



ELITE[™]
— A C A D E M I C —
A C A D E M Y

Parent/Student Handbook 2019-2020

Elite Academic Academy Charter Schools

www.eliteacademic.com

#BeElite

Dear Student and Parent/Guardian(s),

Welcome to Elite Academic Academy (“Elite Academic Academy” or “EAA”)! We are so excited to share in this educational journey with you! This handbook, outlines what it is to #BeElite, and gives some insight to Elite Academic Academy’s mission and vision. Please review the contents of this handbook, sign the acknowledgement page, return it to your student’s Elite Educator and keep accessible for future reference.

Elite Academic Academy was founded in 2018. It is a FREE PUBLIC Independent Study Charter School. We are here to provide students and families the option of flexible personalized learning environments with superior education! We provide students not only with rigorous curriculum options, but also provide students with amazing enrichment opportunities! This includes our Elite Athletic Academy, Visual and Performing Arts Academy (VAPA), and Career Technical Education courses. Our vast selection of courses and support academies offers students the opportunity to prepare for college and career, all while capturing the essence of 21st Century skills.

Our vision at Elite Academic Academy is to create an opportunity of flexible learning environments so that our students can celebrate their diversity within our superior learning environment. This environment and empowerment will allow our students to gain the necessary skills to achieve long-term educational, professional, personal goals, and dreams! We want all students to #BeElite and EAA allows students to find their interests, strengths, and make those connections through experience.

EAA faculty are eager to serve your child and foster a lifetime experience of discovery, learning, nurturing, diversity, and fun! We look forward to working with you as a team to help each Elite Academic Academy student meet their individualized goals throughout the school year!

#BeElite!

Best Regards,

Elite Academic Administration

**Please note that changes to this document may be updated periodically. Parent/Guardians and students will be notified of the changes.*

Table of Contents

| | |
|--|----|
| Charter Authorizers..... | 7 |
| Mission Statement..... | 7 |
| Vision | 7 |
| Parent Involvement *..... | 7 |
| Child Find..... | 8 |
| Academic/Guidance Counselor | 8 |
| Elite Educator..... | 8 |
| Master Agreement..... | 8 |
| Attendance* | 9 |
| Academic and/or Attendance Problems and Concerns..... | 9 |
| Missed Assignments | 9 |
| Missed Appointments | 9 |
| School Calendar..... | 10 |
| EAA Online Netiquette and Policies | 10 |
| Plagiarism or Cheating..... | 10 |
| Consequences for Plagiarism/Cheating..... | 11 |
| Student/Parent Grievance Procedure for Plagiarism | 12 |
| Elite Academic Academy Policies/Procedures/Regulations..... | 12 |
| Cyberbullying and Harassment | 12 |
| Student Reporting for Cyberbullying/Harassment..... | 13 |
| Administrative Action Plan for Cyberbullying/Harassment..... | 13 |
| Consequences for students who partake in Cyberbullying or Harassment | 14 |
| Acceptable Use Policy..... | 14 |
| Netiquette for the Internet (Keeping Students Safe Online)..... | 15 |
| Substance Abuse, Suspension, and Expulsion Procedures..... | 15 |
| Suspension Procedure | 17 |
| Informal Conference: | 17 |
| Notice to Parents/Guardians..... | 17 |
| Authority to Expel | 18 |

| | |
|--|----|
| Expulsion Procedure | 18 |
| Record of Hearing..... | 19 |
| Presentation of Evidence | 19 |
| Written Notice to Expel..... | 19 |
| Appeal Rights | 20 |
| Disciplinary Records..... | 20 |
| Expelled Pupils/Alternative Education | 20 |
| Rehabilitation Plans | 20 |
| Readmission..... | 20 |
| Anti-Discrimination..... | 21 |
| Academics | 21 |
| Course Grading Scale | 21 |
| Adding or Changing Courses | 22 |
| Extensions | 22 |
| Academic Probation | 23 |
| Elite Student Learning Expectations..... | 23 |
| Communication..... | 23 |
| Standardized Testing..... | 23 |
| ELPAC (English Language Proficiency Assessment for California) | 23 |
| SBAC (Smarter Balanced Assessment) -CAASPP | 24 |
| PFT (Physical Fitness Test)..... | 24 |
| SAT/ACT- (optional)..... | 25 |
| PSAT/NMSQT - (<i>optional</i>)..... | 25 |
| Special Education and Testing..... | 25 |
| Scantron Testing..... | 25 |
| Middle School..... | 26 |
| Grade Level/Middle School Promotion, Retention, & Acceleration..... | 26 |
| California Healthy School Act (CYHA) (AB 2601) | 27 |
| Contact Information | 27 |
| High School Graduation Requirements..... | 28 |

| | |
|---|----|
| Credit and Graduation Requirements | 28 |
| Transfer Credits/Transcripts | 28 |
| Repeated Courses/Credit Recovery..... | 29 |
| Partial Credit..... | 29 |
| Community College Information-Concurrent Enrollment | 29 |
| English Language Learners (EL)..... | 30 |
| Criteria for Reclassifying (RFEP) EL students..... | 30 |
| Special Education/504..... | 31 |
| Educational Funds -TK-8th | 31 |
| Educational Funds 9th-12th..... | 32 |
| Use of Educational Funds | 33 |
| Unacceptable Use of Educational Funds | 37 |
| Vendors..... | 37 |
| Visual and Performing Arts (VAPA)-Enrichment Academy*..... | 38 |
| Career Technical Education (CTE)- Enrichment Academy* | 38 |
| Athletics - Enrichment Academy* | 38 |
| Vendor Centers..... | 39 |
| Reimbursement..... | 39 |
| Field Trip Policy | 40 |
| Grad/Promotion Ceremony | 40 |
| Independent Study Policy..... | 40 |
| Student Freedom of Speech/ Expression..... | 41 |
| Family Educational Rights and Privacy Act | 42 |
| Title IX Notice of Discrimination | 45 |
| Parent Liability for Student Conduct | 45 |
| Child Abuse Reporting..... | 46 |
| Civility Policy..... | 46 |
| Suicide Prevention Policy | 47 |
| McKinney Vento Information..... | 48 |
| Elite Homeschool Academy..... | 48 |

| | |
|---|----|
| Parent’s Role | 48 |
| Elite Educator’s Role..... | 49 |
| Academic Consultation..... | 50 |
| Attendance Portfolios..... | 51 |
| Guidelines for Portfolio Submissions:..... | 52 |
| Academic Progress..... | 52 |
| Attendance | 52 |
| Transitional Kindergarten..... | 54 |
| Kindergarten-Eighth Grade..... | 54 |
| Course Grading Scale TK-5th | 54 |
| Course Grading Scale --6th -12th Grade..... | 55 |
| Home School High School | 55 |
| Online Courses | 56 |
| Custom Courses | 56 |
| Flex Academy | 56 |
| What is Flex? | 56 |
| Parent’s Role | 57 |
| Elite Educator’s Role..... | 57 |
| Academic Progress | 58 |
| Attendance..... | 58 |
| Missed Meeting | 58 |
| Curriculum..... | 58 |
| Virtual Academy..... | 59 |
| Parent’s Role | 59 |
| Elite Educator’s Role..... | 59 |
| Academic Progress | 60 |
| Online Courses | 60 |
| Virtual Program Specific Assessments | 61 |
| Virtual Program - Use of Educational Funds..... | 61 |
| Student Violations | 62 |

| | |
|--|----|
| Technology Requirements | 63 |
| Student Portal Pictures on the LMS | 63 |
| Course Catalog..... | 64 |
| Course Change Requests..... | 64 |
| Course Drop Procedures..... | 64 |
| Withdrawal Procedures | 64 |
| Synchronous and Asynchronous Lessons..... | 64 |
| Syllabus | 65 |
| Elite Course Announcements..... | 65 |
| High School Prerequisites | 65 |
| Email Accounts..... | 65 |
| Email Expectations | 65 |
| Student Clubs..... | 66 |
| Elite Adult Academy | 66 |
| Overview..... | 66 |
| Student’s Role..... | 66 |
| Elite Educator’s Role..... | 67 |
| Adult High School Diploma..... | 67 |
| High School Diploma Requirements..... | 68 |
| Credit and Graduation Requirements..... | 68 |
| High School Diploma Pathways | 68 |
| Course Offerings | 69 |
| Online Courses | 70 |
| Workforce Innovation and Opportunity Act (WIOA) Centers..... | 70 |
| Career Technical Education (CTE) | 70 |
| Student/Parent Handbook Acknowledgement Form..... | 71 |

Charter Authorizers

Elite Academic Academy Charter Schools is a program authorized by Lucerne Valley Unified School District and Mountain Empire Unified School District.

Mission Statement

Elite Academic Academy (EAA) is the premier independent study educational option with the goal of ensuring college, vocational and workforce readiness from all of our graduates. We believe learning best occurs in flexible, personalized environments for students who need individualized learning and or choose not to attend traditional brick and mortar schools.

Elite Academic Academy enables students to become literate, self-motivated, lifelong learners by creating a safe, multicultural student-centered environment where they are held to high academic and behavioral standards. EAA provides high quality and rigorous standards through traditional and virtual curriculum options. We also provide unique academies with emphasis on Elite Athletic Training, Visual and Performing Arts (VAPA), and Career Technical Education (CTE) opportunities to ensure our students graduate ready for the 21st century workforce.

Vision

Elite Academic Academy harnesses the power of flexible learning environments to provide a superior education for our students. Working with all stakeholders, we will create a personalized learning environment designed to enable each student to gain the skills necessary to achieve their long-term educational, professional, and personal goals and dreams.

Parent Involvement *

Parent support is vital in ensuring student success. The role of a parent at Elite Academic is as follows:

- Respond to school's communication within a timely manner.
- Provide all required documentation for continued enrollment such as proof of residency.
- Have student attend and complete all mandated school assessments.
- Attend IEP/504 meetings (if applicable).
- Provide any necessary documentation and information to the school in order to record attendance in accordance with applicable law.

* See specific program handbook for more details.

Child Find

Elite Academic Academy ensures that all children with disabilities within its jurisdiction, including children with disabilities, who are homeless, or wards of the state, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, evaluated, and given proper special services provided by the school. If you suspect your child has a disability, please contact the Elite guidance counselor for further steps.

Academic/Guidance Counselor

Our Elite Academic Academy (EAA) guidance counselor will provide students with a wealth of opportunities and resources for growth and support. Our highly trained counselors are in constant communication with students, parents, and Elite Educators to ensure that the best decisions are being made for each individual student. Our counselor, along with the Elite Educator, will meet with students to plan their educational route, provide them with unique customized academic plans, and support the students in their Elite educational journey. Our counselor is also available for emotional support, college and career planning, social development, and academic support.

Elite Educator

At Elite Academic Academy, emotional and academic student success is our focus; therefore, building positive relationships is our priority. The first step to building a positive teacher-student relationship is through an Elite Educator (who is a credentialed teacher). An Elite Educator offers a sense of community and belonging. This teacher will be with the Elite student throughout their experience with EAA to continuously support students, pass along general announcements, and work with parents to bridge student success. The Elite Educator will be the teacher of record who is responsible for maintaining all student records.

Master Agreement

The Master Agreement is the legal contract between EAA, the student, parent/guardian(s), the Elite Educator, and other responsible persons. The agreement documents the students individual course of study, the curriculum, the time and frequency in which the student meets with faculty. It is updated and signed annually. The Master Agreement must be signed and will be in effect prior to the student's attendance start dates with EAA.

Attendance*

Students are required to be working every school day. The chart below shows the required minutes per year for the various grade levels. *See your specific program for details.

| Charter School | Required Days | Required Minutes |
|-----------------------------------|---------------|------------------|
| Applicable to all charter schools | 175 | Tk-K 36,000 |
| | | 1-3 50,400 |
| | | 4-8 54,000 |
| | | 9-12 64,800 |

Academic and/or Attendance Problems and Concerns

To ensure continuous enrollment at Elite Academic Academy, a student must keep scheduled appointments and complete assignments by due dates. Attendance and academic progress are measured by work completion and daily educational engagement. Consequences for non-compliance are outlined in the Non-Compliance Attendance Policy and include a placement review and possible withdrawal from the program.

Missed Assignments

Elite Academic Academy expects students to complete all work assigned by the conclusion of the learning period. EAA does recognize that there are circumstances when this is not possible. State law requires a definition of maximum allowable missed assignments before the process begins for determining if independent study is an appropriate placement.

The master agreement signed by all interested parties specifies that students who fail to complete at least 75% of the assigned work in a learning period will trigger the formal non-compliance procedure.

