

Student-Parent Handbook Independent Study Program



2011-2012 School year

Table of Contents

Mission.....	3
Contact Information.....	3
Enrollment Process.....	4
Emergency Forms.....	4
Immunization Policy.....	4
Health Screenings.....	5
Master Agreement.....	5
Teacher and Parent Roles and Responsibilities.....	5
Teacher Communication.....	6
Teacher Visits.....	6
Evaluation of student learning.....	7
Collection of the student attendance summary log.....	7
Work sample guidelines.....	7
Acceptable work samples for grades K-8.....	7
Acceptable samples for high school students.....	8
Unacceptable work samples (all grade levels).....	8
Progress Reports.....	8
Grading.....	9
Retaining an Elementary/Middle School Student.....	9
Academic Honesty.....	9
Consequences.....	10
Response to Intervention Program.....	11
Materials and classes.....	11
Purchasing curriculum.....	11
Educational Units.....	11
Ordering Periods and Delivery of Materials.....	12
Delivery.....	12
Returning Materials.....	12
Allowed and Disallowed Materials and Supplies.....	13
Allowed Products:.....	13
Disallowed Products:.....	13
Curriculum Library.....	13
Educational Contractor Classes.....	14
Assessments and Testing.....	14
AIMSweb.....	14
California Standardized Testing and Reporting Program (STAR).....	14
California Modified Assessment (CMA).....	15
California Alternate Assessment (CAPA).....	15
California State High School Exit Exam (CAHSEE).....	15
California English Language Development Test (CELDT).....	15
California Physical Fitness Test (PFT).....	16
SAT, AP, and ACT.....	16
Other Useful Information.....	16

Accepting Middle School Coursework.....	16
Change of Name, Address, Phone Number	16
Change of Assigned Teacher	16
Disenrollment.....	16
Field Trips.....	17
Missed Assignments	17
Consequences for missed assignments	17
Missed Appointments	18
Consequences for missed appointments	18
Missed Tests or Assessments.....	18
Student Behavior.....	19
Student Records	19
Directory Information Defined	19
Parental and Legal Guardian Rights	19
Uniform Complaint Policy and Procedure.....	20
Compliance Officers	21
Notifications.....	21
Procedures.....	21
Appeals to the California Department of Education.....	22
Notice of Non-discriminatory Policy as to Students.....	23

Optimizing Each Child's Learning Potential through Personalized Learning

Welcome to FAME Public Charter School! We are pleased that you have chosen our school for your child(ren). We look forward to serving your family and providing a quality educational program to your student(s) in the coming year. This manual provides an overview of our Independent Study program. We hope it is a useful tool that enables a smooth and efficient collaboration between you and your teacher throughout the school-year.

For additional information specific to our high school program, please see our high school handbook.

The policies and guidelines laid forth in this manual are subject to change with board approval without prior notice.

Mission

The mission of FAME is to enable our diverse population of students to become independent thinkers, lifelong learners, and responsible, contributing members of society. FAME recognizes the cultural diversity and individuality of all of its students. Through the delivery of linguistically and culturally appropriate instruction, FAME strives to create an educational community where students from all social, academic and economic backgrounds learn together in a multicultural setting. Using the state standards to guide our educational program, teachers, and parents work together to assure the achievement and progress of each student and that they are building the knowledge, skills, and attributes necessary for them to become self-motivated, competent, lifelong learners.

Contact Information

Your independent study teacher (IST) will provide you with his/her contact information during your initial visit. Your IST is your main point of contact for the school-year. Should you have questions or issues that your teacher is unable to help you with, please refer to the following information:

Independent Study Office and Resource Library
39899 Balentine Dr. Suite 335
Newark, CA 94560
Telephone: 510-445-0199
Fax: 510-687-9547

Last Name	First Name	Position	Phone Extension	Email
Kamrani	Roya	Office Manager/IS Registrar	112	royak@famecharter.org
Mattoon	Julie	Director, Special Programs	108	juliem@famecharter.org
Mittan	John	Independent Study Principal	105	johnm@famecharter.org
Choi	Sunny	Academic Counselor	Dial: 510-687-1500, Ext: 108	sunnyc@famecharter.org
Blount	Anita	Testing Manager	Dial: 510-687-1500, Ext: 121	anitab@famecharter.org

Contact the FAME Public Charter School administrative offices at: 510-687-9111

Please see our website for complete FAME Public Charter School staff listing and contact information.

