



Harvest Ridge

Cooperative Charter School

**Home Study
Student &
Parent
Handbook
2026-2027**

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Welcome to Harvest Ridge Home Study

Welcome to the Harvest Ridge Home Study Student & Parent Handbook! We are excited to partner with you in creating a personalized and meaningful educational journey for your child. This handbook is designed to guide you through the key academic requirements, program expectations, and resources available to support your success in our Home Study program. We encourage you to keep it handy as a reference throughout the school year.

While this handbook focuses specifically on our Home Study program, we also recommend reviewing the Harvest Ridge Cooperative Charter School Student & Parent Handbook, available on our main website, for a broader overview of schoolwide policies, procedures, and services.

As we partner together this school year, we invite you to reflect on your child's educational goals, future aspirations, and unique strengths. Consider their past academic achievements, interests, and learning style, as well as your family's readiness to collaborate in meeting these goals. Our team is here to help ensure that our program is the right fit and to provide support every step of the way.

If you have any questions or need assistance, please connect with your Teacher, the Home Study Director, our Executive Director, or contact the main office at (916) 259-1425. We are committed to helping you feel confident and supported as part of our school community.

By joining Harvest Ridge Cooperative Charter School, you are embracing an active role in your child's education and contributing to the growth of our vibrant learning community. Throughout this handbook, you will find clear descriptions of the shared responsibilities of parents, students, teachers, and the school, all working together to create a supportive personalized learning environment.

As a participant in our Home Study program, your child will receive a standards-based education that is flexible, individualized, and equivalent in quality and rigor to classroom instruction offered within the school. Together, we will foster curiosity, independence, and a lifelong love of learning.

Description of Home Study Program

Home Study

Harvest Ridge Cooperative Charter School's Home Study Program focuses on developing and implementing educational opportunities for public school students in the home setting. *As a Parent Educator, parents are responsible for the day-to-day lesson planning, instruction, and assessment of assignments for their children under the guidance and support of a credentialed teacher.* Curriculum options are tailored to meet individual student needs. Home study students, as well as their parents, have meetings with their Supervising Teacher at least once every 20 school days for a minimum of one hour per student meeting. During these meetings, the Supervising Teacher reviews the student's assignments, assesses student learning, collects samples to include in the required monthly paperwork, discusses any problems or areas of concern that may have occurred during the month, and assigns, with parental input, the next month's assignments.

Harvest Ridge Cooperative Charter School students are required to participate in the California Assessment of Student Performance and Progress (CAASPP), given in spring of each school year, as well as the I-Ready school-wide assessment twice per year.

Enrichment classes are available on Fridays throughout the school year and take place both off campus and on the Home Study campus.

Credentialed Teachers

Harvest Ridge employs highly qualified, state-credentialed educators who work closely with parents and students to design and implement an Individualized Instruction Plan tailored to each student's learning style, academic needs, and educational goals.

Teachers are responsible for assigning student work on a monthly basis in collaboration with parents. Parents are encouraged to share their input and ideas regarding the subjects or topics they wish to cover. Together, the parent and teacher will develop a plan that ensures an appropriate amount of material is covered and that assignments align with the Common Core California State Standards.

In addition to guiding instruction, teachers will place requests for educational materials that support the student's personalized learning plan, typically within a few days of the initial meeting. As a public charter school, all requested materials must be secular and instructional in nature. Requests that do not meet program guidelines or are deemed inappropriate by administration will be denied.

Learning Support Specialist

The Learning Support Specialist provides targeted academic intervention and instructional support within our full-time independent study program. The specialist provides direct student support with teacher support services, focusing on data-driven instruction, and multi-tiered systems of support (MTSS). The specialist works collaboratively with home study teachers, families, and leadership to improve student outcomes through strategic intervention, assessment, and instructional planning.

Special Education

Special Education services are provided to eligible students in accordance with state and federal law and are determined through the Individualized Education Program (IEP) process. Services are designed to support students in accessing and progressing within the general education curriculum while addressing their unique learning needs.

Special Education services for Harvest Ridge students are coordinated and delivered through both Harvest Ridge and the Newcastle Elementary School District.