Missed Appointments

It is expected that students will meet with their teachers at least once every two weeks or more frequently, if indicated by academic need. Meetings may take place in person at a public facility or virtually. In the event a student misses a second consecutive scheduled appointment, including services such as tutoring or special education, the formal non-compliance procedure is triggered.

Should the non-compliance procedure begin, Elite Academic Academy will work with students and families to implement strategies to ensure student success. After three occurrences, the Director/designee will make the final determination of whether independent study is the best placement for the student. Factors for this determination include student attendance, academic progress, and information provided by the parent/guardian indicating extenuating circumstances.

School Calendar

[Elite Academic Academy Calendar](#)

EAA Online Netiquette and Policies

“If you wouldn’t do or say it in real life, don’t do it online either.”

Netiquette refers to the rules that apply to EAA’s online communication. Below is a guideline for students to adhere to when posting online for class discussions, collaboration, presentations, and general communication:

- Do not type in ALL CAPS! To others reading your screen, it seems as though you are yelling!
- Stay on topic; if the conversation leads you in a completely different direction, leave the other topic for discussion via IM, online chat groups, clubs, in person, or on the phone.
- Do not badmouth others or call them names. If you disagree with a classmate on a topic, state your opinion without name calling.
- Address classmates with their names. Always say “please” and “thank you”. Manners go a long way!
- Make sure you read through the entire discussion thread before responding. Someone else may have already posted your idea.
- Always check spelling, grammar, and read through your response before posting. Autocorrect can sometimes never be correct.
- Be forgiving of your classmates if they make a mistake. We are all in this together to learn and sometimes the best lessons come from simple mistakes.

Plagiarism or Cheating

Academic integrity is the one of the many values of Elite Academic Academy. Students are expected to display their own original thoughts and ideas in their work. If a student uses someone else’s work or ideas, the referenced must be accompanied by a specific citation identifying the original source(s). Citation formats differ according to courses. Please contact your instructor for citation and reference formats. All formal papers will be checked for plagiarism using the Turnitin program.

If an EAA student copies verbatim or paraphrases the ideas/works of another without reference, it is considered plagiarism. Below are some examples of what plagiarism, lack of academic integrity and cheating can look like:

- Copying answers from someone else’s test or any other form of cheating on an examination.
- Submitting an assignment that was used for another class, and not changing or enhancing the assignment.

- Falsifying information on a document or assignment
- Providing another student with prior assignments for a course.

Participating in an online discussion thread, creating a presentation, essay, or any other form of an assignment must be the original work of the student. Although students are encouraged to read, and research others' points of views, secondary courses, etc. they are to properly cite and document the source.

Consequences for Plagiarism/Cheating

If a student's work is in violation of academic integrity in any course during the student's enrollment at Elite Academic Academy, the following consequences will be taken to address the violation.

Consequences:

| | |
|-----------------------------------|--|
| First Offense | <ul style="list-style-type: none"> • Student may correct their mistake and redo the assignment within a one-week time span. Student may not redo assignment if it is a Final for the course. Student's newly submitted assignment grade will be deducted by 20% due to the infraction. • If the student does not redo the assignment, he/she will receive a zero on the assignment. • A telephone conversation with parents, administrator, counselor, student and teacher will be made upon first violation. |
| Second Offense | <ul style="list-style-type: none"> • Student will receive an assignment grade of zero, with no option to correct or redo the assignment. • Telephone conference with school administrator, counselor, teacher, student and parent will take place. |
| Third Offense | <ul style="list-style-type: none"> • Student will receive a failed grade in the course in which the first two offenses occurred. • Telephone conference with counselor, administrator, teacher, student, and parents. • Documentation of violation will be added into the student's discipline record, where colleges, and other educational institutes may be provided documentation if the student seeks to enroll, or transfer. |
| Special Education Students | <p>A student that holds a valid IEP or 504 plan will be referred to the Special Education Department Head where EAA will comply with all provisions of applicable law in addressing any student violations.</p> |

Student/Parent Grievance Procedure for Plagiarism

The following procedure is established by Elite Academic Academy to ensure that students' grievances are appropriately and fairly addressed in a timely manner. EAA prohibits discrimination against students and families based on disability, race, creed, gender, color, national origin, or religion.

If a student is accused of plagiarism, cheating, or any other form of academic dishonesty, and the parent/student disagree, the following Grievance procedure should be followed in a timely manner:

- A written response to EAA administration for the grievance that explains why he/she disagrees with the accusation.
- EAA administrator will investigate and respond to the parent(s)/guardian with a written response within ten (10) working days.
- If the grievance is not resolved, the student and parent(s)/guardian may request within ten (10) working days, a review with the governing school board. The governing board will then investigate and then respond to the student and parent(s)/guardian within ten (10) working days. The governing board will base their decision off a simple majority vote. The governing board's decision is final.

Elite Academic Academy Policies/Procedures/Regulations

Cyberbullying and Harassment

Elite Academic Academy has a no tolerance policy for cyberbullying or harassment of any kind. Students are responsible for behaving in an appropriate, responsible, ethical, and legal manner when communicating online or in person.

- *Harassment* is defined as any unwanted conduct or creating an unpleasant or hostile situation based on a protected class (i.e. race, color, national origin, religion, gender, age, disability, or sexual orientation).
- *Cyberbullying* can be, but is not limited to, threats, insults, verbal abuse, racial slurs, sharing negative, harmful, false, or mean content about someone else through digital devices and platforms (IM, email, discussion threads, chat rooms, websites, social media, etc.).
- *Offensive content* is defined, but not limited to, sexual comments, sexual images, racial slurs, gender-specific comments, disabilities, color, race, or economic status.
- Communicating in the EAA online environment, students are expected to adhere to the following procedures, regulations, and policies:
- Accepting an instant message (IM) means it will be used properly for school purposes and communication with faculty and staff will be appropriate and free from cyberbullying or harassment.

- Communication in email or Live Sessions will be free from cyberbullying and harassment. Contents in an email or Live Sessions will be school appropriate.
- Cyberbullying or harassment by any faculty, parent/guardian, or student will not be tolerated in the online environment or in person.

Harassment, cyber-bullying, and offensive content are actions that present situations which interfere with the culture of Elite Academic Academy and student academic and social success; they will **not** be tolerated.

Student Reporting for Cyberbullying/Harassment

If a student feels that he/she is a victim of cyber-bullying or harassment, the following steps should be followed:

| |
|--|
| <ul style="list-style-type: none"> • Do NOT respond to the person accused of harassment or cyberbullying. |
| <ul style="list-style-type: none"> • Keep evidence of cyber-bullying and record the times, dates, and descriptions or screen shots of the bullying. |
| <ul style="list-style-type: none"> • If the cyberbullying from another student occurs during a live session or or group assignment, notify the Elite Educator and send the Elite Educator documentation as soon as possible. |
| <ul style="list-style-type: none"> • If Cyberbullying or harassment occurs from another Elite student outside of the classroom environment, document the incident and send the documentation to the Program Director as soon as possible. |
| <ul style="list-style-type: none"> • If the Cyberbullying or harassment is from an Elite Faculty member, document the incident and report it to the Program Director as soon as possible. |
| <ul style="list-style-type: none"> • If the Cyberbullying or harassment is from an Elite Administrator, document the incident and report it to the Guidance Counselor as soon as possible who will report it to the Chief Academic Officer. |

Administrative Action Plan for Cyberbullying/Harassment

When a *student reports* an incident of cyber-bullying or harassment to a *Elite Educator*, the Elite Educator will follow the protocol below:

- Review documentation of abusive communication from the student.
- The Elite Educator will discuss the incident with the accused student and decide if the incident warrants a loss of points in the course or, if the incident is severe enough, the teacher will contact the Program Director. Documentation of the incident will be placed in the student’s discipline file.

- The Elite Educator will schedule a phone conference with the student's parent(s)/guardian to discuss the matter.
- If, in the sole discretion of EAA the incident warrants consideration of expulsion, EAA may initiate the expulsion process.

When a student reports an incident of cyberbullying or harassment to a Program Director, the following protocol will occur:

- The Program Director will collect all available documentation concerning the incident.
- The Program Director will discuss the incident with the student and will decide what further actions, if any, are appropriate. Documentation of the incident will be placed in the student's discipline file.

If a student reports harassment or cyberbullying by an EAA staff member or vendor, EAA will take will take necessary actions in accordance with EAA policies and as required by state and federal law.

Consequences for students who partake in Cyberbullying or Harassment

- Lose points for coursework
- Participate in a parent(s)/guardian conference
- Receive a warning about a possible expulsion for a repeated offense
- Work with the guidance counselor to complete a bullying prevention program
- Attend counseling sessions
- Referred to be a candidate for expulsion

Students are encouraged to read more about [Cyberbullying](#).

Acceptable Use Policy

Internet access is required for all Elite Academic Academy students. Internet access allows students to meet attendance requirements for EAA courses, offers valuable information for the student's academic research, and allows diversity for learning; however, access to the internet must be used in a responsible, ethical, safe, and legal manner.

On a global internet network, it is impossible to control all materials accessible by students and sometimes students may discover controversial information by accident or deliberately. Elite Academic Academy families should be aware that some material available on the internet may contain inaccurate information, offensive information, and some potentially illegal items.

Internet access is a privilege, not a right; therefore, students, families, and faculty must adhere to the strict guidelines of EAA internet use which include the following::

- **Cease** from using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language (CA Law & EAA policy)
- **Cease** from eliminating, copying, or plagiarizing internet content.
- **Cease** from creating or distributing computer viruses or content that may be harmful to other computers
- **Cease** from hacking into others' systems
- **Cease** from sending spam mail

Netiquette for the Internet (Keeping Students Safe Online)

- **Always** protect your passwords. Write your passwords down and keep in a safe place. **Do not share** your passwords with anyone.
- **Do not reply to emails from strangers** that ask for personal information such as your address, asking to meet in person, or arranging to contact you. **Report this immediately to a school employee.**
- **Do not reply** to emails asking for credit card numbers, or social security numbers, or any other personal information.
- Do not violate the terms and conditions of the websites.
- Do not violate any intellectual property or rights of others.
- Always write down or screen shot any error messages that appears when you are working with any application in any online and report it to your Elite Educator or Program Director.
- Do not violate others' privacy rights.
- Do not participate or initiate in any form of harassment or cyberbullying online, in emails, direct messages, instant messages, etc.

EAA students are expected to comply with all local, state and federal laws regarding internet usage. EAA students and parents are expected to fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted via internet access.

Student violations of EAA internet policies will be addressed in accordance with EAA's student discipline procedures and policies and may result in suspension and/or expulsion.

Substance Abuse, Suspension, and Expulsion Procedures

Students may be suspended or expelled from EAA for non-compliance with the terms of the parent-student contract, or any material violation of any of the conditions, standards or procedures set forth in the charter school charter, the school handbook, the school's policies and procedures, or for practices describes in CA Education Code 48900 (quoted below). The Special Education Director will be involved in the suspension/expulsion process for all identified pupils with disabilities to ensure full compliance with the law.

This charter school will suspend a student from participation in all school events outside of the student's home if the student is found to have committed any act listed in CA Education Code 48900 that occurs during, or while going to or coming from, a school sponsored class, a school site, an assessment session, or any other school activity. If the student violates a written requirement to be at home during school hours and not at any location where the school is holding educational events, the suspended student is subject to expulsion.

CA Education Code 48900

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors,

teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

Suspension Procedure

Informal Conference:

Suspension shall be preceded by an informal conference conducted by the Elite Academic Academy CEO or designee with the student and whenever practicable, the teacher, supervisor or school employee who referred the student to the CEO.

The conference may be omitted if the Elite Academic Academy CEO or designee determines that an emergency exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for a conference.

Notice to Parents/Guardians

At the time of the suspension, an EAA employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. In addition, the notice shall also state the date

and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

Authority to Expel

Only the Elite Academic Academy governing board, upon the recommendation of the expulsion panel (made up of three people with administrative credentials not employed by the school, as practicable), may expel a student. The governing board may expel any student found to have committed an expellable offense listed in the “Grounds for Suspension and Expulsion” in the student handbook.