FAME Public Charter School Website

In an effort to keep our families and the community at large abreast of FAME Public Charter School programs and events, we have developed the FAME web site. The web site contains information regarding the three programs that constitute FAME along with information about our board and board meetings, WASC accreditation, staff directories, parent manuals, parent resources, and much more. www.famecharter.org

Enrollment Process

Upon request a FAME IS enrollment packet will be sent to the parent's home. The following documents are required along with the completed enrollment form:

- > One legible copy of the birth certificate or passport
- > One legible copy of immunization records or a signed Personal Beliefs Affidavit
- > Authorization for Release of Records form (provided in packet)
- > Transcripts or grades in progress from previously attended institutions (for high school students only)
- > Copy of California High School Exit Exam scores (for students enrolling in grades 11 and 12)
- > Pre-enrollment survey (included in packet)

If your student has an Individual Education Plan (IEP) or has been on an IEP in the past, please include a copy of the student's most recent IEP. (If the student was exited from special education, please include a copy of the exit IEP.)

Once we have received the completed enrollment forms and required attachments, a teacher will be assigned to your family. The teacher will contact you directly to setup an initial orientation meeting. During this meeting the teacher will review our program requirements and answer any questions. Providing all parties are in agreement, enrollment will be finalized.

A master agreement will be completed at the time of enrollment and at the beginning of each subsequent semester. This document is a state requirement for all independent study students.

Emergency Forms

Each student must have an Emergency Card completed by his/her parent/guardian. The form will be kept on file in the school office. The Emergency Form includes the following information:

- 1) Parents' complete names, address, and home telephone number.
- 2) Parents' work telephone numbers and cell numbers
- 3) The name, address, telephone numbers of another adult who can be called in an emergency when parent cannot be reached.
- 4) Medical alert information.

Immunization Policy

California law requires all students enrolled in California schools to have up-to-date records. The immunization policy requires the following:

Kindergarten	Gr. 1	Gr. 2-6	Gr. 7	Gr. 8
5 DPT	5 DPT	4 DPT *	4 DPT *	4 DPT*
4 Polio	4 Polio	3 Polio*	3 Polio*	3 Polio*
2 MMR	2 MMR	2 MMR	2 MMR	2 MMR
3 Hepatitis B	3 Hepatitis B	3 Hepatitis B	3 Hepatitis B	3 Hepatitis B
1 Varicella	1 Varicella	1 Varicella (Out of state entrants)	2 Varicella (Out of state entrants)	
1TDAP**	1TDAP**	1TDAP**	1TDAP**	1TDAP**

*If one dose given after 2nd birthday. Otherwise need one more dose.

All MMR's must be given on or after the 1st birthday. There is a 4-day grace period.

Special Exemptions: There are some special exemptions (waivers) allowed by the State (medical and/or personal beliefs. These exemptions will be approved when the appropriate forms are completed).

**After 7th birthday.

Health Screenings

Health screenings may be conducted at scheduled times during the year by professional organizations contracted by the school. A notice will be sent home from the school prior to any scheduled health screening. A parent/guardian may choose to have their child not participate in the screening by filing a notice with the school office.

Master Agreement

The master agreement outlines how the teacher, student and parent will work together and how the student's educational program will be structured. It states the maximum interval between meetings, parent, student, and teacher participation requirements at the meetings and documents the location and time of meetings. It also specifies methods of study and evaluation and lists the responsibilities of the student, parent and teacher as participants in the program.

No enrollment is considered complete until the master agreement is filled out and signed by all parties. A new master agreement must be signed for each semester. As a legal document, the terms of the master agreement are not subject to negotiation.

* For fall semester **returning students**, the Master Agreement for the first semester of school year must be completed prior to the first day of instruction. The Master Agreement may be completed in June of the prior school year so that curriculum may be ordered in advance of the following school year.