Guidelines for Instructional Minutes

In accordance with California state law and program expectations, the following daily instructional minute guidelines apply to Home Study students:

- Kindergarten:
Minimum of 3.5 hours per day
- Grades 1–3:
Minimum of 4.5 hours per day
- Grades 4–8:
Minimum of 5 hours per day

These instructional minutes should reflect time spent on academic engagement, including direct instruction, independent work, educational projects, enrichment activities, and other school-related learning experiences.

Instructional time does not need to be divided evenly across all subjects every day but should reflect a balanced educational plan aligned with the student's learning plan and the California State Standards.

Course of Study

All California public schools follow a prescribed course of study ((CEC 51210-51212). Instruction in the Home Study program must include the following subject areas:

English Language Arts: Instruction includes literature appreciation, language study, and the development of core skills: speaking, reading, listening, spelling, handwriting, and composition.

Mathematics: Covers mathematical concepts, operational skills, and problem-solving strategies.

Social Sciences: Draws on disciplines such as history, geography, economics, political science, and sociology.

Science: Focuses on biological, earth, and physical sciences with an emphasis on experimental inquiry and understanding humans' place in ecological systems.

Physical Education: Promotes physical fitness, health, and mental well-being through structured physical activity. Students should participate in at least 200 minutes every 10 school days (exclusive of recess and lunch).

While Visual & Performing Arts and Health are not required as part of the Master Agreement, they are deeply embedded within the California State Standards and are considered essential components of a well-rounded education.

Visual & Performing Arts: Includes dance, music, theatre, and visual arts aimed at fostering aesthetic appreciation and creative expression.

Health: Covers principles and practices of personal, family, and community health.

Harvest Ridge Enrichment Opportunities

Harvest Ridge Cooperative Charter School offers a variety of enrichment classes to all enrolled students. These classes are held on select Fridays throughout the school year, both on the Home Study campus and at off-campus locations.

A schedule of activities is available on the [Harvest Ridge website](#) and the Home Study Parent Website. Students sign up for activities through the links on the websites for each individual activity.

Enrichment classes provide students with valuable opportunities to explore subjects and activities beyond their core academic curriculum. These offerings may include:

- On-campus workshops and classes
- Off-campus learning experiences
- Field trips and hands-on educational activities

Students must be in good standing in order to participate in enrichment opportunities. The same expectations for attendance, behavior, and conduct apply as with all other school-sponsored events.

Enrichment fees (when applicable) may be paid using the student's allocated instructional funding.

Admission Information

Eligibility

Harvest Ridge Cooperative Charter School accepts home study students in grades TK–8.

- Students enrolled in the Home Study Program must be residents of Placer County or an adjacent county.
- For students with disabilities (as defined in Education Code 56026), participation in independent study may be approved only if their Individualized Education Program (IEP) specifically provides for such participation (Education Code 51745).

Enrollment

Parents wishing to enroll their student in the Harvest Ridge Home Study Program should complete the Request for Admission form, available on the [Harvest Ridge website](#).

For additional information or assistance with enrollment, please contact the school office:
Telephone: 916-259-1425

Enrollment in independent study is subject to approval by the Executive Director or designee, who will determine that:

- The student is prepared to meet the requirements of the Home Study program, and
- The student is likely to succeed in independent study as well as, or better than, they would in a traditional classroom setting.
(BP 6158; CEC 51745)

Initial Meeting

Once enrollment is confirmed, families will be contacted by the assigned teacher to schedule an initial meeting. Please note:

- Attendance cannot be claimed until the Master Agreement has been completed, signed, and dated.
- The Master Agreement may be signed online or in person, but both the legally responsible adult and the student must be present if signing in person.
- Attendance in the Home Study program is directly tied to time spent on coursework and the completion of assigned work.

During the initial meeting, the teacher and family will:

1. Determine appropriate courses and classes based on grade level and student needs.
2. Review the course of study for selected classes.
3. Establish how academic progress will be measured, including required work samples and assessments.
4. Select curriculum, resources, and school supplies to support the student's Individualized Instruction Plan.
5. Discuss key policies, procedures, and student/parent responsibilities.
6. Schedule regular Learning Period meetings, including dates, times, and locations.
7. Set academic goals for the year and review:
 - The ordering process for instructional materials
 - Approved vendors
 - Available enrichment opportunities and field trips

Exiting the Program

Students participating in the Home Study program have the right to enter or return to the regular classroom program at any time. (*Education Code 51747; 5 CCR 11700*)

If a student wishes to exit the Home Study program during the school year, parents or guardians should:

1. Submit a written request to initiate disenrollment.
2. Communicate with the following staff members:
 - The Administrative Assistant
 - The Home Study Director

- The student's assigned teacher
- 3. Meet with the teacher to turn in final work samples, completed Trimester Summary, and any other required paperwork and return all non-consumable items purchased with Instructional Funding within five (5) days of disenrollment.