A student may only be expelled upon the finding and recommendation of the expulsion panel, if the EAA governing board finds that the student committed the expellable offense and at least one of the following findings may be substantiated:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Expulsion Procedure

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the CEO or designee determines that one of the acts listed under “Grounds for Suspension and Expulsion” has occurred. The hearing will be presided over by an appointee or panel of the governing board (“expulsion panel”). The CEO may make a recommendation to the expulsion panel. Written notice of the hearing shall be forwarded to the student and the student’s parent/guardian at least ten (10) calendar days before the date of the hearing. The notice shall include:

1. The date and place of the hearing.
2. A statement of the specific facts, charge(s) and offense(s) upon which the proposed expulsion is based.
3. A copy of EAA’s disciplinary rules which relate to the alleged violation.
4. Notification of the student’s or parent/guardian’s obligation to provide information about the student’s status in EAA to any other district in which the student seeks enrollment.
5. The opportunity for the student or the student’s parent/guardian to appear in person or to employ and be represented by counsel.

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, if a reasonably accurate and complete record of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to an expulsion hearing, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the expulsion panel to expel must be supported by substantial evidence that the student committed any of the acts listed in "Suspension and Expulsion" in the student/parent handbook. Finding of facts shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

The decision of the expulsion panel shall be in the form of a recommendation to the Elite Academic Academy governing board which will make a final determination regarding the expulsion.

Written Notice to Expel

The CEO or designee, following a decision of the Elite Academic Academy's governing board to expel, shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student or any of the acts listed in "Suspension and Expulsion" in the student/parent handbook.
2. Notice of the student's or parent /guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with EAA. The CEO or designee shall send written notice of the decision to expel to the student's district of residence and the County Office of Education. This notice shall include the following:
 - a. The student's name
 - b. The specific offense committed by the student

Upon expulsion from Elite Academic Academy, students will attend school pursuant to the procedure of their district of residence pertaining to expelled students.

Every student is entitled under fundamental principles of due process to know precisely what conduct is prohibited prior to being disciplined for such conduct. Therefore, no student shall be disciplined for an offense which is not specified in the acts listed in “Suspension and Expulsion” in the student handbook.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities. Further, because this is a virtual school and many of the suspendable and expellable offenses can only occur in person, the EAA governing board and CEO, as appropriate, will consider alternatives that result in students continuing their education without any personal interaction with other students.

Appeal Rights

The student shall have no right of appeal from expulsion from the Elite Academic Academy as the EAA governing board’s decision to expel shall be final.

Disciplinary Records

Elite Academic Academy shall maintain records of all student suspensions and expulsions at EAA. Such records shall be made available for the District’s review upon request, but neither the District nor the County Office of Education shall be involved in the disciplinary decision.

Expelled Pupils/Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including but not limited to programs within the county or their school district of residence.

Rehabilitation Plans

Students who are expelled from EAA shall be given a rehabilitation plan upon expulsion as developed by the governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may re-apply to Elite Academic Academy for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the governing board following a

meeting with the CEO and the pupil and guardian or representative, to determine, among other things, whether the pupil has successfully completed the rehabilitation plan, whether student poses a threat to others or whether other factors warranting a denial of the readmission exist. The CEO shall make a recommendation regarding whether readmission is appropriate to the governing board. Elite Academic Academy reserves the right to suspend or expel students pursuant to policies and procedures established by the governing board and in accordance with state and federal laws.

Anti-Discrimination

Elite Academic Academy is non-sectarian in its programs, admissions policies, employment practices, and all other operations. EAA does not charge tuition for students to attend and does not discriminate on the basis of race, ethnicity, national origin, gender, or disability as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Education 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

Academics

Elite Academic Academy uses various curriculum depending on the student’s grade level and academic ability.

Course Grading Scale

Student grades are determined by student performance on assessments (formal and informal), teacher graded activities, computer graded assignments, participation, and projects. Cumulative grade point averages (GPA) are determined by course letter grades, honors, and AP courses.

| Percentage of Grade | Letter Grade | GPA - Unweighted | GPA Honors/AP - Weighted |
|---------------------|--------------|------------------|--------------------------|
| 100-93% | A | 4.0 | 5.0 |
| 92-90% | A- | 3.7 | 4.6 |
| 89-86% | B+ | 3.3 | 4.1 |
| 85-83% | B | 3.0 | 3.8 |
| 82-80% | B- | 2.7 | 3.4 |
| 79-76% | C+ | 2.3 | 2.9 |
| 75-73% | C | 2.0 | 2.5 |
| 72-70% | C- | 1.7 | 2.1 |

| | | | |
|--------|----|-----|-----|
| 69-66% | D+ | 1.3 | 1.6 |
| 65-63% | D | 1.0 | 1.3 |
| 62-60% | D- | 0.7 | 0.9 |
| 59-1% | F | 0.0 | 0.0 |

Students' Class Rank is determined by the weighted GPA scale and is used to determine honors graduates, high honors, National Honors Society determination, and college applications. Any grades that have been replaced by a higher grade from retaking a course will remain on the transcript but will not be calculated into the weighted total for class ranking.

Adding or Changing Courses

- All course changes must be done **within in the first two weeks*** of each semester.
- Any course changed in the middle of the semester will result in the student receiving a withdrawal grade of "W" on his/her transcript.
- Students or Parents/Guardians wanting to change a course in the middle of the semester must get permission from both the counselor and program administrator.
- Students or Parents/Guardians wanting to change a course in the middle of the semester must present evidence of unsuccessful academic interventions (i.e tutoring, test-retakes etc.)
- Students or Parents/Guardians wanting to add a course outside of the instructional day will need to get permission from both the counselor and the program administrator.

* If a student changes a course, the master agreement must also be changed.

Extensions

Elite Academic Academy understands that there are times when a student may need additional time to complete the learning objectives of a course. Should a student need extra time in a course, the student needs to request an extension from their Elite Educator prior to the last day of class with a plan to finish the course and the time requested that is needed by the student to complete the course.

Academic Probation

Elite Educators, counselors, and administration will ensure that student success is one of our top priorities. If a student is not making academic progress, Elite Educators will put an intervention plan in place to help ensure student success. This could include additional meetings or outside tutoring. If after intervention, insufficient progress continues, the student may be placed on academic probation:

- Student has failed the last two (2) courses assigned.
- Student has more than two (2) failing grades on record within an academic year.
- Student does not comply with Elite Academic Academy’s attendance policies.
- Student has not attempted or complied with “Action Plan” designed by the counselor for support.

Elite Student Learning Expectations

Communication

Communication is key for student success. Families, students, Elite Educators, counselors, administration, and school staff are expected to communicate frequently to ensure student academic, social, and emotional growth.

Standardized Testing

ELPAC (English Language Proficiency Assessment for California)

The ELPAC is the test that is used to measure how well students in kindergarten through twelfth grade understand English when it is not their primary language. The ELPAC is taking the place of the California English Language Development Test (CELDT). Information from the ELPAC helps your child’s teacher provide support in the right areas.

| | Initial Assessment | Summative Assessment |
|------------|--|---|
| Who | Students will take the Initial Assessment if: <ul style="list-style-type: none">■ the student has a primary language other than English,■ the student has not taken ELPAC before, and■ the student has not been classified before as an English learner. | The Summative Assessment is given to students who are identified as an English learner on the Initial Assessment. |

| | | |
|-------------|---|--|
| What | The Initial Assessment is used to identify students as either an English learner who needs support to learn English, or as proficient in English. | The Summative Assessment is used to measure the skills of English learners. The results will help tell the school or district if the student is ready to be reclassified as proficient in English. |
| When | Students are given the Initial Assessment within 30 days of when they enroll at the school. | Students who are English learners are given the Summative Assessment every spring between February and May until they are reclassified as English proficient. |
| Why | Identifying students who need help learning in English is important so these students can get the extra help they need to do well in school and access the full curriculum. Every year students who are English learners will take the ELPAC summative to measure their progress in learning English. | |

SBAC (Smarter Balanced Assessment) -CAASPP

(For EAA Students in grade 3- 8 and 11): The Smarter Balanced Assessment System utilizes computer-adaptive tests and performance tasks that allow students to showcase English and Math proficiencies. The Summative Assessments are comprehensive end of the year assessments, aligned with the Common Core State Standards. This assessment measures students’ progress toward college and career readiness. Another test is the California Science Test (CAST) that is given to students in 5th, 8th and 10th or 11th grade. For the SBAC and CAST there is a 25-day window in which students are tested and proctored in person. All testing must be completed in a 10-day window in which the student first logs into the system. This window usually takes place between the months of March-May.

PFT (Physical Fitness Test)

Elite Academic Academy students in grades 5, 7, and 9 are required to complete the Physical Fitness Test which is measured against the FitnessGram requirements. The main goal of the PFT is to instill lifelong healthy habits of regular physical activity. The test results can be used by students, parents, and teachers to evaluate personal fitness and educate families about diseases that come from inactivity. The testing window for this test will be between March and May.

SAT/ACT- (optional)

The SAT Reasoning Test and the American College Testing Program (ACT) are standardized tests for college admissions. ACT and SAT tests are paid for individually by families or by fee waivers from the Guidance Counselor. Most colleges accept the SAT or Subject Tests as part of their admissions process. The ACT test assesses high school students' general educational development and their ability to complete college-level work. For the latest SAT/ACT schedule and practice materials click [here](#).

PSAT/NMSQT - (optional)

The Preliminary SAT/National Merit Scholarship Qualifying Test is a co-sponsored program by the College Board and National Merit Scholarship Corporation (NMSC). PSAT/NMSQT stands for **Preliminary** SAT/National Merit Scholarship Qualifying Test. It is a practice test for the SAT Reasoning Test and gives students a chance to enter the National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT measures critical reading skills, math problem-solving skills, and writing skills. Students can register for these tests independent of EAA but can see an administrator or counselor for more information or fee waiver criteria. For the latest PSAT/NMSQT testing schedule or practice material click [here](#).

Special Education and Testing

Students with a 504 plan or an IEP, will have accommodations built into their assessments according to their IEP/504. See the Special Education Coordinator or visit [here](#) for more information.

Scantron Testing

Elite Academic Academy has an internal test program (Scantron Performance series- separate from the state test) that we request all students to take at least once per year and upon entering. This test assesses reading and math and gives us immediate feedback on what your child knows and what they need to work on. It is a computer adaptive test which means the test adjusts based on your child's answers. It has approximately 50 questions for each subject. The test is designed for 2nd-8th grade students but has a non-reader portion for K-1 students who would like to be assessed. It also has a high school algebra and geometry test. It is expected that all Elite Academic Academy students grade 2nd-8th take the Scantron yearly. Scantron testing yearly shows academic progress which can help us maintain our charter.

Middle School

Grade Level/Middle School Promotion, Retention, & Acceleration

Middle School students in 6-8th grade are assigned a grade level based on the year of TK or K entry. Unless doing so is not, in the sole discretion of EAA, in the student's best interests, regardless of credit deficiency, students will be promoted to the next grade and given an opportunity to remediate credits. In the event that a student does not graduate with their cohort, EAA will provide the student with an opportunity to continue their education, as long as they are continuously enrolled in public school and making satisfactory progress towards a diploma, per Education Code Section 47612(b).

An EAA middle school student is **promoted** to the next grade level based on the following criteria:

1. Successfully earning passing grades in Mathematics, English, Social Studies, and Science (*core courses*).
2. Socially demonstrates appropriate social interactions and behaviors based upon grade level.

If a student does not meet the above criteria, he/she will be *considered* for promotion under the following circumstances:

1. Is classified as a Special Education student who received supplemental support services (IEP or 504 Plan) that do not recommend retention.
2. Teachers, Guidance Counselors, parents, and administration work together to determine that the student has shown adequate progress and mastery of the core content areas, as well as social development, to be successful in the next grade level.

An EAA middle school student may be **considered for retention** if any of the following combinations exists:

1. The student does not successfully complete the core class(es) for a passing grade.
2. Stakeholders believe the student will benefit from retention.
3. The student is performing significantly below grade level.
4. Social or emotional immaturity.
5. The student demonstrates poor work habits or has a significant amount of absences that cause the student to fall behind academically.

Parent/Guardian(s) may **appeal** the school's decision to retain a student. The process for appeal is as follows:

1. Parent/Guardian(s) must initiate the appeal within five (5) days of receiving the "Notice of Retention".
2. A written request sent to Elite Virtual Academy from the parent/guardian(s) to EAA administration explaining why they believe the retention should be reviewed.

3. The administrator will provide a written decision to the parents explaining the outcome of the appeal.
4. If the parent/guardian(s) is still in disagreement with the decision, they may appeal the retention with the governing board.

California Healthy School Act (CYHA) (AB 2601)

[CYHA](#) requires that all California public schools provide comprehensive sexual health and HIV prevention once in middle school and once in high school. [AB 2601](#) extended that requirement to charter schools. The law requires the following:

- To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy;
- To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
- To promote understanding of sexuality as a normal part of human development;
- To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end;
- To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors

Parents can use their funds to purchase the curriculum of their choice.