* For spring semester **continuing students**, Master Agreements for the second semester of the school year must be completed prior to the first day of instruction for the spring semester.

* For all **re-enrolling or new students**, Master Agreements must be completed prior to the student's first day of instruction.

Teacher and Parent Roles and Responsibilities

The home study model of education followed by FAME is a collaborative effort between the student, parent educator, and the independent study teacher. During the initial meeting, your teacher will discuss in detail the elements of the Master Agreement that define roles and the policies and procedures that relate to enrollment.

- Parents shall, through specific enrollment and procedural contracts, accept responsibility for their children's daily education. They agree to:
 - Be involved and responsible for daily teaching and monitoring the day-to-day student work.
 - Collaborate with the IST to choose curriculum for their students if they desire or elect to have their IST choose their student's curriculum.
 - Implement the instructional program under the guidance of the independent study teacher
 - Correct and grade daily work.
 - Collaborate with the independent study teacher to issue final semester grades.
 - Be present at ALL meetings between the IST and student at a mutually agreed upon location.
 - Prepare required monthly attendance logs.
 - Insure that the student has adequate space and materials needed to complete their school work.
 - Insure student attends and has transportation to required state and school-mandated testing.
 - Insure student attends and has transportation to services and assessments required by IEP (for special education students).

- Parents agree to meet with their independent study teacher at least every 20 school days or as required by student learning needs. Either the parent or the independent study teacher may request additional meetings.

- Parents agree to have their student's progress assessed through current state- and school-mandated tests which may include: STAR, AIMSweb, CAHSEE, Physical Fitness, CELDT or other.

- In addition to state- and school-mandated assessments, parents agree that their student's progress may be assessed using a variety of the following:

- School-developed benchmark assessments
 - Monthly review of student work
 - Annual portfolios
 - Parent and teacher observations
 - Student demonstrations and oral presentations
 - Unit, chapter, and final test grades
- Curriculum, materials, and classes used by the student shall support the California State Frameworks and Content Standards.
 - Students may be disenrolled from the program for failing to meet the terms of the policies and procedures laid forth in the Student-Parent Manual, Master Agreement, or Chartering Documents. Every student has a right to due process under the terms of the non-compliance policies. (See non-compliance procedures in a later section of this handbook.)

Parent can expect that their Independent Study Teacher will:

- Facilitate the overall educational program of the student.
- Collaborate with parent in choosing curriculum appropriate for student.
- Process orders for curriculum and classes through the FAME online purchasing system.
- Collaborate with parent in developing written assignments for daily work.
- Select and evaluate the required work samples per subject per learning period.
- Meet with student AND parent face-to-face for at least one hour at least every 20 school days. This meeting time may be spent evaluating student work, giving instruction, consulting with parents, observing student activities, issuing assignments, or other.
- Review student progress with student and parent at every meeting.
- Consult with parent on student's progress at mid-semester and year end, issue grades, and develop progress reports.
- Keep parents abreast of school events and programs

Teacher Communication

It is our goal to provide excellent service to the family and meet independent study requirements. Parents should expect the following standards to be met:

Your teacher will be available during normal business hours. However, much of an independent study teacher's job involves meeting face-to-face with students and their families. Therefore all teachers have answering machines, fax machines, and computers.

You can expect your teacher to return your calls and e-mails within one business day. Teachers are not required to work evenings, weekends or school holidays.

FAME board policy requires a minimum of one face-to-face meeting between the independent study teacher, parent and student every twenty school days. Parents have the right to request meetings up to the frequency of one hour per week. Families should also respect the teacher's time and refrain from rescheduling meetings. When it does become necessary to reschedule a meeting, please give your teacher at least 24 hours advance notice.

The meeting location is at the discretion of the family and teacher. Some families choose to meet in their home. The teacher may request another meeting spot if the location is deemed unsuitable for an educational meeting.

Teacher Visits

Our teachers care about their students and want to help each family teach and learn. Their primary responsibility is to help each child learn by overseeing student progress, making new assignments, and ordering appropriate materials and classes to support learning goals. Teachers appreciate when their families are on time and prepared for the visit.

