



Granite Mountain Charter School

Parent/Student Handbook

2022-2023

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Welcome to the Journey

Dear Granite Mountain Families,

We are very excited to have you join our dynamic community! At [Granite Mountain Charter School](#), we take great pride in being able to offer our students flexible personalized learning experiences through our many unique and dynamic programs. Regardless of how or where you have chosen to educate your child, it is our hope that you will find relevant resources, school contacts, and local supports of value to you and your family.

We are here to serve, support, and inspire community within our school and all families on an educational journey with their children. We would like to hear from you to ensure the website continues to be both relevant and valuable. [Share your thoughts, ideas, and questions with us!](#)

As a homeschool mom of three, I walk this journey alongside you. It is my desire to get to know each and every one of you, so feel free to reach out to me at any time with your questions. Thank you for choosing Granite Mountain Charter School.

Sincerely,

Brook MacMillan

Brook MacMillan, MS, MPA, Ed.S
Executive Director, Granite Mountain Charter School



Parent/Guardian Expectations and Responsibilities

- Regularly support your student in daily learning during the school day, following the assigned learning plan.
- Treat all Homeschool Teachers and school staff with respect and professionalism.
- Work in collaboration with your Homeschool Teacher, ensuring your student participates fully in their homeschool learning journey.
- Ensure student participation in online or other recommended intervention supports if assigned by your Homeschool Teacher.
- Complete and submit the monthly Student Learning Log (attendance log).
- Complete the STAR 360 online assessment at least two times per school year.
- Complete the writing benchmark once per year.
- Support student(s) in completing state-mandated testing (SBAC, CAST, ELPAC (if needed), and Physical Fitness Test).
- Practice consistent communication with your HST and/or Granite Mountain Charter School through daily checks via email and phone.
- Attend scheduled Learning Period meetings, as well as any other necessary meetings (on the phone, via web conference, or in-person), with school staff and student(s).

Student Behavioral Expectations

Learning takes place in a variety of settings. These may include, but are not limited to:

- Online classroom sessions
- Public locations in the community
- School-sponsored field trips, workshops, and community events

At our school, the primary focus is on student learning. Any behaviors that prevent students from maintaining this focus will be reviewed and discussed with all parties involved. As a diverse community of learners, students must strive to work together in a setting of civility, tolerance, and respect for each other in an environment that does not distract from the mutual commitment to academic inquiry and reflection. To that end, the following student behavioral expectations have been established.

1. When participating in group dialogue, no one monopolizes discussions to the exclusion of others, either in terms of time or opinions expressed.
2. Conflicting opinions among members of a group are respected and responded to in a polite and respectful manner.
3. No side conversations or other distracting behaviors are engaged in during group discussions or presentations.
4. No offensive comments, language, or gestures are part of the learning environment.
5. Impersonating another person on an online platform is prohibited.
6. Use only your own username and password for online platforms and do not share these with others.
7. Do not post personal information in online environments (Phone number, social media usernames, physical address, email address, passwords, etc.)

Infraction of these expectations that are deemed to be disruptive of the learning environment, is cause for removal of a student from the activity and may result in disciplinary action.

Consequences

Staff shall enforce disciplinary rules and procedures fairly and consistently. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, and the use of alternative educational environments, devising action plans, and/or a referral to our student support services team

Academic Integrity

Granite Mountain Charter School urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based on work that the student has completed.

By definition, Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor in academic work. The following behaviors may be considered as possible acts of cheating/academic dishonesty:

- Plagiarism

- Taking another person's work and offering it as one's own without giving credit to that source
 - Not using quotation marks, internal documentation (such as M.L.A or A.P.A.), or footnotes to denote material that has been directly quoted from another source
 - Paraphrasing an author without proper acknowledgment (Paraphrasing is defined as using an author's ideas by rewording and/or rearranging that author's original text)
- Cheating
 - Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work
 - Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
 - Looking at another student's test or answers
 - Talking to another student during a test or quiz
 - Copying or allowing another student to copy from one's own test and other coursework
 - Tampering with an instructor's record of student grades/scores
 - Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access (this includes the use of cell phones during class time)
- Fabrication
 - The intentional use of invented information or the falsification of research or projects or other products with the intent to deceive.
 - Citation of information not taken from the source indicated.
- Listing sources in a bibliography is not directly used in the academic exercise.
 - Submission in a paper, lab report, or another academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 - Submitting as one's own any academic exercise, written work, printing, music, or artwork prepared totally or in part by another person.
 - Taking a test for someone else or permitting someone else to take a test for you.
- Restricted learning resources (text, notes, internet searches) used during a "closed book" exam