You as a parent also have the right to excuse your child from participating.

If you choose to not participate please write a handwritten letter or email to the Director of your program with the following:

- Name of Student
- Date
- Signature
- State that you are excusing your child from CHYA instruction
- This must be done once in high school and once in middle school

Contact Information

A valid and working email account and phone number is required for all parents. If a parent/guardian's email address, mailing address, IM address, or phone number changes, the information must be updated with the Admissions team

(admissions@eliteacademic.com).

High School Graduation Requirements

EAA's graduation requirements emphasize the traditional university preparatory courses of English, mathematics, science, social science, foreign language, and art; however, these courses will be provided in a manner that challenges each student to think beyond the subject matter that is being presented and continually place new information in the context of their own knowledge base.

*Students will be advised that for UC entrance, two years of foreign language are required/ three recommended, plus one year of visual and performing arts.

Credit and Graduation Requirements

EAA awards five credits per course, per semester. 230 credits are required to graduate. Students are eligible for a diploma when all requirements have been met.

| | | | |
|------------------|------------|---|-------------|
| English | 40 Credits | World History | 10 Credits |
| Mathematics | 20 Credits | United States History | 10 Credits |
| Life Science | 10 Credits | Visual Performing Arts/ Foreign Language | 20 Credits |
| Physical Science | 10 Credits | Physical Education | 20 Credits |
| Economics | 5 Credits | Electives | 80 Credits |
| Government | 5 Credits | Total | 230 Credits |

*High School students are assigned a grade level based on the year of 9th grade entry.

** See your Academy Handbook for Course Options.

Transfer Credits/Transcripts

EAA seeks to work with each of the school districts in which students may be re-enrolling to agree upon transfer credit back to the district.

All students will be provided the information about the transferability of academic credit to other public high schools and the eligibility to meet college entrance requirements at the time of enrollment.

Repeated Courses/Credit Recovery

- Courses that may be repeated for credit will be listed in the course description (e.g. English 9A). Courses in which grades of a D/F are earned may be repeated. The highest grade will be used in the GPA calculation. UC only allows a course to be repeated one time for grade replacement.
- If a course title is amended, the new title of the course will be reflected on any current transcripts. EAA will retain a comprehensive list of courses.

Partial Credit

A high school student is eligible to get partial credit if they complete at least one half of the course. Student will get either 2.5 or 5 credits for a course.

Community College Information-Concurrent Enrollment

Students may enroll in **community college** courses with the approval of the Elite Educator and Program Director while taking the minimum of four Elite Academic Academy classes (20 credits).

Courses may be taken at a Community Colleges for dual credit if the following circumstances have been met:

1. Must be in good academic standing with Elite Academic Academy (to ensure the student has enough ability for college rigor).
 - a. Have received a 2.5 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.
3. Must be enrolled in a minimum of 20 credits with Elite Academic Academy.

Community College Credit

1. High school credit will be awarded as follows
 - a. Courses that are at the “100” level or above. One semester of community college is equivalent to one year of high school. One community college 100 level or above = 10 high school credits (one year)
 - b. Courses below the “100” level

| College Units | Equivalent High School Credits |
|----------------------|---------------------------------------|
| 1 Unit | 1.5 Credits |
| 2 or 3 Units | 5 Credits |
| 4 or 5 Units | 10 Credits |

2. College courses must be approved prior to enrollment in the courses to ensure courses meet one of the student's graduation requirements.
3. A concurrent course form needs to be completed by the Elite Educator and needs both parent and student signature.
4. The Program Director must sign the college approval forms prior to the student's entry to community college.
5. Community College classes that are 100 or above are weighted, so an A would be worth 5 points on a 4-point high school scale.

English Language Learners (EL)

Elite Academic Academy will translate documents for families, as required by law.

Documents including ELPAC testing correspondence, all reclassification materials, and the Master Agreement will also be translated, as needed. A Home Language Survey is sent home prior to the beginning of the school year, which targets students whose primary language at home is a language other than English. This classifies the student as an English Learner (EL) student. The process for the EL student is as follows:

- All English Learner students are tested in the beginning of each school year using the English Language Proficiency Assessment for California (ELPAC).
- After the state ELPAC scores are released, parents are notified of the results within 30 days.
- EL students who do not accelerate one level per year on the ELPAC, or a similar benchmark, will be monitored and given extra targeted support services.
- All EAA students are in an English Language Mainstream academic program with an EL Support Course (Such as English Language Development ELD). The mainstream curriculum is supported by EL authorized teachers and includes vocabulary, visual, and thematic based support. EL students are accommodated within the curriculum by providing multiple opportunities to demonstrate mastery on all assessments, including writing assignments.

Criteria for Reclassifying (RFEP) EL students

The following criteria are used in tandem to determine reclassification:

- Early Advanced or Advanced with no subscore below Intermediate, or a similar criterion on the ELPAC.
- Parent Approval.
- Teacher or Assessment Coordinator approval based on work product, performance in courses, or other relevant academic criteria.

Special Education/504

EAA adheres to all laws regarding special education including, without limitation, the California Education Code; the Individuals with Disabilities Education Act (IDEA); Section 504 of the Rehabilitation Act; and, the Americans with Disabilities Act (ADA).

Educational Funds -TK-8th

The amount of funding allocated to each student's academic plan is based on the academic calendar. Educational Fund allotments vary depending upon the student's enrollment date. Students enrolled **prior** to September 3, 2019, receive the full funding amount of \$2850 (TK-8th) in two distributions for the academic year.

1st Distribution Date: 8-12-2019, Amount \$1425 (TK-8th)

2nd Distribution Date: 1-2-2020, Amount \$1425(TK-8th)

Students enrolled **after** September 3, 2019 receive the funding amounts for the academic year in the following allocation(s) based on their enrollment month.

TK-8th Grade Funding Schedule

| | August (or Earlier) Enrollment | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. |
|-----------|-----------------------------------|-------|------|------|------|------|------|------|
| August | 1425 | | | | | | | |
| September | (after the 3 rd) | 1140 | | | | | | |
| October | | | 855 | | | | | |
| November | | | | 570 | | | | |
| December | | | | | 285 | | | |
| January | 1425 | 1425 | 1425 | 1425 | 1425 | 1425 | | |
| February | | | | | | | 1140 | |
| March | | | | | | | | 855 |
| TOTAL | 2850 | 2565 | 2280 | 1995 | 1710 | 1425 | 1140 | 855 |

NOTE: The deadline to place orders for the 2019-2020 academic school year will be Friday, April 3rd, 2020. Elite Educators will request order submissions prior to this date to ensure time for processing. It is the responsibility of the parent to send order information in a timely manner to their Elite Educator. Orders will not be processed after this date. There is the potential for orders to be cancelled during the school year because items become unavailable. If you wait to place orders at the deadline, it is possible that all items will not be available, and you will lose your ability to place another order.

Educational Funds 9th-12th

The amount of funding allocated to each student’s academic plan is based on the academic calendar. Educational Fund allotments will vary depending upon the student’s official enrollment date.

Students enrolled **prior** to September 3, 2019, will receive the full funding amount of \$3200(9th-12th) in two distributions for the academic year.

1st Distribution Date: 8-12-2019, Amount \$1600 (9th-12th)

2nd Distribution Date: 1-2-2020, Amount \$1600 (9th-12th)

Students enrolled **after** September 3, 2019 will receive the funding amounts for the academic year in the following allocation(s) based on their enrollment month.

9th -12th Grade Funding Schedule

| | August (or Earlier) Enrollment | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. |
|-----------|-----------------------------------|-------|------|------|------|------|------|------|
| August | 1600 | | | | | | | |
| September | (after the 3 rd) | 1280 | | | | | | |
| October | | | 960 | | | | | |
| November | | | | 640 | | | | |
| December | | | | | 320 | | | |
| January | 1600 | 1600 | 1600 | 1600 | 1600 | 1600 | | |
| February | | | | | | | 1280 | |
| March | | | | | | | | 960 |
| TOTAL | 3200 | 2880 | 2560 | 2240 | 1920 | 1600 | 1280 | 960 |

NOTE: The deadline to place orders for the 2019-2020 academic school year will be Friday, April 3rd, 2020. Elite Educators will request order submissions prior to this date to ensure time for processing. It is the responsibility of the family to send order information in a timely manner to their Elite Educator. Orders will not be processed after this date. There is the potential for orders to be cancelled during the school year because items become unavailable. If you wait to place orders at the deadline, it is possible that all items will not be available, and you will lose your ability to place another order.

Use of Educational Funds

Elite Academic Academy allows parents to help designate state funds for their child’s education. In a traditional school, the school board, principals, and teachers decide how the

state funds are to be spent. At Elite Academic Academy, parents have the choices when it comes to spending Educational Funds. Educational Funds do not “belong” to the students or parents. Rather, they are available to cover the costs of providing educational services to students. It is the responsibility of the Elite Educator/Program Director to make sure state funds are spent wisely.

Educational Fund accounts are managed by your Elite Educator to be used for various educational materials, tutoring, and vendor classes. Your Elite Educator may make recommendations for educational materials based on the individual needs of the student. Using their best professional judgment, the Elite Educators evaluate and approve all Educational Fund requests.

If a proposed selection is denied, then alternatives will be suggested by the Elite Educator. The parent/legal guardian may appeal a denial to the Program Director. The rationale provided by the parent/legal guardian concerning the educational merits will be reviewed and any decision made at this level is final.

If any unusual orders are noted outside the scope of these guidelines and are deemed unnecessary such orders may be denied.

If adequate academic progress is not being made, the use of Educational Funds will be used first towards tutoring and curriculum to help instruction. Requests for material other than tutoring and academic help may be denied if adequate academic progress is not being made. This is determined by state testing, Scantron testing and work completed.

When deciding how to use Educational Funds for instructional materials, it is important to consider the following:

1. Basic Educational Items: Educational funding is allocated to the student for the support of new learning with a relatively minimal amount allotted to the maintenance of skills that have already been mastered. Elite Homeschool Academy will not provide instructional materials or classes disproportionate to what a similar student would receive in a traditional public school. It is imperative that core curriculum is purchased first.
2. Acceptable Use of Educational Funds Include:
 - Textbooks and workbooks
 - Tutoring
 - Instructional Vendor Classes – e.g. Art, PE, Music
 - Approved Online Learning Programs
 - Basic School Supplies - Excessive quantities of any item are not allowed.
3. Educational Materials That Support New Learning: When utilizing Educational Funds, materials and services selected must promote and advance student learning

and achievement and reading (library type) books that correlate to the student's academic plan. We encourage students to use their public library for books outside that scope.

4. **Deadline for Ordering Instructional Materials:** Educational Fund items need to be ordered by the designated deadlines. For the 2019-2020 academic school year, the last day for you to submit requests for materials or service to your Elite Educator to will be **Friday, April 3, 2020**.
5. **Tracking of Materials:** Each Elite Educator and parent/legal guardian bears the responsibility for tracking the expenses incurred to meet the educational needs and choices of each student.
6. **Parents assume responsibility for instructional materials upon receipt from Elite Academic Academy.** All non-consumable items must be returned to the school in good condition upon request or upon disenrolling from the program. Families are welcome to keep learning materials over the summer if they are re-enrolled or if they are going to use the materials with other siblings. This is subject to discretion of Elite Educator/Program Director.
7. **Need to Reflect an Appropriate Course of Study:** The purchase of educational materials should be consistent with the academic plan agreed upon by the parent/legal guardian and the Elite Educator.
8. **Non-Consumable Materials:** All materials ordered with educational funds are the property of Elite Academic Academy. All non-consumable materials ordered or borrowed from Elite Academic Academy that are no longer being used by the student must be returned to your Elite Educator when the family is done using them. If it is determined that any student has an excessive quantity of non-consumable materials checked out, these items will be requested to be returned.
9. **Lost, Damaged or Misplaced Non-Consumable Materials:** Parents/legal guardians are financially responsible for any non-consumable educational materials that are lost, misplaced or damaged by the family during the current academic school year.
10. **Educational Funds Do Not Roll Over from Year to Year:** Educational Funds issued each year are to be used during the current academic school year.
11. **Family Accounts:** The transfer or "pooling" of Educational Funds is a privilege afforded to Elite Academic Academy families and must be demonstrably related to a specific objective in core academic areas. No more than \$250 of a student's funds may be transferred to a sibling's account. This must be approved by the Program Director and Elite Educator.