A quiet location with minimal distractions is the preferred venue. In general, each meeting will include the following:

Evaluation of student learning

Your independent study teacher will want to see and hear about the student's progress in each subject. Your teacher will want to look at all the work that the student completed during the learning period. He/she will ask you for specifics about student lessons, activities and projects completed during the assignment period. If you have concerns or questions about your student's learning, you may ask your teacher. You can expect your teacher to ask questions about how the student did on major assignments and give suggestions for upcoming assignments.

Collection of the student attendance summary log

Your teacher will collect the completed student attendance summary log. The parent documents student daily attendance by documenting an assignment or learning activity for each day of the learning period.

Answering questions and giving information about upcoming FAME IS events

Your teacher will also share any information about upcoming FAME events.

Assigning lessons and projects

Your independent study teacher will work with you to assign work in all subjects for the coming assignment period. Your teacher will leave an assignment sheet with the agreed upon assignments listed. The teacher will use this list to confirm completion of the assignments at the subsequent meeting. Families may choose to substitute different assignments during the assignment period as long as the new work is comparable to the original assignment.

Collection of work samples

Student work samples are the evidence of student attendance for audit purposes and become a portfolio of an individual student's progress. Your teacher will collect the following samples of the student's work for each assignment period:

- Grades K-8: One sample from each core subject (language arts, math science and social studies). No PE or elective samples required.
- Grades 9-12: One sample of work from each core subject area. (Additional samples will be required for high school students taking accelerated courses.)

The work samples should be chosen from the body of work assigned and completed, and should be a good representation of the quality of the student's work and level of achievement. Your teacher will help you determine which samples are appropriate for each subject. In general, the samples must reflect the quality of the student's daily work, and must clearly indicate what the student learned or practiced. At least one of the samples for each subject should be an original. A typed essay or report signed by the student is considered an original. In addition, a least one sample must writing sample.

Work sample guidelines

- There must be a relationship between the assignments given and the work samples collected. For example, if the student is working on California history for History/Social Studies, then the work sample should reflect those assignments.
- For younger students (K-2), there must be at least one work sample per core subject area per semester that is in the child's handwriting or "produced work" (i.e. produced by the child/something done to a piece of paper by the child.)
- Work must include student name and date completed. It must also be corrected by parent.

Acceptable work samples for grades K-8

- Completed workbook pages
- Written assignments
- Poems, stories, reports (include student signature on typed reports)
- Reading logs with student reflections

- Audiotapes of student performances with an explanation in the comment section of the Student Learning Record
- Student artwork
- Student dictation written by parent
- Parent-produced description of activity completed (grades K-3)
- Teacher-documented observation of student work or performance
- Photos of projects completed with explanatory notes (as long as students also have other samples in their own writing,)

Acceptable samples for high school students

While we have a fair amount of flexibility in the types of samples that are collected for the lower grades, at the high school level we are looking for materials that significantly substantiate the coursework that a student is doing. A variety of samples should be submitted that represent a course over time. It is expected that at the high school level the student is generating a significant volume of work and can readily turn in samples that are reflective of the student's overall course load. The following are suitable high school samples:

- Graded Essays: rough drafts and final copies. At least one significant writing sample should be turned in per attendance period. It can be from any subject area.
- Responses to literature along with literature lists
- Vocabulary, grammar, and spelling worksheets: No more than one per attendance period.
- Short answer responses to reading
- Mid-chapter and end of chapter reviews
- Graded math assignments with problems showing all work
- Science lab sheets: These must be submitted if a student wishes to earn credit for a lab science
- Study guides
- Drawing, painting, and graphic design projects
- Photographs and written descriptions of large-scale projects
- Teacher responses to student demonstrations or oral presentations

Unacceptable work samples (all grade levels)

- Sectarian (religious) work samples are never allowed. This includes work samples with references to scripture on the page or religious references in the body of the work. Whiting-out the religious references is not acceptable. Work samples applying to studies of world religions or comparative religion ARE acceptable.
- Student work written on scraps of paper, napkins, etc.
- Crumpled, soiled or illegible samples.
- Work samples printed on the back of other documents. These are difficult to read. Clean recycled paper is acceptable.
- Work that has not been corrected.
- Lists of answers for math assignments without work shown.
- Samples for courses other than foreign language courses that are not in English.