This process ensures a smooth transition and proper coordination of student records.

Expectations of Students, Parents, and the School

Home/School Agreement

The Harvest Ridge Home Study Program is most successful when there is a positive partnership between the student, the parent, and the teacher.

What Can the Family Expect of the School?

Harvest Ridge Cooperative Charter School will:

- Provide academic curriculum, resources, and materials consistent with those provided to all students, including purchasing or reimbursing for teacher-approved supplies in alignment with school policies.
- Ensure every family is supported by a state-credentialed teacher skilled in working with both parents and students.
- Partner with parents to offer assessment, curriculum guidance, enrichment ideas, and feedback on student work.
- Meet with the parent and student at least once every 20 school days.
- Collaborate with parents to develop a personalized learning plan aligned with Common Core State Standards and school assessments.
- Ensure that each family is informed about school opportunities, events, and expectations.
- Provide a variety of curricular and enrichment activity options.
- Support students with an IEP, 504 Plan, or English Language Learner (ELL) needs.
- Assist in assessing student learning styles and selecting appropriate curriculum and assignments.
- Oversee academic, physical, and extracurricular aspects of education.
- Assign work for each learning period and suggest reinforcement of content when needed.
- Request and requisition textbooks, instructional materials, and other resources.
- Answer instructional and school-related questions promptly.
- Provide necessary logs and paperwork required by the program.
- Conduct ongoing assessment and evaluation of student progress.
- Be available between meetings to answer questions or provide support.
- Maintain records of student completion in all required subjects.
- Collect and store representative samples of student work as required.

What Should the School Expect of the Parent?

Parents/guardians are expected to:

- Collaborate with the teacher to develop and follow the educational plan.
- Provide daily instruction and support for the student.
- Ensure that assignments are completed, graded, and turned in on time.
- Establish a study schedule and maintain an environment conducive to focused learning (free from distractions such as TV and excessive noise).
- Supervise the student to ensure consistent effort and engagement.
- Notify the teacher in advance if a meeting needs to be canceled or rescheduled.
- Document daily educational activities and maintain accurate records.
- Participate in the assessment of student learning and skill mastery.
- Attend an initial orientation meeting with the teacher to review program expectations, complete required documents, and establish roles.
- Meet with the teacher at least every 20 school days. If a meeting is missed due to emergency, it must be rescheduled within five school days.
- Ensure the student participates in all state-mandated and school-wide assessments.
- Accept responsibility for the cost of replacing or repairing lost or damaged school property (excluding normal wear and tear).
- Evaluate all student work for each Learning Period and provide it at scheduled meetings.
- Submit high-quality samples of student work from the student's actual curriculum or course of study for attendance purposes at each meeting.
- Sign an acknowledgment stating they have read and understand this handbook.

What Does the School Expect of the Student?

Students are expected to:

- Focus on learning during designated "school time."
- Strive for excellence and take pride in the quality of their work.
- Take personal responsibility for their learning.
- Cooperate fully with their parent and teacher to the best of their ability.
- Participate in all state-mandated testing and school-wide assessments.
- Be present for and actively participate in each mandatory Learning Record meeting with their teacher.
- Show respect for staff, students, and facilities.

The Instructional Process

Program Commitment and Meetings

As a school of choice, Harvest Ridge Cooperative Charter School requires students and parents to commit to the expectations of the Home Study program and take an active role in the student's education.

Home Study students and their parents are required to meet with their assigned teacher at least once every 20 school days. These meetings may be held virtually or in person;

however, at least one meeting per trimester must be conducted in person.

Each meeting is scheduled for a minimum of one hour per student and serves as a collaborative check-in to ensure the student is making consistent academic progress. These meetings provide valuable opportunities for partnership, allowing instruction to remain personalized, engaging, and aligned with both California State Standards and the student's individual learning goals.