Additional Materials Ordering Information

- PE Equipment: Educational funds may not be used for consumable PE-related items, which cannot be repurposed or subsequently used by another student (clothing, footwear, etc.) Basic sporting items such as a jump rope, a basketball or soccer ball would be acceptable. Maximum of \$250 for athletic equipment.
- Materials that create an “end product” (consumable) - A maximum of \$250 per student per year can be spent on supplies that have an “end product.” These supplies include science kits, history/social studies kits, scrapbooking, fabric, crocheting materials, knitting materials, construction paper, paint, glue, art pencils, crayons, cardstock, and all other art materials.
- Instructional Games and Kits (non-consumable)-A maximum of \$150 per student with a maximum of \$300 per family.
- Microscope: Up to \$250 in Educational funds may be used to order one (1) microscope per family per academic year if there is not one available.
- Musical Instruments: Up to \$250 in educational funds may be used per family for musical instruments and any peripheral items necessary for the basic use of the item. Any type of registration fee for music related events, competitions, and/or performances are not allowed. Instruments are non-consumable material items and are the property of Elite Academic Academy. Any kind of deposits needed to rent musical instruments are not allowed as they would be the responsibility of parents/legal guardians. Parents/legal guardians are financially responsible for the care and maintenance of the musical items. Instruments must be returned when they are no longer part of the student’s academic plan.
- Two printer cartridges and 6 reams of paper are allowed per family per year.
- Students may “purchase” a computer for school use for \$275 in Educational Funds and must be returned when you leave the school. Computers purchased with academic funds are to be used for academic purposes only.
- Online classes are acceptable uses of funds. Examples are Strongmind, Rosetta Stone, Raz-Kids, Time for Learning, BYU Online, Brave Writer, ALEKS, Art of Problem Solving, Well Trained Mind Academy, Online G3 and other approved vendors.
- Educational Funds can be used for field trips (educational activities) planned by the school.
- Approved tutors or tutoring agencies for core curriculum improvement.
- Gym Memberships for 12 years old and up- waiver must be signed.
- Amusement Park Memberships are not appropriate use of Educational Funds. Memberships will be evaluated by the Program Director on a case by case basis and must meet Common Core standards.

Unacceptable Use of Educational Funds

The following items are NOT allowed when using Educational Funds:

- Excessive Quantities of any Educational Materials – No more than a reasonable per student quantity of items is permitted.
- Generic library books intended for free reading and not a part of the student's academic plan. Please use your local public library.
- Sophisticated Office Supplies: Filing or shelving units, paper shredders, paper cutters, laminate machines, electric pencil sharpeners, electric staplers, tape dispensers, etc.
- Home and Office Equipment: DVD and CD players, tablets, faxes, phones, dictation equipment, TV's, three-in-one printer/copier/scanners, etc. It helps if a student's home is equipped with the basic home and office supplies.
- Sectarian / Religious Service Vendors or Materials: While some of our approved vendors may carry items that are religious in nature, such items cannot be ordered. However, educational materials that survey a variety of world religions or viewpoints may be acceptable based on the academic plan.
- Food
- Personal Hygiene Items
- Kitchen Equipment
- Yard Equipment
- SPED Services
- Vendor fees related to anything other than instruction: No fees unrelated to direct instruction will be allowed including registration fees.
- Materials or services that may expose the student or Elite Educator to potential danger or serious injury are not permitted.
- Dissection Tools and Science Kits (such as Chemistry) must be age appropriate.
- Large or Heavy Items: Limited to those items which the staff can reasonably transport and house.
- Inappropriate materials and/or services: Subject to review by the Elite Academic Academy Director.

This list is not all inclusive. Elite Academic Academy reserves the right to refuse selections that are deemed inappropriate. Contact your Elite Educator if you have questions or concerns.

Vendors

An Elite Academic Academy vendor is an independent contractor who partners with EAA to provide materials and / or services for EAA students that are paid for with the student's educational funds. Request add new vendors to EAA's approved vendor list can be made by providing an Elite Educator with the vendor name, phone number, email address, and type of vendor. Elite vendors must go through our selection process to qualify to serve EAA students. EAA aims to provide a diverse range of curriculum to help personalize education for each student.

Visual and Performing Arts (VAPA)-Enrichment Academy*

Elite Visual and Performing Arts Academy (VAPA) was developed for students who desire to thrive in academics, while also excelling artistically. Students can use their Educational Funds to participate in extra-curricular opportunities such as:

- Acting
- Dance
- Singing
- Musical Theatre
- Music (Instruments)
- Stage Combat
- Acting for the Camera
- Cinematography
- Shakespeare Technique
- Audition Technique
- Literature and Criticism
- Creative Writing
- Voice Speech
- Spoken Word Poetry
- Movement

See your Elite Educator for offerings available in your area. For more information, please contact our VAPA Lead, [Mr. James Fowler](#) or call 1-866-354-8302 ext.708.

*Student can only participate in the enrichment academy if they have a 2.0 grade point average and are making academic progress.

Career Technical Education (CTE)- Enrichment Academy*

Career Technical Education (CTE) courses combine both college preparation and real-world workforce skill development. Students will take a series of courses that allow students to earn certifications, job shadowing opportunities, and more! See your Elite Educator for CTE classes in your area.

*Student can only participate in the enrichment academy if they have a 2.0 grade point average and are making academic progress.

Athletics - Enrichment Academy*

The Elite Athletic Academy provides athletes of all levels the unique opportunity to Benchmark and customize their athletic development.

For more information, please contact our Athletic Academy Lead, [Mr. Andy Allanson](#) or call 1-866-354-8302 ext. 709.

*Student can only participate in the enrichment academy if they have a 2.0 grade point average and are making academic progress.

Vendor Centers

Elite Academic Academy works with several vendors to help support your educational model and philosophy. Students can attend vendor centers for classes up to four days per week according to independent study law. The student is enrolled at Elite Academic Academy and receives his/her report card from Elite, not the vendor center. Vendor Centers are private entities that help support an independent study student on their educational journey. Vendor Centers are to provide enrichment opportunities while Elite Academic Academy provides core curriculum.

Reimbursement

Students must be making satisfactory academic progress in core classes and must have curriculum purchased prior to requesting reimbursements. All vendor class instruction needs to be approved and put in the OPS system by your Elite Educator. If you want to be reimbursed for approved curriculum, you must also have pre-approval in writing.

Working with a vendor not on EAA's approved list must be approved by an Elite Educator prior to enrolling. Reimbursements are obtained by completing the required form and submitting the original receipt. In addition:

- Parents/Guardians must contact their Elite Educator prior to registration in the class to check on availability of funds and ensure academic alignment.
- **Parents need approval in writing that the class is aligned with the students' academic program and they are eligible for reimbursement.**
- If funds are available, the Elite Educator gives parents the Reimbursement Request to fill out. Parents complete the form and return the form with the original receipt.
- Elite Educators must include a description of the class/course and how it aligns to the standards.
- Parents are reimbursed after completion of the class.
- Reimbursements are only applicable to pre-approved vendors by the Elite Educators and Directors.

[Parent/Elite Educator Reimbursement Form](#)

See Elite Academic Academy's website for EAA's approved vendor list!

Field Trip Policy

Elite Academic Academy students will be provided with the opportunity to attend field trips (local and overnight). Safety and learning of all students is the top priority of the staff at all times. Students who have a failing grade, poor attendance, or poor behavior history will be ineligible to participate.

Elite Academic Academy plans about 2 field trips per month (16-18 per year) depending on availability. Parents are welcome to suggest ideas for possible field trips to the Program Directors. Students are able to use their educational funds to pay for field trips. Unless otherwise required by applicable law under certain circumstances, **parents are required to transport their child on the field trips.** Parents and siblings are welcome to come along on field trips but must pay for the field trip on their own. Parents are required to fill out a [Educational Activity form](#) for all students participating and the [Parent/Sibling form](#) for non-Elite Academic Academy students and provide *non-refundable* payment prior to the field trip.

Grad/Promotion Ceremony

Graduation and Promotion ceremonies are an exciting time for Elite staff, students, and families! Graduation and Promotion ceremonies take place once a year at the end of the school year at various locations. Students and parents will be notified of graduation and promotion locations, dates, and times in ample time for planning.

Independent Study Policy

Elite Academic Academy offers independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum. Elite shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by EAA's governing board:

1. For pupils in all grade levels, 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 35 school days.
2. The number of missed assignments that will result in an evaluation being conducted to determine whether it is in the best interest of the student to remain in independent study shall be 25% of the assignments or missing two consecutive appointments. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.

3. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following: The manner, time, frequency, and place for submitting a student's assignments and for reporting his or her progress. The minimum required frequency for reporting is once every two weeks that school is in session.

The objectives and methods of study for the student's work, and the methods utilized to evaluate that work. The specific resources, including materials and personnel, that will be made available to the pupil. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether the student should be allowed to continue in independent study. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer one school year. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the student is offered the alternative of classroom instruction. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for aiding the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

Student Freedom of Speech/ Expression

Elite Academic Academy believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular. Students shall have the right to exercise freedom of speech and of the press including, but not limited to the: (1) use of bulletin boards; (2) distribution of printed materials or petitions; (3) wearing of buttons, badges, and other insignia; and (4) right of expression in official school publications. "Official school publications" refers to material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. The program lead/director or designee will supervise the material produced by students to ensure it meets professional standards of English and journalism.

Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that incite students creating a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school's orderly operation. The use of "fighting words" or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace. A student shall be subject to discipline for out-of-school expression, including expression on Internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the Program Director a written request that identifies the records they wish to inspect. The Program Director will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the Program Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a

person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational

authorities, such as the CDE. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

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

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

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

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory

information from your child's education records without your prior written consent, you must notify the school and "opt out" of the directory.

All of the following items of directory information relating to a student may be released to a designated recipient unless a written request is on file to withhold its release:

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

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

Title IX Notice of Discrimination

Elite Academic Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the [school's non-discrimination policies](#):

Ms. Meghan Freeman
43414 Business Park Drive Temecula, California 92590
1-866-354-8302 extension 703

Parent Liability for Student Conduct

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

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

Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a student and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the student his or her due process rights, withhold the grades, diploma, and

transcripts of the student responsible for the damage until the student or the student's parent or guardian has paid for the damages thereto. The school will notify the parent or guardian of the student's alleged misconduct before withholding the student's grades, diploma, or transcripts.

If the minor and parent are unable to pay for the damages, or to return the property, the school may consider providing a program of voluntary work for the minor in lieu of the payment of monetary damages.

Child Abuse Reporting

Teachers, instructional aides, classified staff, and other school employees are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen.Code, § 11166.)

Civility Policy

School personnel, parents, and students are required to be civil in all of their interpersonal school-related interactions. Civility does not require unqualified agreement or conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity.

For purposes of this policy, "to be civil" means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment free environment for our students and staff while maintaining individual rights to freedom of expression. Examples of uncivil conduct includes, but is not limited to:

- using an inappropriately loud voice;
- using profane, vulgar, or obscene words or gestures;
- belittling, jeering, or taunting;
- using personal epithets;
- using violent or aggressive gestures or body-language;
- repeatedly and inappropriately interrupting another speaker;
- repeatedly demanding personal attention at inappropriate times;
- purposefully and inappropriately invading personal space;
- purposefully ignoring appropriate communications;
- wrongfully interfering with another person's freedom of movement;
- wrongfully invading another person's private possessions; or;
- any other behavior that inappropriately disrupts school-related activities.

In the event that any party is uncivil during a school-related activity, the following steps will occur:

1. Communicate - The party experiencing the uncivil behavior will communicate that the behavior is not civil and that the uncivil behavior must cease immediately.
2. End Activity/Meeting - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. Referral - The reporting party shall refer the situation to school administration with a written summary of the uncivil behavior and how he/she responded.
4. Determination - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

Suicide Prevention Policy

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

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. At the beginning of each school year, an informational pamphlet will be provided to each student's parent or guardian. It is the responsibility of each student's parent or guardian to review this information with him or her. If parents or guardians have any questions about the material, they can contact the school's appointed suicide prevention liaison.
2. The school has designated a suicide prevention coordinator (guidance counselor) to serve as a point of contact for school staff to communicate with when students are in crisis and are in need of referrals to the appropriate resources for support.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
 - [The National Suicide Prevention Lifeline](https://www.nationalsuicideline.com/) -1.800.273.8255 (TALK),
 - The Trevor Lifeline - 1.866.488.7386, [The Trevor Project](https://www.thetrevorproject.org/)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of the school policy, please see our full comprehensive suicide prevention policy. This policy has been developed and adapted from the "Model School District Policy on Suicide Prevention," which is a resource that outlines comprehensive model policies and best practices for schools to follow to protect the health and safety of all students. This resource was developed by examining strong local policies, ensuring that they are in line with the latest research in the field of suicide prevention, and identifying best practices for a national framework.