Progress Reports

FAME recognizes and honors that each child is unique with individual strengths, talents, and areas of need. Student progress may be assessed by but not limited to a combination of the following:

- Review of monthly work samples
- Parent/guardian and teacher observations
- Formal chapter tests and finals
- Student presentations, projects and demonstrations
- Standardized assessments such as STAR and CAHSEE
- FAME IS administered assessments such as AIMSweb
- Course-specific exams in some subject areas at various grade levels
- Grades received from online courses or community college classes

Every semester, your teacher will complete a standards-based report card for students in grades K-8 and traditional report card for high school students based on the culmination of the above.

Standards-Based Report Cards: Students are evaluated on their progress toward meeting selected grade level standards.

High School Report Cards: High school report cards are issued at the end of each semester based on the successful completion of high school coursework requirements. See high school manual for grading policy and additional information.

Grading

The Board of Directors of FAME has established a Uniform Grading Policy. For a complete copy of the policy you may contact the school office. The following marks will be used:

IS K-8	4	3	2	1	NC
Description	Above Grade Level Std	At Grade Level Std	Approaching Grade Level Std	Below Grade Level Std	Not Covered
%	90-100%	80-89%	70-79%	60-69%	Below 60%
Description	Exceptional Work	Above Average Work	Average Work	Below Average Work	Unacceptable Work/Incomplete Work

Grade Point Average for High School will be calculated on the following scale:

A+ 4.00	100- 97	A 4.00	96 - 93	A- 3.67	92 - 90
B+ 3.33	89 - 87	B 3.00	86 - 83	B- 2.67	82 - 80
C+ 2.33	79 - 77	C 2.00	76 - 73	C- 1.67	72 - 70
D+ 1.33	69 - 67	D 1.00	66 - 63	D- 0.67	62 - 60
		F 0.00	59 and below		

Retaining an Elementary/Middle School Student

From time to time there may be some students whom the teacher or the parent feels may benefit from grade retention. This is a decision that will be made with much consideration. A teacher recommending grade retention will follow a specific procedure which will include an SST meeting between the parent, principal and teacher. This process is relevant for students in grades K-8. If the student has an IEP, the Special Services department should be contacted with the request for retention and an IEP meeting will be convened.

Academic Honesty

FAME upholds high standards in regards to the academic climate in which students learn. We believe that the school should maintain an environment in which mutual respect, collaboration, integrity and personal responsibility for ones actions is valued. Cheating in any form compromises a student’s ability to achieve these goals and undermines the value of our educational program and a student’s scholarly accomplishment.

Cheating is taking (or giving) information or another person’s work without properly identifying the originator. This includes using unauthorized materials when completing assignments or taking exams.

The teacher’s professional judgment will determine whether cheating has occurred. Teachers are encouraged to be objective when considering a cheating charge and to use due diligence in gathering evidence on suspected cheating. Teachers may use but are not limited to: observation, consultation, or online tools to determine whether cheating has occurred.

The following identifies methods of cheating though may not be construed to be all possible forms:

- Copying from someone else’s paper during an exam, test, quiz or homework assignment
- Allowing someone else see the student’s paper during an exam, test, quiz or homework assignment

- Providing information on test/exam topics to students in other classes of the same teacher/course
- Copying from answer keys to complete homework assignments, exams, tests, or quizzes
- Using any kind of cheat sheets or notes to complete assigned work when they have been prohibited by the teacher (including writing on one's hand or body)
- Plagiarizing; the unauthorized copying or close paraphrasing of another's work without citation while preparing research or other papers
- Submitting individual work that is not wholly one's own or handwritten by another person without prior authorization
- Creating false laboratory data
- Using cell phone calculators to complete exams, tests, or quizzes

Consequences

FAME takes occurrences of cheating very seriously and as such the consequences are severe. They are school-wide and cumulative for the years that a student attends FAME.