During each monthly meeting:

- Progress is reviewed, and any concerns or challenges are addressed.
- Completed assignments and overall academic achievement are evaluated.
- Attendance is verified using the Learning Calendar and portfolio samples.
- The teacher assigns grades each trimester based on the submitted work and student assessments.
- The teacher and parent work together to assign coursework for the upcoming Learning Period.
- Two original work samples per subject are collected and must:
 - Include the student's full name
 - Be dated
 - Contain a grade or assessment, written in the student's handwriting when appropriate
- Instructional materials are delivered, if applicable, and vendor or curriculum orders are reviewed and submitted.
- The next meeting's date, time, and location are confirmed.

Assigning Work

Teachers collaborate with parents to create assignment plans based on:

- Grade level and curriculum pacing
- Student ability and learning needs
- Number of school days in the Learning Period

Assignments must align with California Common Core State Standards, but the program values multiple paths to mastery. Parents may propose plans in advance; however, teachers must ensure pacing and standards compliance, making adjustments if needed.

Reviewing and Correcting Work

- Teachers review all work from the prior Learning Period to assess pacing, comprehension, and mastery.
- Parents correct daily work and monitor progress; teachers assign final grades each trimester and re-teach or reassign material as necessary.

Work Samples

- Two original work samples per subject are required each Learning Period.
- Samples should be high-quality and representative of the student's actual curriculum or course of study.
- Originals may be submitted physically or digitally (copies/scans).

- For non-paper-based work (e.g., art, PE, experiments), use the Photo Sample template to submit photos with an accompanying explanation and grade.

Learning Calendars

Parents must:

- Maintain and submit the Learning Calendar each Learning Period.
- Document daily engagement (student participation in assigned educational activities).

Important:

- Educational engagement must be documented on each weekday school is in session.
- Work done on weekends cannot “make up” for weekdays without engagement.
- Attendance cannot be claimed for any day without documented engagement.

Attendance and Accountability

Harvest Ridge must comply with state attendance laws. Families may structure learning flexibly, but:

- Daily engagement is required and must be documented.
- Attendance is tied directly to engagement and completed assignments.

Missed Meetings and Rescheduling

- Meetings may only be rescheduled for legitimate emergencies and must be held as soon as possible. (See definition of a missed meeting below)
- Interim assignments may be given if a meeting is delayed.
- Missed meetings should be extremely rare.

Missed Assignments and Evaluation

An evaluation of a student’s continued eligibility for independent study will be conducted if any of the following occur:

- 10% or more of assignments are missed in a Learning Period
- Three (3) missed appointments: A “missed meeting appointment” is defined as any required meeting missed due to parent/guardian or student action, including:
 - Failure to attend the scheduled meeting or arriving more than 15 minutes late;
 - Cancellation or rescheduling requests made with less than 24 hours’ notice when the teacher is unable to reschedule within the state Education Code-required meeting times;
 - Repeated last-minute changes that prevent timely completion of the meeting.
- Failure to participate in state or school-mandated assessments (without written parent/guardian excusal)
- Educational progress falls below satisfactory levels based on:
 - Assignment completion and assessment data
 - Demonstrated learning and concept mastery

- Progress toward course or grade-level completion

Board Policies and Compliance

- Missed appointments, failure to sign the Master Agreement, missed assignments, or refusal to participate in required assessments may result in a formal review to determine if independent study remains appropriate.
- All program expectations must be met for continued enrollment in the Home Study program.

Materials and Services

Use of Instructional Funds

Harvest Ridge Cooperative Charter School provides student instructional funds to support the educational needs of each enrolled Home Study student. These funds may be used to request approved curriculum, materials, supplies, as well as enrichment and educational services and field trips.

Important Guidelines:

- All materials purchased with instructional funds must be secular in nature; items with religious content are not permitted.
- Reimbursements will not be made for items purchased with gift cards.
- Please consult your assigned teacher and the Purchasing Guidelines when requesting materials to ensure alignment with curriculum goals and program policies.

Selecting Appropriate Curriculum

One of the strengths of the Home Study program is that families have a voice in curriculum selection. Teachers work in collaboration with parents to select materials that are:

- Appropriate for the student's grade level and academic readiness
- Aligned with the student's learning style, pace, and educational goals
- Rigorous and supportive of California Common Core State Standards

All non-consumable materials (e.g., textbooks, teacher editions) must be returned to HRCCS at the end of the school year or upon withdrawal.