Any student known to have engaged in cheating (as described above) will be subject to disciplinary action in the following manner:

- First offense: A grade of F and/or 0% on the assignment/exam

- Second offense: A grade of F and/or 0% on the assignment/exam and in-person conference with parent/guardian
- Third offense: A grade of F in the class, in-person conference, and placement on Academic Probation for 1 year. Any student placed on Academic Probation (hereafter referred to as probation) will be subject to the following consequences:
 - Copy of cheating referral placed in a cumulative file (i.e. permanent record).
 - Proctored unit tests and finals by a GMCS staff member
 - Not eligible to receive letters of recommendation from staff and faculty
- Fourth offense: Disciplinary hearing; possible expulsion from the school

Communication Policy for Concerns

To promote and to model respect to our staff, students, members of the GMCS community who have questions, concerns, or a need for information will identify the person best able to answer their question or concern and will approach that person in a constructive manner. If a member of the GMCS community does not know who the best person is to answer their question or concern, they should begin with their HST. Addressing concerns on social media should be avoided to maintain a positive and respectful atmosphere, and also to ensure that information obtained is accurate and up to date.

If the parent or learning coach does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with:

- 1) The HST's Regional Administrator (RA). When setting a meeting directly with the RA, parents should have already tried to address the issue with the teacher and should feel comfortable asking the teacher for an administrative conference.
- 2) If the parent or learning coach feels the teacher and RA have not sufficiently resolved their concern, they may bring their concern to the area's assigned Senior Director.
- 3) If the parent or learning coach still feels their concern has not been addressed they may then take the concern to the Senior Director Team Lead.

All requests or concerns to the Senior Director Team Lead must be done in writing or email format.

At GMCS we want all of our communications to be constructive and solutions-oriented. If repeated communication fails to adhere to these guidelines we will refer the parent or learning coach to our board-adopted communication plan. At all times, all parties involved should be courteous and constructive. Threatening language or bribery, for example, "If my child needs to do X for the school, then the school needs to do X for my child," will not be tolerated and thus will result in the implementation of this communication policy. If the parent's or learning coach's concern falls within the confines of the GMCS Uniform Complaint Policy (UCP), the Executive Director will refer the parent or learning coach to form to file a UCP complaint.

Instructional Materials and Services

Educational Materials and Restitution Policy Summary

This policy supports Granite Mountain Charter School's ("School") efforts to remain a sound steward of public funds and ensure students continue to have access to educational materials. See [Full Policy Here](#)

Overview: Students attending School may receive access to certain School property during the course of the school year, including educational technology and textbooks, and they are responsible for ensuring the educational materials are returned (with reasonable wear and tear). California law states that the parent or guardian of a minor can be held liable to a school for all property loaned to and failed to be returned, or willfully damaged by a minor. The liability shall not exceed \$10,000.

The School shall seek restitution when a student, among other things, willfully cuts, defaces, or otherwise damages any property, or loses or fails to return property, borrowed, or personal belonging to the School. This includes but is not limited to, installing unauthorized software applications, modifying, adding, or deleting software, or any alteration to the configuration of any and all IT computing devices - such as laptops and other devices.

The School, after affording the student due process rights, may withhold the grades, diploma, and official transcripts of a student until the student or parent/guardian pays for the lost or damaged school property (e.g., educational technology, textbooks, etc.). The School may also withhold full privileges of participation in school activities.

The School will notify the parent or guardian of the student in writing of the student's alleged misconduct before withholding the student's grades, diploma, or transcripts. When the student and parent are unable to pay for the damages or return the property, the School will provide a program of voluntary work for the student in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student will be released.