McKinney Vento Information

If an EAA student is in a situation that qualifies as homeless based on the McKinney Vento definition below, and the student is interested in receiving information about resources available in his/her area, please contact an EAA Program Director who will reach out to a school guidance counselor.

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

Elite Homeschool Academy

Parent's Role

Parent support is vital in ensuring student success. **The role of a parent, as the primary provider of instruction** to the student at Elite Academic Academy is as follows:

- Provide all required documentation for enrollment.
- Attend IEP or 504 meetings if applicable.
- Select curriculum and plan daily lessons with the support and guidance of an Elite Educator. The Elite Educator will assist in curriculum selection, and/or creating lesson plans, and daily schedules.
- Provide academic instruction daily in two or more subjects.
- Have student attend and complete all mandated school assessments.
- Communicate regularly with their Elite Educators and return emails/or phone messages within a 24-hour period. (Access to a computer and email is vital)
- Touch base with their Elite Educator once per week and meet in person if required.
- Be prepared and meet with their Elite Educator at least once approximately every 35 school days for an Academic Consultation. (Meetings are approximately 45 minutes – 60 minutes per student). At the Academic Consultation the parents should be prepared to do the following:

- Bring the student/s along and each student will be prepared to discuss all of the learning that occurred over the learning period.
- Arrive on time to scheduled meetings with all necessary materials.
- Provide a comprehensive review, summary, and reporting of student work that was done.
- Provide graded assignments, assessments and writings that were completed during the learning period.
- Bring in the whole body of work that was completed during the learning period to the meeting. Be prepared for the Elite Educator to look over the work and to pick one sample from the body of work that will be put in the student/s portfolio.

Elite Educator's Role

The Elite Educator is the parent's/legal guardian's primary contact for the student's educational needs. The Elite Educator will:

- Assist parent/legal guardian in creating a comprehensive academic plan and oversee progress towards that plan.
- Offer guidance with respect to curricular choices and suggest various resources to help meet a student's needs or learning style.
- Document student learning, and assess progress at each of the eight (8) learning periods in the academic year in five (5) academic areas: English/Language Arts, Math, Science, History/Social Studies, and Physical Education.
- Proctor all state and local assessments.
- Order and deliver curriculum or other instructional resources in a timely manner.
- Provide assistance or training as needed for families regarding educational online resources offered by the school.
- Provide information to parent/legal guardian concerning Elite Academic Academy vendor options, testing, field trips, and other special events throughout the school year.
- Provide information related to Elite Academic Academy policies and procedures.
- Communicate with the parent/legal guardian and student weekly and meet weekly if needed to ensure academic success and provide weekly tutoring.
- Meet with the parent/legal guardian and student at least once every 35 school days for an academic consultation to verify attendance, collect portfolio samples and ensure that progress has been made based on the established educational plan.
- Keep running record of available educational funds and ensure funds are used for acceptable educational enrichment after core curriculum needs are fulfilled.
- Elite Educator will approve and process reimbursements for approved materials as well as outside services. All reimbursements must be approved by the Elite Educator

as well as the Academic Director and will only be approved if academic progress is being made.

Academic Consultation

The purpose of the Academic Consultation is to meet with the student and parent/legal guardian to document the learning that has taken place during the prior attendance period and to determine whether or not progress has been made based on the educational plan that was established for the learning period. Meetings are approximately 45 minutes – 60 minutes per student. There will be six academic consultations during the school year. At this meeting the Elite Educator will:

- Review with you and your student(s) the learning that has occurred, discuss how the learning has occurred, and consider how the learning was assessed or evaluated.
- The Elite Educator assesses the student's academic progress in each learning area through discussion and review of completed work.
- Review the work produced by each student (chat with your child and listen to all they have learned) and use the work produced to verify attendance.
- Determine if sufficient work has been completed for the learning period-if not, attendance will be docked, and tutoring might be required to catch up on missed work. This will be determined by your Elite Educator. If insufficient work is done, additional tutoring will be required (by Elite Educator once per week) and additional tutor-paid out of educational funds). Educational funds for enrichment activities will not be provided if insufficient work is done.
- Collect portfolio samples for each learning period-one sample per subject: language arts (minimally one writing per semester), math, science, social studies (includes history and geography) and one physical education log with written summary.
- Assess progress by reviewing graded student work, assessments, learning activities and confirm attendance by work samples.
- Take notes to complete the student's assignment and work record, which officially documents the student's educational progress in each academic area.
- The Elite Educator may also request the parent/legal guardian email an outline of what was done on a daily basis prior to the academic consultation meeting.
- Document vendor services and discuss reimbursements for unapproved vendors if sufficient academic progress is being made and give written approval.
- Assist the parent/legal guardian in establishing academic goals, the pace of learning, or methods of instruction for the upcoming learning period(s).

- Administer various local assessments and assist in setting additional academic goals for student progress based on the assessment results. Academic consultations can be a time when local assessments are proctored.
- Discuss and review grades for each learning period, report cards, and final assessment grades

These meetings provide time for the parent/legal guardian to ask for and receive support in areas such as curriculum selection, teaching strategies, pacing, and educational methodology. The student will have time to discuss the various assignments and the Elite Educator will discuss/evaluate student learning/progress. This can occur through games, discussion, and presentations made by the student. Have your student be prepared to share what they have learned. Bring pictures, books, and summaries of experiments done. During the academic consultation, the Elite Educator will continue to monitor progress made towards the academic plan. The Elite Educator may also initiate various types of informal assessments to help guide the instruction as well as mandate more frequent meeting requirements.

Elite Educators are available to answer any general questions about the school. If he/she is unable to answer a specific question, the Elite Educator will research the answer and respond.

Attendance Portfolios

Elite Academic Academy must comply with independent study regulations, which require work samples to be submitted to the Elite Educator for each student. Portfolio samples will be collected by Elite Educators at each Academic Consultation. The portfolio samples can be returned at the end of the year if requested, otherwise they will not be.

Items required in a student's portfolio: One sample from each core academic area at each meeting. Samples can be the following:

- Original written work samples
- Photographs of projects with a written description of the activity (Dictation is permitted for TK – 2nd grade children if they do not know how to write or are just beginning to learn how to express their thoughts in writing; otherwise the student should be the one who is composing and submitting a writing sample to accompany the picture)
- Proof of projects, performances, etc.
- All samples must have something written or drawn by the student.

Guidelines for Portfolio Submissions:

- Student name must be on each sample.
- All samples should be clean and presentable. Portfolio samples should represent a student's best work.
- Samples need to be indicative of each student's level of academic ability.
- For photograph samples, the portfolio sample photo form must be completed. (See Elite Educator for the form).
- Portfolio sample submissions must be graded by the parent/legal guardian.

Activity-based learning logs are acceptable for portfolio samples (i.e. PE logs, Music Logs) if they include a short, hand-written summary of what was learned or practiced in the student's writing.

Academic Progress

Adequate academic progress is required each learning period. Adequate academic progress is determined by quality and amount of work done in core subject areas and by work toward learning period goals as developed by the parent and the Elite Educator.

If adequate academic progress is not being made, the Elite Educator will offer suggestions included but not limited to the following:

- Weekly meetings rather than monthly which includes accountability and tutoring by the Elite Educator.
- Change of curriculum
- Tutoring by an off-site tutor paid with student's educational funds
- Online learning options

If after the changes are implemented and there is still not adequate progress, the Elite Educator and the Academic Director will meet to discuss how to ensure progress is being made. Several of the following options may be implemented:

- Limiting of Educational Funds to Core Subject areas
- Additional hours of required tutoring-paid for by educational funds
- Discuss appropriate placement-is homeschooling the best option for you?
- Possible implementation of a Student Success Team where the staff gathers together to come up with goals/plans to aide in student success

Attendance

Attendance in Elite Academic Academy is based on the amount of work completed and daily educational engagement. Students should be working daily in two or more subjects and the allotted time required by the state of California depends on the grade level.

- Tk-K- 3 hours of core instruction per day which includes physical education, music, and art
- 1st -3rd Grade- 4.8 hours of core instruction per day which includes physical education, music, and art
- 4th-8th grade- 5.1 hours per day of core instruction which includes physical education, music, art, or foreign language
- 9th-12th grade- 6.1 hours per day of core instruction which includes all high school classes

Completed work should represent the above number of hours. It can be done all through the day, not necessarily in a row. The time above includes reading, researching, writing, participating in discussions, as well as enrichment classes like music, art or physical education. Math and language arts should be done daily to ensure mastery of core concepts.

In order to claim attendance for a given day, the parent/legal guardian must ensure that at least one educational activity has taken place. Ideally, two or more core subjects should be completed each day. Attendance is determined by work assigned and completed.

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

Students who are ill may still claim attendance if they complete an educational activity (read or listen to a grade level appropriate story, watch an educational video, write about it, draw). Subsequently, it is expected that pacing should be adjusted to ensure adequate progress is being made.

Parents/legal guardians are encouraged to keep a daily journal (separate from the attendance) to document all learning activities that have occurred during the academic school year.

Transitional Kindergarten

Transitional Kindergarten (TK): Students must turn 5 between September 2-December 2. Kindergarten age-eligible students are allowed to choose TK if their 5th birthday is between June 1st-September 1st; however, they must sign the Kindergarten Continuance Form verifying that the parent/guardian agrees to have his/her child continue in kindergarten for one additional year. Students may not promote from TK to 1st grade.

For students with their 5th birthday after December 2, they must enter TK on or after their fifth birthday. Parents must sign the Kinder Continuance Form. Transitional kindergarten students work in language arts, math and physical education.

Kindergarten: Students must turn 5 on or before September 1.

Kindergarten-Eighth Grade

It is important when planning your child's learning to include activities or assignments that cover all five academic areas.

The five (5) academic areas are:

1. English/Language Arts (Reading / Grammar / Writing/ Vocabulary)
2. Mathematics
3. Science
4. History / Social Studies / Geography
5. Physical Education

Middle Schoolers can earn high school credit for math if academic benchmarks are passed that are proctored by the Elite Educator. Middle School Students can obtain high school credit for foreign language if they take an A-G approved course. Middle School students that complete A-G approved courses will earn high school credit. Students that are not in high school can earn high school credit either through Palomar College, Mira Costa, or another community college, or by taking a subject SAT or AP test. Students will need to get college classes approved with their Elite Educator and Academic Director before the class begins.

Course Grading Scale TK-5th

Reports Cards are each given two times per academic school year at the end of each semester. Grades are assigned in collaboration between the parent/legal guardian and the Elite Educator.

Students in grade TK-5 receive a 1-4 rating.

| | |
|---|-------------------------|
| 4 | Above Grade Level |
| 3 | At Grade Level |
| 2 | Approaching Grade Level |
| 1 | Below Grade Level |

Traditional report cards are meant to show parents how their students are doing. In a homeschool model, the parents know, so this is an opportunity to discuss progress towards grade level standards.

Course Grading Scale --6th -12th Grade

Student grades are determined by student performance on assessments (formal and informal), teacher graded activities, computer graded assignments, participation, and projects. Cumulative grade point averages (GPA) are determined by course letter grades, honors, and AP courses. Parents, Elite Educators work together to determine the final grade earned in each course. *All Elite Academic Students have the same grading scale.

Home School High School

Home schooling differs from independent study programs (ie. Flex Learning, Virtual Academy) due to the high level of parent/guardian involvement. To participate in this program effectively, students should have resources available within the home that provide them the tools to be successful in learning.

Students enrolled in Elite Academic Academy High School must meet with their Elite Educator weekly in addition to the academic consultation meetings. This is to ensure that adequate progress is being made and to help the student develop good learning habits. The Elite Educator will help set daily and weekly goals. The nature of Elite Academic Academy's High School program is to provide students with flexible learning opportunities within their communities. While the Elite Educator works with the parent/guardian to create an academic learning plan, **the parent/legal guardian is the primary teacher**. It is the responsibility of the parent/guardian to ensure that the student is receiving adequate instruction and meeting his/her learning objectives.

The Elite Educator will work with the family to develop a four-year plan following California State guideline. Students will choose either a career or four-year college track. The Elite Educator will work to ensure that each student can meet their goals after high school. Elite Educators will ensure that community college classes taken will work toward

graduation requirements. Your Elite Educator will work with the Elite Academic Academy Guidance Counselor to ensure all requirements are met.