Vendor-Provided Instruction

Harvest Ridge maintains a list of approved vendors who provide instruction in both academic and enrichment areas. The approved vendor list is available on the Harvest Ridge website and the Home Study Parent Portal.

Parent Responsibilities

- Parents must supervise their minor child at all times while instruction is being delivered by a vendor (e.g., during art, dance, martial arts, tutoring, etc.).
- Parents initiate contact with the vendor and confirm all relevant details including:

- Name of vendor
- Services requested
- Cost of services
- Dates of service
- Submit a written request to your teacher with the above details to initiate the approval and ordering process.
- Notify your teacher immediately if services are canceled.
- Keep your teacher informed regarding the quality of instruction and your satisfaction with the vendor.

Consumables vs. Non-Consumables

Consumables (do not need to be returned):

- Items used once or depleted during use
- Examples:
 - Paper, pencils, paint, glue
 - Student workbooks
 - Project kits (e.g., "Science in a Nutshell")

Non-Consumables (must be returned):

- Reusable instructional materials
- Examples:
 - Textbooks, teacher editions
 - Manipulatives (e.g., math tools)
 - Microscopes, globes, educational games

Receiving and Returning Materials

All ordered materials will be shipped to the Home Study campus for pick-up. Amazon orders will be shipped directly to the family. Return all non-consumable items at the end of the school year or when you withdraw from the program—whichever comes first.

- Items may be returned to your teacher at the Home Study office throughout the year.

If materials are lost or damaged, families will be required to cover the cost of replacement.

Damaged, Lost, or Unreturned Materials

Instructional materials provided by HRCCS remain the property of the school and must be returned in good condition, with only normal wear and tear.

- If items are lost or damaged beyond use, families are responsible for the full replacement cost.
- If materials are damaged but still usable, the Executive Director or designee may assign a reduced fee.
- If it is demonstrated that the family took reasonable precautions to safeguard materials, the Executive Director may waive charges at their discretion.

Assessment and Accountability

Assessment & Grading System

Grading Philosophy

The grade assigned in any course reflects:

- The student's completed work
- The credentialed teacher's professional judgment of its quality
- The student's demonstrated mastery of course objectives

Teachers may consult with the parent educator to gather insights on the student's work. If a significant disagreement arises regarding a student's grade, the matter should be referred to the Executive Director for review.

Students and parents should be aware of the student's current grades after each monthly meeting, which can help inform academic goals and adjustments for the following learning period.

Grading Scales

Grades TK–8: Standards-Based Grading

- 3 – Meeting Standards
- 2 – Approaching Standards
- 1 – Emerging

Trimester Summary Reports

Trimester Summary Reports are required for all students each trimester, or when disenrolling from the school. Trimester summaries reflect the standards covered during each semester and the evaluation of that progress.

School-Wide Assessments

In accordance with the school's charter, Independent Study Policy, and Master Agreements, all students are required to participate in school-wide assessments assigned by their teacher. These assessments:

- Help inform instruction and support academic progress
- Provide meaningful feedback for teachers, students, and parents
- Are essential for evaluating student growth and guiding future learning plans

Note: Failure to participate in school-mandated assessments may result in an evaluation to determine whether continued enrollment in independent study is appropriate.

State Assessments

The following state-required assessments apply to HRCCS Home Study students. These

assessments are critical for school accountability and for measuring student growth.

CAASPP (Grades 3–8)

California Assessment of Student Performance and Progress

- Measures mastery of California Content Standards in English Language Arts and Mathematics
- Administered in Spring
- All students in grades 3–8 are required to participate
- Scores are used to support instruction and meet state/federal accountability (95% participation required)

Science Test (Grades 5 & 8)

- Assesses understanding of the Next Generation Science Standards (NGSS)
- Administered in Spring as part of the CAASPP suite

Physical Fitness Test (Grades 5 & 7)

- Required by law for all public school students in grades 5 and 7
- Assesses aerobic capacity, strength, flexibility, and overall fitness
- Students with physical limitations are provided accommodations as needed
- The state does not allow opt-outs for this assessment

ELPAC (Grades TK–12)

English Language Proficiency Assessments for California

- Required for all students whose primary language is not English
- Used to:
 - Identify new English learners
 - Determine initial English proficiency
 - Measure annual progress in acquiring English
- Federal and state laws mandate annual participation

Test Participation and Opt-Outs

Parents/guardians may submit a written request to exempt their child from CAASPP testing only. All other state assessments, such as the Physical Fitness Test and ELPAC, do not offer opt-out options.