Withholding Grades, Diplomas, and Transcripts and Transferring Students

The authority to withhold grades, diplomas, or official transcripts applies only to situations where the student, parent, or guardian has requested a copy of the student's records. **When a student transfers to another K-12 school, the student's permanent record must be sent to the requesting K-12 school. If the student transfers to a K-12 school, a copy of the student's permanent record must be sent to the requesting district.** The permanent record, or copy, must be sent even though there may be charges or fees owed by the student, parent, or guardian. In such cases, upon sending the permanent student record to the new (receiving) school, the new school shall be notified of the School's decision to withhold grades, diplomas, or transcripts and will likewise withhold the grades, diploma, or transcripts until the School rescinds that decision. The School will notify the parent or guardian of a transferring student in writing that it has notified the new (receiving) school.

Instructional Technology

Parent-Student Information Technology Acceptable Use Policy

Granite Mountain Charter School is committed to providing our students with access to technology, information, and digital resources while fostering safe, responsible, and ethical learning environments. Granite Mountain Charter School is committed to upholding important security, privacy, and safety regulations, protocols, and standards.

Users of Granite Mountain Charter School's devices, networks, accounts, and other resources must adhere to Granite Mountain Charter School's policies. Users are also expected to fully comply with local, state, and federal regulations. Failure to adhere to these policies or regulations may result in discipline, legal action, or other remedies determined to be within the rights of Granite Mountain Charter School. Relevant regulations include (but are not limited to):

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Health Insurance Portability and Accountability Act (HIPAA)

The purpose of Granite Mountain Charter School Governing Board approving this Parent-Student Information Technology Acceptable Use Policy is to accomplish the following:

1. Define Technology Use Terms and Phrases
2. Identify the User Responsibility
3. Outline Acceptable Use of Resources
4. Outline Unacceptable Use of Resources
5. Outline the Expectation of Privacy
6. Define Cyberbullying
7. Outline the Student Departure Procedures
8. Identify the Disclaimers and Acknowledgements
9. Establish the User Agreement

1. Definitions:

- **School** or **Organization** or **We** – Granite Mountain Charter School and its subsidiaries, programs, and divisions
- **GMCS** - Granite Mountain Charter School
- **You** or **your** or **I** - the parent/guardian, student, and signer of this Acceptable Use of Technology Policy
- **Resources** - devices, systems, services, or networks owned, operated, or issued by GMCS.
- **User** - any person(s) accessing or utilizing GMCS's resources that is not a resource operator
- **AUP** – Parent-Student Information Technology Acceptable Use Policy

2. User Responsibilities:

Access to GMCS's technology, resources, and support is a privilege that offers a wealth of educational benefits. To maintain these privileges, all users must agree to, learn about, and comply with all information within this AUP document.

- You agree to, learn about and comply with all information outlined in this AUP document
- Persons to whom items are assigned are expected to exercise reasonable care to protect those items against damage, loss and theft. "Reasonable care" is defined as:
 - Never leaving items unattended
 - Never lending, giving, or releasing items to a person other than an employee or designated contractor of GMCS
 - Never removing protective accessories or features (e.g. cases, bumpers)
 - Keeping items away from dangerous conditions (e.g. liquids, heat sources, unstable surfaces or items) and preventing actions which promote damage beyond normal wear and tear
- You must immediately report damaged, lost, or stolen items/resources to your HST. Items reported stolen will require a police report.
- Parents/guardians are expected to provide supervision and monitor device/Internet access and usage.

- You are expected to make a reasonable effort to protect your passwords, information and data.
- You are obligated to notify GMCS of continued access to resources beyond student departure (e.g. withdrawal, graduation, expulsion) in the event GMCS has not contacted you to do so.
- **Items, devices, and resources issued by GMCS are School property and must be returned in working condition without excessive wear or tear or relinquished to GMCS upon request.**

3. Acceptable Use of Resources:

- All GMCS-issued accounts are intended solely for use by the person authorized to use the account.
- When sharing or exposing personal information or data online, extreme caution should be exercised.
- Any information or communication accessible via any of GMCS networks should be assumed private property.
- GMCS reserves the right to verify whether specific uses of GMCS technology or networks are consistent with this acceptable use policy.
- GMCS is bound by certain licensing agreements. Users are expected to comply with those agreements.
- Educational and instructional use as related to GMCS only
- All devices purchased from the Granite Mountain Techstore are managed by the Granite Mountain Technology department and are provided to the student for educational purposes only.

