be revoked. In such cases where the student's access is completely revoked, the caregiver is responsible for logging on to the digital curriculum and obtaining the student's assignments, responding to WebMail, and recording assessment responses for the student. The student should continue with his/her schoolwork during a suspension.

The following list of offenses may result in suspension or expulsion from the BEST Academy. All cases recommended for expulsion will be investigated and determined based on specific facts.

Mandatory Recommendation for Expulsion [California Education Code 48915(c)]

The administration must recommend expulsion for the following:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.

3. Selling a controlled substance.
4. Committing or attempting to commit sexual assault.
5. Possession of explosives (US Code, Section 921, Title 18)

Expulsion

When a student is expelled, he/she is separated from the School for an extended period, or permanently, for disciplinary reasons. Expulsion will be documented timely and in writing and will become part of a student's permanent record.

Violations that may lead to expulsion include but are not limited to, any behavior that indicates that a student is a serious threat to the safety of others, possession of firearms, dangerous weapons, bombs, or explosives, criminal behavior, arson, under the influence of or possession of, or sale of controlled substances or paraphernalia.

Suspensions or expulsions for children designated as exceptional follow all appropriate state and federal policies, regulations, and laws.

The School will not discipline students protected under Section 504 of the *Rehabilitation Act of 1973*, the *Individuals with Disabilities in Education Act (IDEA)*, or the *Americans with Disabilities Act (ADA)* unless the school complies with the requirements of those acts and the state law.

Quasi-Mandatory/Permissive Recommendation for Expulsion [California Education Code 48915 (a)]

Administration shall recommend expulsion for the following and The Governing Board is required to make an additional finding that either of the following conditions exists:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the pupil's or others' physical safety.
 1. Causing serious physical injury
 2. Possession of any knife, explosive, or dangerous object of no reasonable use to a student. As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
 3. Possession of any controlled substance

4. Robbery or extortion
5. Assault or battery on a school employee

Discretionary Recommendation [California Education Code 48900]

The administration may recommend expulsion for the following if:

(a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

- Physical injury to another person
- Willfully caused physical injury by force or violence upon another person
 - Possession of weapons, explosives, or dangerous objects
 - Possession or use of controlled substance, alcohol, or intoxicant
 - Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
 - Committed robbery or extortion
 - Vandalism to school property or private property
 - Theft
 - Possession of tobacco
 - Excessive use of profanity or repeated vulgarity
 - Possession of drug paraphernalia
 - Defiance or disruption of school activities
 - Possession of stolen property
 - Possession of an imitation firearm
 - Commit or attempt to commit sexual assault or sexual battery
 - Harass, threaten, or intimidate a student witness
 - Selling Soma
 - Hazing
 - Sexual harassment
 - Hate violence
 - Intentional harassment, threats, or intimidation
 - Intentional terrorist harassment, threats, or intimidation against school staff or property

Jurisdiction [California Education Code 48900, 48915]

All school rules will be enforced:

- While on school grounds

- While coming to or going from school
- During or while coming to or going from a school-sponsored activity.

Expulsion Committee

If the Executive Director finds that a student committed an offense that may justify expulsion, the Executive Director shall refer the matter to the President of the Board of Directors. The Board President can determine whether the Board of Directors or an Expulsion Committee will hear the matter. The Board President will appoint Expulsion Committee members.

The Expulsion Committee shall comprise a minimum of three members; at least one committee member will also be a member of the Board of Directors. Impartial and neutral committee members will be selected for each instance requiring a review of a student's potential expulsion. If a matter is referred to the Expulsion Committee, the committee adjudicates in the place of the Board of Directors. The student shall have the right to present his/her version of the incident(s), call witnesses, cross-examine witnesses, and be represented by counsel. All committee decisions regarding a student's expulsion are final.

Due Process for Students

The following actions will be conducted by the School, per each of the disciplinary measures as outlined below:

The suspension (no more than ten (10) days)

As appropriate, an informal hearing will be convened with the student, caretaker, Director, and other staff members. The Director will inform the student and caretaker of the allegations and explain the evidence that supports the allegations. The student can present his/her version of the occurrence. If the Director determines that the incident(s) justifies suspension, a written notice will be provided to the student and his/her caretaker. The student will be provided with all due process as required by law. The administration can suspend a student for up to 10 days.