Student Academic/Behavior Requirements

Discipline Policy

The rules of student discipline at Harvest Ridge Cooperative Charter School (HRCCS) are designed to promote a safe, respectful, and supportive learning environment for all students. These guidelines apply at all HRCCS sites and during any school-sponsored events or activities, whether they take place in-person or virtually.

Students may be subject to disciplinary action for designated behaviors that occur:

- During school hours
- At school-related functions or events
- While engaged in any activity connected to the school
- If the behavior affects the safety or well-being of the school community

The full HRCCS Discipline Policy outlines specific behaviors, procedures, and possible consequences, and is accessible on the school's website. We encourage all students and families to familiarize themselves with the expectations for behavior, as well as the rights

Academic Truancy/Behavior Issues

The Executive Director and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement.

Warning letters will be issued for any of the following:

1. The teacher, upon evaluating the student's work, determines that less than 90% of the assigned work was completed.
2. No attendance for 10 percent in one month.
3. Parent or student misses a scheduled meeting (without appropriate notification or reason).
4. Parent or student misses a scheduled meeting with the Special Education personnel.
5. Failure to comply with behavior policy of HRCCS.
6. Failure to attend State Mandated testing without parent/guardian written request for excusal or failure to participate in HRCCS mandatory testing.
7. Student is caught cheating or violating HRCCS's plagiarism policies.
8. Student's educational progress falls below satisfactory levels as determined by the Charter School's Master Agreement for Independent Study.
9. Student has exhibited offensive behavior towards a staff member and/or another student.
10. Student is in non-compliance with Harvest Ridge Cooperative Charter School Policies.

Academic/Behavior Misconduct Policies

First Warning Letter: The supervising teacher and administrator will meet with the parent/student to review and emphasize the requirements of the program and create an Action Plan. A warning letter will be given to the parent/guardian.

Second Warning Letter: is provided to the parent/guardian and a conference between the Administrator, teacher, student and parent/guardian will take place to discuss the Action Plan so that necessary changes can be made.

Third Warning Letter: is provided to the parent and the student is put on probationary status. A meeting is held between the teacher, parent/guardian, student and any necessary support personnel (i.e., Administrator and Special Ed. Coordinator.) This meeting is mandatory to discuss next steps.

Suspension/Expulsion/Involuntary Removal: Expulsion, suspension, or involuntary removal may occur in accordance with the HRCCS policy and procedures as described within the

approved HRCC charter. In the event of an involuntary removal, parent or guardian will be provided written notice at least five school days before the effective date of the action.

Dress Code

While on campus for either regularly scheduled meetings with the supervising teacher or for enrichment activities, students are subject to the dress code established by the school.

When students feel good about their appearance, they are more receptive to learning. The Charter School is the children's place of business, and students' dress, hairstyle, and color should be appropriate for school activities. If a clothing style, hairstyle, or hair color is disruptive to the educational process or constitutes a threat to the safety or health of the student or others, it will not be permitted.

1. Clothing must be clean, neat, and fit properly, being neither too tight nor excessively loose. Clothing that shows undergarments or exposes private body parts is not acceptable.
2. All pants must be fitted at the waist and/or hips, and must stay up. Pants may not sag. Pajama pants are not acceptable. Shorts and skirts must be long enough to cover undergarments in any position or in any activity.
3. All shirts must be long enough to be tucked in and remain tucked in with normal movement. (Shirts do not have to be tucked in.) See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, tank tops less than two fingers across the shoulders, bare shoulders, spaghetti straps, and bare midriffs (even when hands are raised) are prohibited.
4. Shoes must be worn at all times. Sandals must have heel straps. Backless shoes or sandals are not acceptable. Athletic shoes are required for physical education. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
5. No article of clothing, jewelry, or decoration may be worn or displayed that promotes drugs, alcohol, sexual conduct or innuendos, violence, gangs, racial, ethnic or religious prejudice, politics, or vulgarity.