4. Unacceptable Use of Resources:

- All commercial or personal for-profit usage is prohibited.
- The access, use or transmission of objectionable material (e.g. materials that are obscene, bullying, profane, lewd, threatening, disrespectful, hateful, pornographic) is prohibited.
- Violation of any local, state, or federal laws as well as School, board or administrative policies are prohibited. (e.g. Federal copyright laws - [Title 17, USC](#))
- Any attempt to circumvent GMCS's security measures, content filters, or access restricted resources is prohibited.
- All malicious and nefarious activities are prohibited. Examples include (1) unauthorized trespassing or infiltration of a network or device, (2) the intentional distribution of malware, (3) any attempt to deny a remote service. Malicious actors may also be in violation of California's unauthorized computer access law, Penal Code 502(c) PC.
- The intentional collection, mining, or uncovering of personal information, files, and passwords belonging to a user other than yourself is prohibited.
- Impersonation of any user other than yourself is prohibited.
- Unauthorized falsification or modification of any school records is prohibited.
- The collection or transmission of personal information (e.g. home address, phone number, personal email) which may be useable to identify an individual without written consent is prohibited.

- Political lobbying or advertising is prohibited.
- Unauthorized maintenance, service, repairs, or upgrades are prohibited. GMCS's owned or operated resources must be maintained by GMCS or authorized third parties.
- Every device comes pre-configured, ready to use. At no time should you attempt to install, modify, or uninstall any applications. Administrative control is reserved and any requests for changes to the device or software must be submitted to the Helpdesk

5. Expectation of Privacy:

For email, networks, systems, and other resources owned or operated by GMCS, users should have no expectation of privacy. GMCS reserves the right to manage and monitor all aspects of its own resources. The following are examples of actions which may be performed for reasons deemed legitimate by GMCS:

- Obtain emails, messages, and their attachments transmitted to or through GMCS's owned or operated email systems
- Monitor an individual's use of GMCS's owned resource
- Locate or track the location of GMCS's owned resource
- Confiscate, search, disable, or wipe any of GMCS's owned devices, items or their contents/data
- Personal devices are private. GMCS must obtain permission to access personal devices.

6. Cyberbullying:

Cyberbullying is the use of technology resources to willfully harm either a person or persons through electronic systems (e.g. telephone, cellular telephone, other wireless communication device, computer, smartphone, pager, texts, photos, videos, sounds, messages, social media). Examples of this behavior include, but are not limited to:

- Transmitting false, cruel, hateful, or embarrassing information or media targeting others
- Creating posts or websites that have stories, cartoons, pictures or jokes ridiculing others
- Unauthorized access to any resource (e.g. social media, email) for purposes of downloading or transmitting vicious or embarrassing materials
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and transmitting that information or media to others
- Posting of a student picture without their permission.
- The use of derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health.

Students of GMCS will need to complete the Cyberbullying training and quiz to access GMCS technology.

The resources are located [here](#).

7. Student Departure:

Upon student departure (e.g. withdrawal, graduation, or expulsion) from GMCS, all issued items must be returned in working condition without excessive wear and tear within 30 days. Prepaid return labels may be provided at no cost.