Suspension of More Than Ten Days (Expulsion)

Suppose the Director believes a student has committed an offense that might require expulsion. In that case, the Director may suspend the student for ten (10) days pending further proceedings and a Board or Expulsion Committee hearing. During this time, the Director may then request a hearing by the Board of Directors, or the appropriate Expulsion Committee, to discuss the possible expulsion of the student. If the student's right to a hearing. Such notice shall include (1) the date, time, and location of the hearing; (2) a description of the incident(s) that is the subject of the hearing; (3) notice that the student and caretaker have a right to

review the student’s school records before the hearing; (4) description of the hearing process and explanation of the consequences of an expulsion. At this hearing, the allegations and supporting evidence will be reviewed. The student shall have the right to present his/her version of the incident(s), call witnesses, cross-examine witnesses, and be represented by counsel. The Board, through the Director, will provide notification to the student and caretaker of the Board or Expulsion Committee’s decision and discipline determination. The decision of the Board or Expulsion Committee is final.

Discipline for Students with Disabilities

If a student with a disability violates a code of conduct, he/she will be disciplined according to the discipline measures described above for up to ten (10) days. Upon subsequent violations that result in suspensions that exceed ten (10) days or exceed ten (10) days cumulatively within a school year, the School will determine if the behavior manifested from the student’s disability. Suppose BEST Academy determines that the violation does not manifest the student’s disability. In that case, BEST Academy will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, suppose it is determined that the violation manifested from the student’s disability. In that case, BEST Academy will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

STUDENT SERVICES

Mental Health Services

BEST Academy recognizes that mental health challenges can lead to poor academic performance, chronic absenteeism, student attrition, homelessness, incarceration, and violence when unidentified and unaddressed. Access to mental health services at BEST Academy is critical to improving students' physical and emotional safety and helps address barriers to learning. It provides support so that all students can learn problem-solving skills and achieve. B.E.S.T Academy incorporates Social/Emotional Learning (SEL) into our curriculum.

California Healthy Kids Survey

The Charter School will administer the California Healthy Kids Survey (“CHKS”) to scholars in grades 5, 7, 9, and 11 whose parent or guardian provides written permission. California Education Code sections 51513 and 51938(c) specify that parent or guardian consent be granted before scholars are given questionnaires or surveys about personal beliefs or practices that include health behavior and risks. There are two (2) kinds of parent or guardian consent: passive and active.

- Active Consent requires that a parent or legal guardian be notified in writing and gives written permission for the scholar to participate in the survey. Active consent is

required for the fifth-grade CHKS.

- Passive Consent requires that a parent or legal guardian be notified in writing about the survey and is allowed to review the survey. Parents must notify the school if they want their children to refrain from participating in the survey. Passive consent is required for CHKS administered to scholars in grades seven through twelve.

The CHKS is an anonymous, confidential survey of school climate and safety, scholar wellness, and youth resilience that enables the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

Special Education

Special Education services are provided to eligible students and are determined through the IEP process.

English Language Development (ELD)

BEST Academy is committed to the success of English learners. Support for English Learners is provided within the curriculum as well. Students designated as ELD are placed into the appropriate ELD class according to the placement test they are given upon their enrollment. BEST will meet all relevant legal requirements for ELs about annual parent notification, identification, placement, ELPAC testing, monitoring, and reclassification to fluent English proficiency.

Nondiscrimination Statement

BEST does not discriminate against any scholar or employee based on actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

BEST adheres to all provisions of federal law related to scholars with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”).

BEST does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, being homeless or foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. BEST shall not encourage a scholar attending BEST to disenroll or transfer to another school based on any of the above

reasons except in cases of expulsion and suspension or involuntary removal by the Charter School's charter and relevant policies.

BEST does not request nor require scholar records before a scholar's enrollment. BEST shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or scholar over the age of 18 at the following times: (1) when a parent, guardian, or scholar over the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before unenrollment of a scholar.