First Offense:

- Student will receive an F for the assignment, or in the case of state-mandated exams such as STAR, CAHSEE, etc, the exam will be invalidated.
- Teacher will generate an incident report for submission to the principal.
- The parent will be notified in writing of the cheating occurrence.
- Teacher will counsel student regarding cheating and possible consequences to student academic accomplishment and enrollment in FAME.
- Student will be given the opportunity to redo the assignment. Maximum achievable grade on redone work will be a C grade or, in the case of a mandated exam, the student will be given an opportunity to retake the exam during the next regularly scheduled administration

Second Offense:

- If second offense is for the same subject, the student will receive an automatic F for that course.
- If the second offense is for a different subject area the student will receive an F for the assignment or in the case of an exam such as STAR, CAHSEE, etc, the exam will be invalidated.
- Teacher will generate an incident report for submission to the principal.
- The parent will be contacted and a parent/student/teacher/administrative conference will be scheduled.
- The student will not be given the opportunity to redo any work, however, in the case of a state-mandated exam, the student will be given the opportunity to retake the exam during the next regularly scheduled administration
- Student will be suspended for three days.

Third Offense:

- Any student caught cheating for a third time regardless of subject area will be automatically referred for expulsion.
- Students expelled from FAME are not allowed to re-enroll during subsequent school years without Board approval

Response to Intervention Program

Students are considered "at-risk" when they are not making academic progress, if they are significantly below grade level, or they are unable to pass the California High School Exit Exam. Students are identified as being "at-risk" based on STAR assessment scores, AIMSweb assessment scores, teacher observation, and student learning records and portfolios.

To insure that all students are learning and progressing towards mastery of the California Content Standards, FAME has implemented a Response to Intervention (RtI) program. The Response to Intervention program is a three-tiered approach that helps guide teachers in implementing a personalized learning program for each student and provides a system of checks and balances to insure students are learning to their fullest ability.

Materials and classes

Purchasing curriculum

To facilitate the purchase and delivery of materials and classes and to maintain fiscal accountability, FAME has established an account for each student in our online purchasing system. The account is established for each student at time of enrollment and each account is assigned a fixed amount of educational units (EUs).

FAME teachers can use all of the EUs on books and materials, all on classes, or some combination of the two. The teacher is responsible for insuring that the student has the educational materials needed to satisfy the student's academic program and will prioritize the use of the EUs based on those needs. Teachers will not order curriculum that do not support the student's learning goals, or are not commonly used in a traditional education program. FAME teachers are responsible for submitting all orders. Parents will not be reimbursed for purchases made outside of the FAME purchasing system.

In general, the selection of curriculum should be a collaborative process to insure that all parties are comfortable with and pleased with the materials that will be used to implement the student's learning plan. Every effort should be made to identify and provide educational materials necessary to meet individual student learning goals and objectives. Your teacher must approve all orders of curricula and courses. She/he will make sure that all items are in line with the student's learning goals and are not disallowed items. A maximum of 200 educational units per year may be used for art supplies.

Educational materials orders are subject to sales tax and shipping costs. A standard \$10 shipping and handling fee is applied to the order when placed and is then reconciled after the order is shipped. Orders under \$25.00 require special approval. Learning center, online, and educational contractor classes are not subject to sales taxes or shipping and handling fees.

Educational Units

For the 2011-2012 school year, each student in grades 4-12 will have 1500 Educational Units available in their online account. Students in grades K-3 will have 1300 units available. One EU is equivalent to one dollar. Funds are prorated based on the enrollment date of the student. Funds carry over from fall semester to spring semester. Funds are disbursed each semester to be used for materials and classes for that semester. Funds do not carry over from school year to school year.

Siblings may share EUs so long as each child has curriculum available in all four core subjects: language arts, math, science and social studies. Siblings in grades K-8 may "give" EUs to their high school siblings, but high school students may not share units with younger siblings without prior approval from the program administrator. Students with active Individualized Education Plans (IEPs) may not share units with siblings without prior approval from the Director of Special Programs.