8. Disclaimer & Acknowledgements:

- GMCS reserves the right to modify its policies and rules at any time.
- **ALL DEVICES, ITEMS AND SOFTWARE ISSUED BY GMCS ARE SCHOOL PROPERTY.** YOU ARE REQUIRED TO RETURN ALL ITEMS ISSUED TO YOU UPON REQUEST BY OR DEPARTURE FROM GMCS IN WORKING CONDITION WITHOUT EXCESSIVE WEAR OR TEAR. We reserve the right to issue penalties (e.g. denial of access to resources, withholding of transcripts) or seek legal remedies in response to non-compliance. Access to the GMCS' technology, resources and support is a privilege, not a right. These privileges are offered at the discretion of GMCS.
- Damaged, lost, or non-returned items will be subject to a replacement cost deducted from student educational units where applicable. If the student has no available educational units, the parent/guardian will be billed for the replacement cost of the device.
- GMCS will not be held liable for the information or data retrieved, stored, or transmitted by means of GMCS owned or operated resources, devices, networks, or systems
- Users should not have an expectation of privacy in the use of GMCS's resources, email, systems, networks
- Illegal activities performed using GMCS's devices, networks, and systems will be reported to the proper authorities when discovered
- GMCS will not be held responsible for losses or damages suffered by any user, including loss of data, interruption of service, delays, or non-deliveries
- GMCS issued property reported as lost, missing, or stolen may be disabled at the discretion of GMCS.
- GMCS may confiscate and search any of GMCS's resources for any reason deemed reasonable by GMCS including in response to a violation of school policies or government regulations
- GMCS is not in any way an Internet Service Provider

9. User Agreement Statement:

I have read, understand, and will abide by the PARENT STUDENT INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY when using any of GMCS's technology and other electronic resources issued, owned or operated by GMCS. I further understand that any violation of the policies above is considered unethical and in some cases may constitute a criminal offense. Should I violate any of the policies outlined in this agreement, I understand my access to any of GMCS's technology resources may be

limited, revoked, or returned and disciplinary and or legal action may be taken.

By Signing the Parent/Student Handbook Signature of Receipts and Acknowledgment section, you agree you have read, understood, and accept the terms within this Parent/Student Acceptable Use of Technology Policy.

Non-Compliance and Work Samples

Non-Compliance Policy

Our school is committed to ensuring that students are appropriately engaged in learning and obtaining success through any process possible. If a student/family is not meeting our school expectations as outlined in the Master Agreement, the school may need to engage in the Non-Compliance Process per our Non-Compliance Policy. Please see the complete policy [here](#).

In these instances, GMCS may:

- Contact the family by phone and email requesting resolution within two school days.
- Two school days later, if there is not a satisfactory resolution, the Homeschool Teacher will attempt to contact the family again by phone, or email, and a letter of non-compliance will be sent to the address on file. The letter will request a resolution within five school days.
- If the issue is resolved, the parent/guardian and teacher will confer to review expectations and create an action plan to maintain compliance.
- If the issue is not resolved, the Homeschool Teacher will attempt to contact the family again by phone, email, and a second letter of non-compliance will be sent to the address on file. The letter will request a resolution within five school days. In addition, an Administrative Conference Call will be scheduled to be held no sooner than six days of the date the letter was sent.
- It may be deemed, at that time, that independent study is not the best educational placement for the student and the student may be withdrawn. If parent fails to show for the administrative conference call the student will be administratively withdrawn
- Should a student be Administratively Withdrawn, the student is not eligible to re-enroll in the school for at minimum, one full academic school year.

Work Samples

To meet California Independent Study Guidelines, Work Samples will be submitted to the HST every learning period. Students are required to submit work samples as requested by their Homeschool Teacher to demonstrate and document student learning. Failure to provide work samples may jeopardize your child's enrollment status at Granite Mountain Charter School.

Acceptable Work Sample Criteria:

- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of your child's learning and abilities
- Be at the student's assigned grade level
- Includes student's first and last name and date
- The sample needs to be completed and dated within the collection Learning Period
- Must be secular (non-religious)
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them
- Includes both the questions and student answers

Non-Compliant Work Samples Include:

- Scanned documents that are blurry, difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Samples completed and dated not within the Learning Period, this includes weekend and holiday dates
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work

Harassment Policy

It is school policy to prohibit harassment by any means, including but not limited to: sexual, physical, verbal, written, electronic, mental, emotional and visual harassment, intimidation, bullying, and cyberbullying. Whether direct or indirect, such intentional acts substantially harm and interfere with a student's education, threaten the overall educational environment, and disrupt the operation of school.