Suicide Prevention

Warning Signs of Suicide It is vital to suicide prevention that individuals are equipped to recognize the warning signs of someone seriously contemplating suicide. Behaviors that may mean a person is at immediate risk for suicide and thus prompt you to take action right away include:

- Talking or writing about wanting to die or to kill one's self and making specific threats
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun
- Talking about feeling hopeless or like there's no point in living or carrying on
- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again or giving away favorite possessions
- Increased use/abuse of alcohol or drugs
- Withdrawing from social contact
- Intense mood swings
- Feeling trapped, hopeless, or helpless about a situation
- Changing everyday routines, including eating and sleeping patterns
- Doing risky or self-destructive things
- Personality changes or being severely anxious or agitated when experiencing the warning signs above.

The above behaviors do not necessarily indicate suicidal ideation in and of themselves. However, when combined with other factors (like a recent, painful loss or public moment of humiliation), they should take on a new sense of urgency to intervene with help. CPA 2023-24 Parent Student Handbook_Final 07.06.2023 Page 50 of 64 Crisis Hotline Information If you feel you or someone else is in imminent danger (e.g., has access to a gun, is on a rooftop, or in other unsafe conditions), a call should be made immediately to 911. If you need to talk or help to work through a problem, use the resources below. Phone Numbers

- California Youth Crisis Line: 1(800) 843-5200
- HELPLine: 1(951) 686-HELP (4357)
- National Suicide Hotline: 1(800) SUICIDE (784-2433)

- Teen Line: 1(800) 852-8336
- Teen Hotline: 1(714) NEWTEEN (639-8336)
- Trevor Lifeline for lesbian, gay, bisexual, transgender & questioning youth: 1(866) 488-7386 Text Numbers
- Crisis Text Hotline for when you don't feel like talking: Text LISTEN to 741-741

Suicide Prevention Lifeline: Text TALK to 199-273 Websites

- Trevor Project: <https://suicidepreventionlifeline.org/>
- Coalition for Youth Crisis Line: <https://calyouth.org/cycl/>
- Teen Line: <https://www.teenline.org/youth>
- Know the Signs: <https://www.suicideispreventable.org/>

Multi-tiered Academic Support and Intervention

A student's continued enrollment at BEST Academy is based on maintaining adequate course progress. Students are expected to log in, submit assignments daily, and complete at least 25-30 hours each week. As per Ed code 51747, If one or more of the following occurs, the following multi-tiered support process will determine if the student is a good fit for a homeschooled school.

1. 15 assignments missing in 20 days
 2. Completing less than 60% of assigned work over four weeks
 3. Please submit all assignments in 3 school days.
- A. **Tier 1 Warning Letter** – The student is sent a warning letter outlining support that will be provided, identifying what needs to be improved, and given one week to get back on track. A meeting between parent and teacher must occur.
 - B. **Tier 2 Danger Letter/Contract** – After one week, if a student has not improved, a 2nd letter is sent, and the student is provided additional support to get back on track. The student is required to attend tutoring for two weeks. A meeting between parent and teacher must occur.
 - C. **Tier 3: Alternative Options Letter/contract**-- After two weeks, if a student has not made adequate progress as outlined in the contract, a parent-pupil conference will be scheduled to determine if the student is a good fit for Homeschool. Parents, students, teachers, and administrators/designees should attend this meeting. Possible outcomes of this meeting could include the following:

- A. 2 more weeks of tutoring and academic support
- B. Removal from the BEST Academy program

Failure to attend the pupil-parent meeting– If the parent/guardian or a student fails to attend the meeting with school administration, or if they fail to contact the school to reschedule the meeting, the school will attempt once more to make contact with the student and parent(s) to determine the reason for missing the meeting and reschedule. Suppose no contact is made via email, phone, or video conference. In that case, a school staff member may conduct a home visit to verify the address and contact information, and a continued enrollment evaluation will be made.

Notice of Unenrollment – If a student is not meeting the contract requirements by the 3rd Tier Alternative Options, the student may be removed from the school.

APPENDIX

Appendix A: Legal Requirements and Special Mandates

CALIFORNIA ASSEMBLY BILLS:

[CA AB 130](#)

[CA AB 167](#)

APPENDIX B: Technology Use and Checkout Form

Electronic equipment (including Chromebooks, other electronic devices, and associated accessories) issued by BEST Academy (the school) is the school's property. It is provided to students for a period as deemed appropriate by the school.