Student Conduct

While on campus for meetings with the teacher or for enrichment activities, every student is expected to contribute to creating a positive learning environment by being SAFE, RESPECTFUL, and RESPONSIBLE.

Being safe means making choices that protect one's own well-being and that of others, whether in the classroom, on the playground, or online.

Being respectful means treating students, staff, and school property with kindness and consideration, recognizing that everyone has the right to learn and feel valued.

Being responsible means taking ownership of one's own actions, following school rules, completing work to the best of one's ability, and contributing positively to the school community.

Complaints Regarding the District, School, or Personnel

(1) Teacher (2) Director (3) School Board (4) Superintendent

Complaint Resolution Process

At Harvest Ridge Cooperative Charter School, we value open communication and aim to resolve concerns promptly and respectfully. We encourage students, parents, and community members to address concerns at the earliest possible level.

Step 1: Direct Communication

Whenever possible, concerns should be addressed directly with the individual involved. Open and respectful dialogue often leads to the most effective resolution.

Step 2: Meeting with Administration

If the issue is not resolved to either party's satisfaction, you may request a meeting with the Executive Director/Designee and/or the person(s) involved. Please submit a written complaint in advance to ensure the concern is clearly understood and can be effectively addressed.

Step 3: Board of Directors Review

If a resolution is still not reached, you may submit your written complaint to any member of the HRCCS Board of Directors for further consideration and possible action.

Step 4: District Review

Should the concern remain unresolved after all internal avenues have been exhausted, you may escalate the issue by submitting your written complaint to the District Superintendent.

For more detailed information, please refer to the Harvest Ridge Complaint Policy posted on the Harvest Ridge website.

Appendices

- Academic Behavior Actions Warning Letter

**Academic/Behavior Actions Warning Letter
Harvest Ridge Cooperative Charter School (HRCCS)**

Student Name: _____ Grade: _____ Date: _____

As stated in the HRCCS Parent/Student Handbook, this completed form constitutes a formal warning letter regarding your student's attendance, behavior and/or academic achievement to date. Warning letters will be issued for any of the following:

- 1. The teacher, upon evaluating student work, determines that less than 90% of the assigned work was completed. Per the approved charter and the independent study policy, any time a student misses 10% or more of the assigned educational activities, an evaluation will result as to whether it is in the best interest of the pupil to remain in independent study.
- 2. No attendance for 10 percent in one month.
- 3. Parent or student misses a scheduled meeting (without appropriate notification or reason).
- 4. Parent or student misses a scheduled meeting or appointment with their designated Special Education personnel.
- 5. Failure to comply with the behavior policy of HRCCS.
- 6. Failure to attend State Mandated testing without parent/guardian written request for excusal or failure to participate in HRCCS mandatory testing.
- 7. Student is caught cheating or violating HRCCS's plagiarism policies.
- 8. Student's educational progress falls below satisfactory levels as determined by the Charter School's Master Agreement for Independent Study
- 9. Student has exhibited offensive behavior towards a staff member and/or another student.
- 10. Student is in non-compliance with Harvest Ridge Cooperative Charter School Policies.

Other: _____

Harvest Ridge's policy regarding warning letters:

Each action of academic/behavior misconduct by the student is documented by the teacher & administrator.

- First Warning Letter** is given to parent/guardian and student – Administrator & Teacher meet with parent and student to review program expectations and create Action Plan.
- Second Warning Letter** is given to the parent/guardian and a conference between the Administrator, teacher, student and parent/guardian will take place to discuss the second steps of Action Plan so that necessary changes can be made.
- Third Warning Letter** is given to the parent and the student is put on probationary status. A meeting is held between the teacher, parent/guardian, student and any necessary support personnel (i.e., Administrator and Special Ed. Coordinator.) This meeting is mandatory to discuss next steps.
- Suspension/Expulsion/Involuntary Removal:** Expulsion, suspension, or involuntary removal may occur in accordance with the HRCCS policy and procedures as described within the approved HRCC charter. In the event of an involuntary removal, parent or guardian will be provided written notice at least five school days before the effective date of the action.

This warning in no way limits the teacher/administrative staff from going directly to probation, suspension, expulsion, or involuntary removal in accordance with the HRCC charter.

Date: _____

Teacher Name (print): _____

Teacher Signature: _____

Parent/Guardian Name (print): _____

Parent Guardian Signature: _____