Harassment for any reason including, but not limited to: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth),

gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is a violation of both state and federal law. Verified harassers may face loss of computer or other special privileges, suspension, or expulsion. Any disciplinary action will be determined by the school administrators and board of directors. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials. Harassers may also be subject to civil and criminal liability for any such unlawful behavior.

The school will take measures against harassment. This includes any act that takes place on or immediately adjacent to the location of any school event, at any school-sponsored activity, on school-provided transportation, or off-campus activities that cause or threaten to cause a substantial and material disruption at school or interfere with the rights of students to be secure.

In situations in which electronic or cyberbullying originates from a non-school computer, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be so severely disruptive of the educational process that it markedly interrupts or severely impedes the student learning.

It is important to understand that jokes, stories, cartoons, nicknames, the sending or posting of inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs and comments that violate school, state, and federal law may be offensive to others and will not be tolerated.

If you feel you have been a victim of harassment or are being bullied, inform your Homeschool Teacher or school administrator immediately. Keeping quiet or ignoring the problem will not make it go away. The teacher or school administrator will document the events, contact the appropriate parties, and appropriate steps will be taken.

Expulsion & Suspension Policy

Definition of Expulsion

Expulsion shall be defined as permanent dismissal from school, without re-enrollment privileges, and must be approved by the school board or their authorized designee.

Definition of Suspension

Suspensions shall be defined as a temporary leave of absence from school that may occur at the discretion of the individual Homeschool Teacher, Regional Administrator, or the school board.

Grounds for Suspension and Expulsion

A student may be subject to suspension and/or expulsion when it is determined that he/she, while on or within view of vendor locations, at a school-sponsored activity/field trip, or online.

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to: cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew, and packets. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, such as 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 unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, Charter School's Board of Directors, or designee(s)'s concurrence.
- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- Harassed, threatened, or intimidated a student who is a witness or complaining witness in a school disciplinary proceeding for the purpose

of preventing that student from being a witness and/or retaliating against that student for being a witness.

- Made terrorist threats against school officials, students, and/or school property.
- Committed sexual harassment as defined in Education Code 212.5.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment including, but not limited to, acts outlined in the Harassment section.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
 - Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - Causing a reasonable student to experience substantial interference with his or her academic performance.
 - Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.

Note: Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

Expulsion & Suspension for Students with Disabilities

A student identified as an individual with disabilities pursuant to the Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973 is subject to the same grounds for suspension and expulsion which apply to general education students. All the procedural safeguards established by school policies and regulations shall be observed in considering the suspension or expulsion of students with disabilities. In the

case of a suspension or an expulsion of a student identified as having Special Education needs, the school shall comply with federal and state law.

Due Process Statement

The school shall provide for the fair treatment of students facing suspension and expulsion by affording them due-process rights. Rules regarding suspension and expulsion shall be revised periodically as required by any changes in school policy, regulation, or law.

In all cases, school disciplinary policies shall afford students due process. To this end, the school board shall develop rules and regulations governing the procedures by which students may be suspended or expelled.

In the event of an expulsion, a student will be entitled to written notice of the grounds for their proposed removal and will be given a full due process hearing regarding the proposed expulsion. Parent(s)/guardian(s) will also be given written notice in advance of said hearing so that they may attend. The school will maintain a record of the notice and of the hearing. The student will also be entitled to appeal a decision to expel said student, pursuant to the appeal procedures established by the school board.

Grievance Policy and Procedure

Our school is committed to achieving student/family satisfaction. The following procedure was developed to ensure that student, family, and staff grievances are addressed fairly by the appropriate persons in a timely manner. Discrimination against students/families on the basis of ethnicity, sex, ancestry, physical or mental disability, race, color, gender, national origin, sexual orientation, or religion is prohibited.

The parent/guardian will address in writing any concern or grievance initially with the student's Homeschool Teacher and supervisor. Both Homeschool Teacher and supervisor will respond within ten school days.