Below is some basic high school information. Students in high school can earn high school credit either through Palomar College, Mira Costa, BYU online, approved online courses or by taking a subject SAT or AP tests, or completing core requirements through a paper/pencil model. Students will need to get college classes approved with their Elite Educator and Academic Director before the class begins.

High school credit can be earned by taking courses at a community college, online, or parent taught classes using books. Parents will be provided with a syllabus and your Elite Educator will pace out the assignments at the weekly meetings. You will be responsible for grading the courses.

Online Courses

Online courses through specific vendors are available for students. Elite Virtual Academy, BYU, UC Scout, are a few of the many options. These may include A-G approved courses, core courses, and electives. Students must understand the responsibilities of taking online courses, including regular communication with the Elite Educator as well as the online instructor to ensure completing coursework in a timely manner. Online courses must all be paid from Educational Funds.

Custom Courses

Custom courses are permissible as approved by the Elite Educator and Academic Director. Please use the Custom Course Form in order to apply for a newly created course. Custom courses must meet California state standard requirements.

Flex Academy

What is Flex?

Students in 6th-12th grades enrolled in the Elite Flex Academy (EFA) enjoy a flexible and creative environment in which students and parents can customize their learning and prepare themselves for the future. The EFA is a blend of both virtual and in-person independent study programs for students who need more hands-on support from credentialed teachers to ensure success in school. Elite Flex Academy offers a combination of online and offline materials to engage students in learning and discovery. Students may choose to participate in core and enrichment classes and meet with their California Credentialed Elite Educator at a mutually agreed upon public location or virtually. Our dedicated staff know and understand student needs and may interact with their students as much as three times a week in this independent study model. EFA educators are available

to encourage, support and guide Elite students and parents on their flexible education journey.

Parent's Role

Parent support is vital in ensuring student success. The role of a parent at Elite Flex Academy is the following:

- Provide all required documentation for enrollment.
- Attend IEP or 504 meetings if applicable.
- Make sure students are working daily in their coursework.
- Have student attend and complete all mandated school assessments.
- Update Elite Educators on current phone numbers and addresses.
- Communicate regularly with their Elite Educators and return emails/or phone messages within a 24-hour time period.
- Make sure students are touching base with their Elite Educators at least once per week, and meeting in person weekly.
- Meet with the Elite Educator once every 30 school days for an academic consultation to verify attendance and ensure that progress has been made based on the established educational plan.

Elite Educator's Role

The Elite Educator is the student's primary contact students' educational needs. The Elite Educator will:

- Assist students in creating a comprehensive academic plan and oversee progress towards that plan.
- Choose appropriate curriculum for each individual student.
- Suggest various resources to help meet a student's needs or learning style. Elite Educators will document student learning and assess student progress in all coursework and proctor all state and local assessments.
- Order and deliver curriculum or other instructional resources in a timely manner.
- Provide information to parent/legal guardian concerning Elite Flex Academy vendor options, testing, field trips, and other special events throughout the school year.
- Provide information related to Elite Flex Academy policies and procedures.
- Communicate with the student weekly, and meet weekly if needed to ensure academic success, and provide weekly tutoring.
- Meet with the parent/legal guardian once every 30 school days for an academic consultation to verify attendance and ensure that progress has been made based on the established educational plan.
- Provide report cards at the end of every semester

Academic Progress

Adequate academic progress is required each learning period and is determined by quality and amount of work done in the student's courses. Flex students enroll and can complete at least six classes in a semester depending on a student's motivation and academic skills. Adequate progress is determined by work toward learning period goals as developed by the student and Elite Educator.

If adequate academic progress is not being made, the Elite Educator will offer suggestions included but not limited to the following:

- Weekly tutoring with their Elite Educator
- Tutoring by an off-site tutor paid with student's educational funds.
- Change of course or change of program placement (Elite Homeschool or Elite Virtual Academy).

Attendance

Attendance in Elite Flex Academy is measured by the amount of work completed and daily educational engagement. Students should be working daily in two or more subjects and the required time required by the state of California depends on the grade level.

- 6th-8th grade- 5.1 hours per day of core instruction which includes physical education, music, art, or foreign language
- 9th-12th grade- 6.1 hours per day of core instruction which includes all high school classes

Work completed should correspond with the above number of hours. It can be done all through the day, not necessarily in a row. The time above includes reading, researching, writing, participating in discussions, as well as enrichment classes like music, art or physical education.

Ideally, two or more core subjects should be completed each day.

Missed Meeting

It is the responsibility of the parent/legal guardian to ensure the student attends weekly meetings as scheduled with the Elite Educator. The student will have an opportunity to attend a makeup meeting as designated by the Elite Educator. Failure to attend scheduled or rescheduled meetings on a regular basis will jeopardize your child's enrollment and could ultimately result in being dismissed from Elite Flex Academy. Parents are also responsible to bring their children to scheduled tutoring sessions as required by your Elite Educator and to ensure their student communicates weekly with their Elite Educator.

Curriculum

EFA offers a variety of curriculum. The Elite Educator and student work together to determine the most appropriate curriculum choice to ensure school success. Curriculum options may be in textbook form, virtual, project based, packets or a variety of all four.

Many options are available to make the school experience fun and engaging. EFA educators meet with students in public locations with highly qualified Elite educators available to help in all classes. Students can participate in hands on elective classes like yoga, music classes, theatre classes, film studies, book clubs, art appreciation, current events, career exploration, and physical fitness like golf, cross training and Jiu Jitsu. These offerings may vary by vendor center location. Students and Elite Educators determine the variety of elective classes offered based on student interests.

Virtual Academy

Parent's Role

Parent support is vital in ensuring student success. To ensure student academic, emotional, and social growth, it is vital the parent takes interest in their student's education. As an Elite Parent, it is vital that parents/guardians:

- Provide all required documentation for enrollment.
- Attend IEP or 504 meetings, if applicable.
- Provide students with technology and internet access.
- Have student attend and complete all mandated school assessments.
- Communicate regularly with their Elite Educators and return emails/or phone messages within a 24-hour time period. (Access to a computer and email is vital)
- Ensure student's touch base with their Elite Educator once per week via phone, email, or through the Learning Management System.
- Sign all necessary documentation for Elite Virtual Learning within a timely manner (Master Agreements, Learning Logs, etc.)

Elite Educator's Role

The Elite Educator is the parent's/legal guardian's primary contact for their student's educational needs. The Elite Educator will:

- Oversee/monitor student progress in virtual courses.
- Maintain announcements in the virtual Homeroom classroom.
- Document student learning.
- Proctor all state and local assessments.
- Provide assistance or training as needed for families regarding educational online resources offered by the school.
- Provide information to parent/legal guardian concerning Elite Virtual Academy vendor options, testing, field trips, and other special events throughout the school year.
- Provide information related to Elite Virtual Academy policies and procedures.
- Communicate with the parent/legal guardian and student when academic interventions need to take place.

- Keep running record of available educational funds and ensure funds are used for acceptable educational enrichment after core curriculum needs are fulfilled.
- Elite Educator will approve and process reimbursements for approved materials as well as outside services. All reimbursements must be approved by the Elite Educator as well as the Virtual Director and will only be approved if academic progress is being made.
- Work together with Elite Virtual Academy's school counselor to ensure academic, emotional, and social progress is being made by each student.
- Work together with Elite Virtual Academy's school counselor to provide college and career opportunities for each student.

Academic Progress

Adequate academic progress is required each learning period and is determined by quality and amount of work done in the student's virtual courses. Virtual students take and complete two courses every six weeks. (Depending on student need some courses will be 18 weeks) Adequate progress is determined by work toward learning period goals as developed by the parent and the Elite Educator.

If adequate academic progress is not being made, the Elite Educator will offer suggestions included but not limited to the following:

- Weekly Virtual tutoring with their Elite Educator or Elite Content subject teacher
- Change of course or change of program placement (Elite Homeschool or Flex Academy).
- Tutoring by an off-site tutor paid with student's educational funds.

If after the changes are implemented and there is still not adequate progress, the Elite Educator, Elite Counselor, and Elite Virtual Director will meet to discuss how to ensure progress is being made. This can include but is not limited to a Student Success Team (SST), where stakeholders come together to create a plan of interventions for student success.

Online Courses

Elite Virtual Academy online courses are offered through StrongMind Curriculum and the Canvas Learning Management (LMS) system. These may include A-G approved courses, core courses, and electives. Students must understand the responsibilities of taking online courses, including regular communication with the Elite Educator, as well as the online content Elite teacher, to ensure completing coursework in a timely manner.

The course syllabus will be emailed and uploaded to the LMS "Course Announcements" and "Syllabus" sections of the course for student and parent reference. Students may retake "Checkpoints" and "Workbooks" within the course up to three (3) times. Exams may be

taken only one (1) time. Elite content teacher will provide feedback to students within 24 hours of turning a graded item in.

Elite students will take online courses every six or eighteen weeks. Each semester is 18 weeks. Students will be complete either five or six classes per semester.

Virtual Program Specific Assessments

Online courses and assessments, (other than state assessments which are done in person and proctored), are delivered via the Learning Management System (LMS). The online course content, curriculum purchased from an online publisher, such as Plato, will be housed in the LMS. Please see all virtual assessments below.

| Assessments- Virtual | | | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------|------------------------|---|---|---|---|---|----|----|----|
| S T A T E | SB Smarter Balanced | Computer Adaptable Test (CAT) Performance Tasks (PT) Math & ELA | | | | | | | |
| | CAST | California Science Test | | | | | | | |
| | EAP | Early Assessment Program (College Readiness) | | | | | | | |
| | PFT | Physical Fitness Test | | | | | | | |
| | ELPAC | English Language Proficiency Assessments for California * | *Determined by Home Language Survey Results (6 - 12th grade) | | | | | | |

Virtual Program - Use of Educational Funds

At Elite Virtual Academy-\$1500 per year is used to purchase your online platform. The rest of the educational funds are to be used for tutoring (if insufficient academic progress is made) or for enrichment activities (if sufficient academic progress is being made). Should a

student need to borrow a computer and hotspot for Wi-Fi connection, students may use their educational funds toward the use of a computer (\$275 limit). Should the student unenroll from Elite Academic Academy, the computer will need to be returned to the school.

Student Violations

Elite Educators and administration monitor student progress daily on the Learning Management System (LMS). When a student becomes idle on the LMS, they are considered truant. This includes but is not limited to a student not signing onto the LMS for three [3] consecutive days and/or not completing assignments for a course. After being idle for three [3] days, the Elite Educator will contact the student and parent/guardian to work on a “catch-up” plan for the student. After a total of ten [10] days of a student failing to log onto the LMS or completing assignments for a course, the student and parent/guardian will meet with the school counselor and Virtual Director. The student will be placed on a probationary contract while still enrolled in Elite Virtual Academy. While on a probationary contract, the student will need to show progress and efforts in the courses in which he/she is enrolled. After twenty [20] consecutive days of the student not having any activity on the LMS or showing no efforts of completing assignments, the student may be dropped from Elite Virtual Academy pending approval of administration.

Students who have three [3] weeks of consecutive warnings and missed assignments will be placed on an academic probation contract; where the student is required to sign onto the LMS daily for attendance and participation accountability. This contract will be reviewed and signed by the student, parents/guardians, Elite educator, content teacher, counselor, and administrator. Students in violation of the contract, will be referred to administration for an evaluation to determine the placement of the student. If the administration finds that in the best interest of the student, the student shall not remain in EFA, the student will be administratively dropped from the program and a certified letter will be mailed to the parents/guardian explaining that the student failed to meet the minimum standards of EAA and the Governing Board policies, and the student has been involuntarily withdrawn from Elite Virtual Academy. This withdrawal letter will also be sent to the student’s district of residence via certified mail. A written record with dates and evaluations made of the student’s missed assignments and attendance shall be treated as pupil record. The record shall be maintained by EAA and will be forwarded to another school if the student transfers to another California public school. Students who are administratively dropped, will not be allowed to enroll back into EAA until the next school session.

Should a special circumstance occur where a student will be absent for no more than ten [10] consecutive days, it is up to the parents/guardian to contact EAA administration or counselor to seek approval of that period of time.