The educational units will be allocated to student accounts on the following cycle:

Grades K-3:

August: 600 EUs (or upon enrollment - to be prorated after September 30)

December: 700 EUs

Grades 4-8:

August: 700 EUs (or upon enrollment - to be prorated after September 30)

December: 800 EUs

High school (Option A students):

August: 700 EU (or upon enrollment - to be prorated after September 30)

December: 800 EUs

High school (Option B students):

August - 700 EUs (or upon enrollment)

No December allotment.

Ordering Periods and Delivery of Materials

The regular ordering period for fall semester begins August 1st with the release of the student's first semester EUs and runs through September 30th for ordering educational materials. (This deadline will be extended for any newly enrolled students.) The ordering period for spring semester begins December 1st with the release of second semester EUs and runs through the end of February. Purchase orders for Educational contractors may be issued starting in early August (for classes starting on or after the first day of school) through March 15, 2011 (for classes through the last day of school). Any unused fall semester EUs will rollover to spring semester. Any EUs remaining in the student's account after March 31 (not including funds connected to a purchase order) will roll into the FAME IS general fund.

To facilitate the timely receipt of materials, we offer early ordering in June of the previous school year for re-enrolling students. We encourage returning families to take advantage of the early ordering period to ensure that all curriculum and supplies are received prior to the beginning of the school year.

Delivery

Once the orders are submitted through the online purchasing system, they are processed by our purchasing department. We make every effort to place orders within 24 hours of receipt. Materials orders are shipped directly to a student's assigned independent study teacher. Your teacher will deliver the materials to you as soon as possible upon receipt.

While it is our intent to have all requested materials available for student use at the beginning of each semester, we cannot guarantee delivery dates once the order is released from our office. Arrival times depend on the efficiency of the vendor, availability of materials, and receipt of correctly filled orders. If materials are late, your teacher can search our school library for interim materials or create assignments for student use until the ordered materials have arrived.

Returning Materials

Materials purchased through the online system may not be returned nor will EUs be credited to the student's account for any unused or unwanted materials. Unused items will be collected by your teacher for use in our curriculum library.

All non-consumable books and materials purchased by FAME IS belong to the school. The family may use them for as long as the student needs them. Students may keep books and materials over the summer and from year to year, if they are still studying with them and if they are still enrolled in FAME IS. In addition, if children are close in age, families may use materials with one child, and then re-use them with another child the following year. Families are asked to return all materials not in use to their FAME IS teacher. Materials must also be returned to the FAME IS teacher when a student graduates or otherwise disenrolls (either voluntarily or involuntarily). All returned materials are placed in the FAME IS library available for FAME IS students to check out for free. Both teachers and parents may check out library materials for their students.

Parents are responsible for items that are lost or willfully damaged, including software. Transcripts, report cards, and cumulative records will be withheld until materials are returned or fines are cleared.

Allowed and Disallowed Materials and Supplies

There are a few ordering restrictions. FAME IS requires a \$25 minimum on orders from any one vendor to minimize the relatively high shipping costs for small orders. Also, families may not order any kind of curriculum that reflects or includes religious content. The only exception to this policy is books or curriculum that teaches about religions from a historical or cultural point of view. For example, a book on the world's major religions is acceptable, whereas a handwriting book that uses Bible verses or parts of the Quran for copy-work is not.

The following lists are guidelines for the requesting of educational materials for your students.

Allowed Products:

- Age (skill) appropriate student textbooks, teacher's editions, workbooks, literature and instruction-related printed materials.
- Full curriculums or complete courses such as those offered by K12, Oak Meadow and Calvert.
- Online courses from vendors such as Apex Learning, BYU, National University Virtual High School (NUVHS).
- DVDs and CDs which relate directly to the student's learning plan.
- Educational software with a direct relationship to the skill development and learning plan of the student.
- Instructional kits, especially for science and art, such as Delta's In a Nutshell science kits, candle-making kits and calligraphy kits.
- Manipulative materials used for math and science such as counters, base-ten blocks, balances and anatomy models.
- Science supplies that are directly related to a student's learning plan such as Petri dishes, test tubes and microscope slides.
- Maps and globes.
- Microscopes under \$350.
- Consumable art materials that do not fall into an office supply category and that directly relate to the student's learning plan. Such items might include paintbrushes, paints, clay, construction paper, art crayons and colored art pencils. Individual items may not exceed \$35.00 without prior approval.
- School supplies routinely provided in a classroom setting such as tablets, pencils and scissors.