If the concern or grievance is not resolved, the parent/guardian may, within ten school days, request a meeting with school leadership to discuss the concern or grievance. The school principal will investigate and respond within 10 school days. A written email and letter will be sent to the family that will address the concern and outcome.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

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. The complete list of these rights can be found [here](#).

Testing & Assessment

Granite Mountain Charter School recommends a comprehensive series of assessments to include local benchmarks, writing assessments, and participation in comprehensive state testing. The assessments provide the school with data necessary to support the school and the development of the student's customized learning plans.

In order for a student to remain in compliance, they must at minimum participate in the following assessments:

- TK-2: Beginning and end of year benchmark assessments
- Students in grades 3-8: State administered CAASPP/CAA/CST comprehensive testing as assigned by grade or equivalent local administered comprehensive assessment
- High School: Participation in state administered CAASPP/CAA/CST testing as assigned by grade or equivalent local administered assessment at least once during the high school tenure.

In years that students do not take CAASPP/CAA/CST, students will be required to participate in beginning and end of year benchmark assessments.

The school recognizes that there are students who may be medically fragile or experiencing extenuating circumstances, and parents will have the right to appeal in the event that a student's participation is not possible.

Explanation of Standardized Assessments Used:

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

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

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

Participation rates are critical to the success of our school. A public school is required to achieve a participation rate of 95% on any state testing. If a

school has less than 95% of its students participate in any assessment, the school receives an academic performance penalty by the state of California.

School staff administers all state standardized tests at facilities located within driving distance of your home. A testing schedule will be provided to you from your teacher. Individual student performance results on statewide achievement testing are available to parents that would like a copy through our Parent Portal.

Often our families have questions or concerns about the SBAC/CAST assessments. We want our families to feel informed about assessments so they are prepared and feel more comfortable partaking. We also ask that you work closely with your teacher so your student can be assigned any designated supports that would help them during their testing session.

ELPAC: Testing for English Language Learners

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

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

Internal Diagnostic: Star 360

Our school believes that ongoing assessments will help to inform instructional practices. The Star 360 is not designed to find flaws, but rather to build strength and skills necessary to become successful in the student's educational career.

We chose Star 360 because of its adaptive and non-adaptive nature and the diagnostic tool pinpoints students' needs down to the sub-skill level. Star 360 provides data-driven insights and support for successful implementation of standards. Star 360 has a custom assessment (paper-pencil version) that can be used in place of the adaptive assessment. The school will provide the parents with the results of Star 360, so the parent and teacher can work together to create a personalized learning plan for each student.

Assessments allow our teachers to monitor student growth and performance. The questions will automatically change the level of difficulty, thus "adaptive," based on student response patterns. The non-adaptive paper and pencil version of Star 360 will allow students to show mastery in

standards over the course of the year and we can still measure growth and use these assessments to drive our instruction.

Star 360 Testing will occur up to three times a year, once in the fall, winter, and spring of each year.

Writing Benchmark

As a school, Granite Mountain recognizes the benefits your child will receive from enhancing their writing ability. Mastery of foundational writing is a skill that a child carries into their future in college, the workforce, and beyond. Foundational writing skills are something that every student can strengthen to build their confidence in expressing themselves. We are happy to offer a writing portfolio for all students 3-12 grade. Students will be given a writing prompt specific to their grade level and will complete and send their response to their HST. The teacher will then score the response and give additional insight on the student ability levels in their writing and offer additional support as needed. We are excited to be able to offer this opportunity that focuses on our students' writing abilities. Knowing individual student writing levels means we can provide targeted instruction catered to our individual student needs.

Specialized Services/SPED

Granite Mountain Charter School personnel are committed to identifying and serving students who have exceptional needs and are eligible to receive special education supports and services. Our commitment is based on the belief that all students shall have access to a free appropriate public education.

In cooperation with the Los Angeles County Charter SELPA, Granite Mountain Charter School will work to ensure that a free appropriate public education (FAPE) is provided to all eligible students with exceptional needs in the student's least restrictive environment (LRE). Specifically, Granite Mountain Charter School will comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), and any other civil rights enforced by the U.S. Department of Education Office of Civil Rights (OCR), and applicable special education policies and practices of the SELPA.