BEST Academy allows students to check out Chromebooks as a productivity tool for curriculum access and enhancement, research, school-related business, and communications. Students will act by BEST Academy's Technology Acceptable Use Policy (TAUP) regarding the appropriate use of school computers, electronic devices, and accessories.

The parent's/guardian's sole responsibility is to monitor the student's use of the Chromebook at home. BEST Academy will not be liable for any inappropriate or illegal activity of students on Chromebooks at home. The School cannot filter and monitor all internet use on the Chromebooks.

Suggested Precautions for General Chromebook Use

- Keep drinks and food far away from your Chromebook. Protect it from spills, dirt, and rain.
- Extreme temperatures can damage a Chromebook. Don't leave your Chromebook in a vehicle.
- When using your Chromebook, keep it on a flat, solid surface. This will allow air to circulate through it. For example, using a Chromebook directly on a bed can cause damage due to overheating.
- Know where your Chromebook is at all times. Don't leave your Chromebook unattended or loan it to a friend or family member.

Students must comply with and agree to the following conditions before being issued a Chromebook:

- Within three days of issuance, students will verify that Chromebooks are in proper working condition and will notify BEST Academy of any damage or problems.
- Students will not install any additional software or change the configuration of the assigned equipment in any way without prior consultation with the school's IT Department.
- Students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
- Students will not be held responsible for manufacturing defects, technical problems resulting from regular school-related use, or reasonable wear and tear.
- Students will use Chromebooks primarily for academic and school-related activities and will abide by BEST Academy's Technology Acceptable Use Policy (TAUP).
- Activities on the Chromebook, including, but not limited to, viewing of websites and downloading files, can and may be monitored by the school.
- Students must provide access to any electronic equipment and/or accessories they have been assigned upon the school's request.
- Upon withdrawal from the school, students must promptly return the assigned Chromebook and associated accessories to the school in the same condition in which it was issued (excluding normal wear and tear).

BEST Academy reserves the right to update and/or modify these procedures at any time.

STUDENT AGREEMENT

I agree that I have read and understood the School's Chromebook Use Policy. I agree to follow the rules contained in the policy. I understand that if I violate the Chromebook Use Policy or the Technology Acceptable Use Policy, my access privileges may be revoked and I may face other disciplinary measures.

Student Name (PLEASE PRINT): _____

Student Signature _____ Date: _____

PARENT/GUARDIAN AGREEMENT

As a parent or guardian of the student signing above, I have read and understood the School's Chromebook Use Policy. I now grant permission for him/her to access the Technology resources and privileges provided by the District. I recognize that student Internet use on Chromebooks will not always be filtered or monitored. I will not hold the district responsible for materials acquired on the Internet. I understand that individuals and families may be held responsible for the consequences of the Technology Acceptable Use Policy violations. I understand that we are held responsible for reimbursing the District for damage, repairs, or replacement of a Chromebook computer, electronic devices, and related equipment and accessories assigned to my student due to intentional vandalism or negligence.

Parent/Guardian Name(s) (PLEASE PRINT): _____

Parent/Guardian Signature: _____ Date: _____

EQUIPMENT/ITEMS: *To be completed by School Administration or IT Department*

Brand/Model: _____ Serial Nbr: _____ Tag/ID Nbr: _____

ISSUED Condition: (Overall condition, scratched, dented, bent, missing keys, missing parts)

Charger included (Y/N): ____ Case/bag included (Y/N): ____ Other _____

Issue Date: _____ IT Signature: _____

RETURN Condition: (Overall condition, scratched, dented, bent, missing keys, missing parts)

Charger included (Y/N): ____ Case/bag included (Y/N): ____ Other _____

Return Date: _____ IT Signature: _____

BEST ACADEMY HANDBOOK CONFIRMATION PAGE

I have received and read the BEST Academy Handbook and agree to comply with the policies above and procedures.

Signature of Student

Date

Print Name of Student

Signature of Parent/Legal Guardian

Date

Print Name of Parent/Legal Guardian

Signature of Teacher

Date

Print Name of Teacher

Once signed, this document will be placed in the student's file.