Technology Requirements

All EAA courses use technology and other interactive multimedia that requires students to have access to the internet, a computer that has Java, Flash Player, and “cookies” enabled. The following is a list of system requirements and suggestions:

- 1.5 Mbps minimum bandwidth DSL or Cable preferred (Dial-Up connections are not supported)
- Personal and appropriate Email address (gmail.com, yahoo.com, and hotmail.com are all FREE)
- Hardware
 - CPU: Intel Core Duo, Dual Core, or AMD equivalent
 - RAM: 1GB minimum
 - HDD: 120 GB minimum
 - Video: 1024x768 minimum resolution
 - Monitor: 12” Widescreen or greater recommended
 - Audio: Sound card with speakers, built in speakers and microphone, or headphones with microphone
 - Printer: Inkjet or laser printer or access to a printer (not required, but helpful to print out resources)

Windows 7, Windows 8, Mac OS X (10.7 or later) are all operating systems that work with EAA systems.

iPads, tablets, Chromebooks, and some Netbooks are not supported as they are not able to use the required plugins.

For troubleshooting help, please contact Technology Support.

Student Portal Pictures on the LMS

When uploading your student picture in the LMS, please remember that there are guidelines to adhere to when choosing your photo. Think about your photo being your driver’s license or school ID photo. Your portal photo should be:

- A single headshot from the shoulders up; do not include photos with groups of people
- A current photo
- Make sure your photo is right-side up and not slanted or sideways
- Do not use blurry photos or photos with a filter
- Writing on the photo is not permitted

- Do not use a photo where you are wearing a hat or sunglasses (we want to see your wonderful face!)

Course Catalog

For a complete and current course catalog, please visit Elite Academic Academy website. Courses are continuously updated, so be sure to visit the website for the most current courses and updates. StrongMind curriculum is for EAA student use and EAA has the right to revise, add, or delete courses. Changes in curriculum or courses will be communicated to families via email and EAA website.

Course Change Requests

Students and parents may contact their guidance counselor (via email, phone, or in-person) to request a course change within (3) days from the start of the course if the course is an elective or a course previously taken, completed and documented on the transcript.

Course Drop Procedures

Elite students are able to drop a course if the course drop request is submitted within three (3) days of the student's start date, and the student does not have any graded items in the course. This drop will not reflect on the student's transcript.

Withdrawal Procedures

Parents who wish to withdraw their student from an Elite course may do so up to the 11th day of the school session start date. The student's transcript may reflect one of the following:

- If a gradebook item was submitted prior to the drop date, the student will receive a "W" on their transcript.
- If a student withdraws after the 11th day of the course, students will receive a final grade that will be reflected on their transcript. If a special circumstance determines the withdrawal, the administration will determine the approval of a "W" on the transcript.
- If a student is not participating in the LMS, the student may be involuntarily withdrawn after the 10th day for "lack of attendance".

Synchronous and Asynchronous Lessons

Elite Virtual Academy provides students with weekly learning sessions. Students are provided the opportunity to receive live instruction from their Elite Educator on concepts and competencies to be learned that week. Students have the flexibility of attending the session synchronously (in real-time) or asynchronously (at a later time). Students are required to attend a lesson synchronously or asynchronously at least once a week, per course.

Syllabus

Each student will be provided with a course syllabus the first day of class for each course in which they are enrolled. Students are expected to read the entirety of the course syllabus and are expected to follow expectations of the course.

Elite Course Announcements

Each Elite student can find the weekly course announcements in their specific course under Course Announcements. Students are expected to read weekly announcements, as they guide students through the weekly synchronous lessons, asynchronous lessons, and the outline of the course's weekly assignments.

High School Prerequisites

Some courses require students to successfully complete a prerequisite before enrolling in the course. Students need to master a certain body of knowledge and "successfully complete" the course before enrolling in the course that contains a prerequisite. An earned grade of "A", "B", "C", "D", or "P" is defined as a student successfully completing a prerequisite. Students will need to present proof of a passing grade on their transcript in order to enroll in courses that require a student meeting the prerequisite for the course.

Email Accounts

A valid and working email account and phone number is required for all students and parents. If a student/parent/guardian's email address, mailing address, IM address, or phone number changes, the information must be updated with the Elite Educator within five (5) business days.

Elite Virtual Academy does not provide students with an email account but suggests that students have a separate email address from their parents/guardians. A student can create a free email account through Gmail, Yahoo, Hotmail, or AOL. Please note that EAA does not have any affiliation with these third parties and is not responsible for the availability or marketing materials found on the websites.

Email Expectations

- Elite students are expected to contact their course instructors and homeroom teacher on a weekly basis through IM, email, or phone communication.
- Elite students and parents are expected to meet with their Elite Educator approximately every thirty-five (35) school days.
- All students must have an appropriate email address.

Student Clubs

Elite Academic Clubs are a great way for students to interact with one another, make new friends, engage with diverse groups of people, give back to the community, and take a break from studies! This is also a wonderful chance for students in the virtual school to meet up in their local area for activities that peak their interests! Students can join or create a club by contacting their Elite Educator!

Elite Adult Academy

Overview

Students 18-26 years old are eligible to enroll in Elite Adult Academy. Adult students enjoy a flexible and creative environment in which students can customize their learning and prepare themselves for the future. Our vision at Elite Adult Academy is to create a more personalized learning environment where diversity is celebrated and you, as our student, can feel empowered. Our goal is to help you gain the necessary skills to achieve your long-term goals and dreams, whether educational, professional, or personal.

The Elite Adult Academy is a blend of both virtual and in-person independent study programs for students who need more hands-on support to ensure success in school.

The Elite Adult Academy offers a combination of online and offline materials to engage students in learning and discovery. Students may choose to participate in core and enrichment classes and meet with their California Credentialed Elite Educator in a mutually agreed upon public location or virtually. Our dedicated staff know and understand student needs and may interact with their students as much as three times a week in this independent study model. Elite Adult Academy educators are available to encourage, support and guide Elite students on their flexible education journey. Elite Adult Academy allows students to find their interests and strengths and make those connections through experience.

Student's Role

Elite Adult Academy students are responsible for the following:

- Provide all required documentation for enrollment.
- Attend IEP or 504 meetings if applicable.
- Working daily on coursework.
- Attend and complete all mandated school assessments.
- Update Elite Educators on current phone numbers and addresses.
- Communicate regularly with your Elite Educators and return emails/or phone messages within a 24-hour time period.
- Make sure you are touching base with your Elite Educators at least once per week, and meeting in person weekly.

Elite Educator's Role

The Elite Educator is the student's primary contact for his/her educational needs. Elite Educator is your teacher of record. The Elite Educator will:

- Assist you in creating a comprehensive academic plan and oversee progress towards that plan.
- Choose appropriate curriculum for you as an individual.
- Suggest various resources to help meet your needs or learning style.
- Document student learning and assess progress in all coursework.
- Proctor all state and local assessments.
- Order and deliver curriculum or other instructional resources in a timely manner.
- Provide information concerning Elite Adult Academy vendor options, testing, field trips, and other special events throughout the school year.
- Provide information related to Elite Adult Academy policies and procedures.
- Communicate with the student each week as well as, meet with the student weekly as needed to ensure academic success, and provide weekly tutoring.
- Meet with the student approximately every 35 school days for an academic consultation to verify attendance and ensure that progress has been made based on the established educational plan.
- Provide report cards at the end of every semester.

Adult High School Diploma

Students enrolled in Elite Adult Academy are required to meet with his or her Elite Educator at least once a week to ensure adequate academic progress is being made and to help students develop good learning habits. The Elite Educator works with students to set daily and weekly goals. The nature of Elite Adult Academy's High School program is to provide flexible learning opportunities within students' communities. Students along with their Elite Adult Educators and school counselors, create a personalized academic learning plan, and share the responsibility of ensuring fulfillment of learning objectives.

The Elite Educator and school counselor also work with students to develop a four-year plan following California State guideline for career, community college, or four-year college tracks. The Elite Educator and school counselor work to ensure that students meet their goals after receiving your high school diploma. Elite Educators and our school counselor will ensure that community college classes taken will work toward graduation requirements. Elite Educators work with the Elite Academic Academy Guidance Counselors to ensure all requirements are met.

Below is some basic adult school information. Students in adult school can earn high school credit either through community college, approved online courses, or completing core requirements through a paper/pencil model. Students will need to get college classes approved by their Elite Educator and Adult Academy Director before the class begins.

High School Diploma Requirements

Elite Adult Academy's graduation requirements emphasize the traditional university preparatory courses of English, mathematics, science, social science, foreign language, and art; however, these courses will be provided in a manner that challenges each adult student to think beyond the subject matter that is being presented and continually place new information in the context of their own knowledge base.

Credit and Graduation Requirements

Elite Adult Academy awards five credits per course, per semester. 210 credits, 160 credits or 130 credits are required to graduate with a diploma depending on the appropriate path chosen for each student. Students are eligible for a diploma when all requirements have been met.

High School Diploma Pathways

In order to better educate our adult students, we will be offering three pathways in order for them to complete their high school diploma.

1. Traditional High School Diploma - 210 Credits to Graduate.
 - a. This pathway is for students who enter the program with over 150 credits or would benefit from being in High School for longer than a year and who are college bound.
2. Special Programs Diploma - 160 Credits to Graduate
 - a. This pathway is for students who meet one of the following criteria:
 - i. A student who is homeless
 - ii. A Student who is a Foster Youth
 - iii. A student who is enrolled in a WIOA program
3. Special Circumstance Diploma - 130 Credits to Graduate
 - a. This pathway is for students who have extenuating circumstances that would merit an accelerated graduation path. Extenuating circumstances may include, but are not limited to the following:
 - b. Student needs to graduate sooner in order to meet a deadline to transfer to a community college or trade school
 - c. A pregnant student who needs to graduate prior to giving birth
 - d. Student is close to aging out of the program.
 - e. Other circumstances that will be examined and eligibility determined on a case by case basis.

| Course Category | Traditional Program Diploma | Special Program Diploma | Special Circumstance Program |
|--|-----------------------------|-------------------------|------------------------------|
| Government | 5 | 5 | 5 |
| Economics | 5 | 5 | 5 |
| Elective | 80 | 30 | 0 |
| English 9 | 10 | 10 | 10 |
| English 10 | 10 | 10 | 10 |
| English 11 | 10 | 10 | 10 |
| Life Science | 10 | 10 | 10 |
| Mathematics | 20 | 20 | 20 |
| Physical Education | 20 | 20 | 20 |
| Physical Science | 10 | 10 | 10 |
| US History | 10 | 10 | 10 |
| Visual/Performing Arts or Foreign Language | 10 | 10 | 10 |
| World History | 10 | 10 | 10 |
| TOTALS: | 210 | 160 | 130 |

Course Offerings

High school class credits can be earned by taking courses at a community college, online, or classes using books. Students will be provided with a syllabus and Elite Educators will pace out the assignments at the weekly meetings. Elite Educators are responsible for grading the courses.

Online Courses

Online courses through StrongMind are available for Elite Adult Academy students through Elite Virtual Academy. These may include A-G approved courses, core courses, and electives. Students must understand the responsibilities of taking online courses, including regular communication with the Elite Educator as well as the online instructor to ensure completing coursework in a timely manner.

Workforce Innovation and Opportunity Act (WIOA) Centers

WIOA centers help young adults access employment opportunities, education, training, and support services to succeed in the labor market. These centers help match employers with skilled workers they need to compete in the global economy. When EAA students are enrolled in local WIOA centers they benefit from many opportunities like reduced credits towards their high school diploma, summer employment, tutoring, support services, work experience, leadership development, and adult mentoring. Upon enrollment with a WIOA center adults are assigned a case manager who will work in partnership with their Elite Educator and EAA. We recommend all Elite Adult Academy students meet with their local WIOA centers.

Career Technical Education (CTE)

Career Technical Education (CTE) courses combine both college preparation and real-world workforce skill development. College of the Desert offers many outstanding CTE courses and certificates for our adult students to participate in. Students can use their instructional funds to pay for any fees that may be involved with these certificate programs. Students will take a series of courses that allow students to earn certifications, job shadowing opportunities, and more!

Student/Parent Handbook Acknowledgement Form

The Elite Academic Academy handbook describes important information about, among other things, EAA schools, state, and federal regulations and policies. Since information, policies, and benefits are subject to change, I acknowledge that revisions to the EAA Handbook may occur.

My parents/guardian(s) and I acknowledge that we have received a copy of EAA Student/Parent Handbook. I acknowledge that I will abide by the guidelines and policies contained therein. I acknowledge and will abide by the guidelines for email, IM, internet, integrity, cheating, and plagiarism for EAA. I have read and understand the importance of attending state testing. I understand that assessment is mandatory at Elite Academic Academy to document student progress.

Completing this acknowledgement form confirms that my parent/guardian(s) and I have read and reviewed and understand the contents of the EAA Parent/Student Handbook.

Please sign and return to your assigned Elite Educator.

Parent/Guardian Name (Please print)

Student Name (Please print)

Parent/Guardian Signature

Student Signature

Date

Date