Common Questions

The following are the most common questions that the special education department receives from families regarding special education at Granite Mountain Charter School. Please review and contact the department which serves your child if you would like to discuss these topics further.

What is Special Education?

Special Education is specially designed instruction, which supports and provides services to meet the unique educational needs of individuals with disabilities, which cannot be met in the general education program. It is an integral part of the total public education system, and special education services are provided:

- In a way that promotes maximum interaction between students with and without exceptional needs; At no cost to families; and Includes a full range of program options to meet the educational and service needs in the least restrictive environment (LRE). --California Education Code Section 56031

Who should you contact when you believe your child may need additional support?

Your assigned Homeschool Teacher is the best person to initially discuss any academic questions or concerns with. Your Homeschool Teacher will most likely recommend interventions and/or accommodations for you to use with your child if appropriate.

In the event that you and your Homeschool Teacher need additional guidance in supporting your child, you may request for a Student Study Team (SST) meeting to be held. This meeting will document the concerns of school staff and families, identify interventions attempted, and possibly recommend additional interventions. Interventions should be attempted for at least six to eight weeks and a second SST meeting should be held to document the student's response to intervention. Depending on the successful implementation of the intervention, the SST will contact the Assessment Team for additional support or recommendations.

What is an Individual Education Plan?

An Individualized Education Program (IEP) is a written statement of the educational program designed to meet a child's individual needs. Every child who receives special education services must have an IEP. An IEP sets reasonable learning goals for the child and states the services that the school will provide for the child.

What is the role of the parent in an IEP Meeting?

A parent's role is essential in an IEP meeting. As the Learning Coach, parents will be asked to provide input on the student's present levels of performance. Please refer to your Special Education Case Manager if you have any further questions or concerns regarding your child's special education services or goals.

How are special education services provided at our independent study school?

Students with IEPs are required to participate in special education services as indicated in their IEP documents.

- Specialized Academic Instruction (SAI) is typically delivered virtually and is taught by experienced and credentialed special education teachers. The format of these sessions is determined by the student's IEP team and based on their academic IEP goals.
- Related Special Education services, such as occupational therapy, speech, and language therapy, etc. may be provided by qualified District staff or via nonpublic agencies (NPA) contracted with Granite Mountain Charter School. NPAs have a certification with the California Department of Education to work with school-aged students and they are carefully selected by Granite Mountain Charter School.

May a family maintain the same special education NPA Providers/individual therapists, if they enroll in Granite Mountain Charter School and year to year?

Each NPA oversees the scheduling and availability of their services providers. Our Special Education Department will confirm an NPA's certification with the California Department of Education, and establish a contract with that NPA to start services.

Please note: The Special Education Department is happy to work with families, however we are not able to guarantee that they may maintain the same NPA providers/individual therapists.

Should Special Education Teachers be included in the development of a student's learning plan, designed by the Homeschool Teacher?

Whenever possible, it is recommended that a Special Education Teacher be included in the development of a student's learning plan, which is designed by the learning coach and Homeschool Teacher. While it is not a requirement, the involvement of the Special Education Teacher provides an opportunity for the team to get a different perspective on how to help support a student's needs, challenges, and strengths.

Shall your Homeschool Teacher collect work samples for students with an IEP?

Granite Mountain's Work Sample policy is the same for all students.

Family Signature of Receipt & Acknowledgment

By signing below via our survey, you are agreeing to the policies and procedures of the Parent-Student Handbook including, but not limited to:

- Registration Requirements
- Academic Expectations
- Report Cards & Grading
- Attendance
- Non-Compliance
- Work Samples
- Technology Usage Policy
- Testing & Assessments
- Behavioral Expectations
- Communication Policy for Concerns
- Academic Integrity

To sign the receipt and acknowledgment survey, please click the button below:

[Sign \(Click Here\)](#)

Policies and procedures listed in this handbook may be changed at the discretion of Granite Mountain Charter School without prior notice. A copy of this handbook will be posted on the Parent Portal in School Pathways. This copy will be updated as needed. This Parent-Student Handbook and all policies herein were reviewed and approved by the charter school board.