Disallowed Products:

- Sectarian or religious materials
- Office supplies such as computer paper, computer ink, fax cartridges, etc.
- Physical education equipment such as balls, scooters, jump ropes or other sport-specific equipment.
- Materials on the "Art and Craft Materials Which Cannot Be Purchased for Use in Kindergarten Through Grade Six" list. These materials include certain glues and adhesives, sealants, paints, etc. See list at <http://www.oehha.org/education/art/getart.html>.
- Dangerous supplies such as rocket engines, carving knives or some science chemicals.
- Costumes, uniforms or clothing of any type.
- Classroom equipment such as cameras, telescopes, Geosafari, air brushes, potter's wheels or musical instruments.
- Multi-year curriculums.
- Purchases for future learning, i.e., books for the next school year or a future post-secondary course (except materials ordered in June for the following school year).
- Purchases for siblings not enrolled in FAME IS.
- Musical or entertainment CDs, DVDs or any item of non-instructional software (data, video or audio).

Curriculum Library

FAME maintains a curriculum library of books and materials for student use. Some materials were ordered specifically for the library, however most are materials returned by students. Teachers can check out materials for their students or parents and students can visit our libraries and checkout at materials.

Educational Contractor Classes

We maintain a list of approved educational contractors who offer a variety of courses. The list of approved contractors is available on the FAME Public Charter School website (under FAME IS, Educational Resources, or your independent study teacher can provide a list of current class providers). Parents may suggest additional educational contractors by notifying their teacher or the independent study principal. The name, address, telephone number, and service offered should be provided. Upon receipt of this information, an application packet will be sent to the prospective contractor. Once the packet is returned by the applicant, it will be reviewed and evaluated based on defined criteria. The applicant will also be required to pass a background check. If the applicant meets the contractor requirements, they will be added to our approved list of providers.

After reviewing educational contractor choices, it is the responsibility of the parent to contact the contractor and confirm course availability. Parents must notify the contractor that their student is enrolled with FAME at the time of registration. Then the parent needs to contact the student's independent study teacher with the following information about the course: Educational contractor name, course title, and the course start and end dates. Your teacher will use this information to request a purchase order be sent directly to the contractor.

For ongoing classes, such as weekly piano lessons, your teacher will need to discuss with the parent the number of lessons to include on the purchase order for each month or semester. Educational contractors will not be paid by FAME for any lessons provided prior to receiving the FAME purchase order for the classes. Therefore, confirm with your teacher and the contractor that the purchase order has been processed and received prior to the start of classes.

Educational contractor classes can be used during the school year only through the last day of school in June. The ordering period for contractor class purchase orders runs from the beginning of the school year until the end of March. Your teacher can issue purchase orders in March through the end of the year if your student has available EUs.

Please note that educational units released for fall semester may be used for fall and spring classes. Educational units released in December for spring semester may only be used for spring semester classes.

Assessments and Testing

As a public school, FAME Public Charter School participates in California State-mandated testing. We also use other forms of assessment in the belief that assessment should provide immediate feedback on student learning. Appropriate assessments can and should be one of many tools a district, school, and individual teacher use to inform instruction. We take a "whole child" view when assessing our students. Not only do we consider results on state- and nationally-normed tests, but also the student's social, emotional, and psychological growth and development. We strive to develop a picture of the total child that in turn enables us to guide our instruction based on individual need.

AIMSweb

AIMSweb is a progress monitoring system based on direct and frequent student assessment. The results are reported to students, parents, teachers and administrators via a web-based data management system. Educators can access real-time data to determine the most effective instructional decisions for each student.

For more information about AIMSweb, please see the following website: www.aimsweb.com.

California State-mandated assessments include:

California Standardized Testing and Reporting Program (STAR)

The STAR testing program is made up of the California Standards Tests (CSTs). The CSTs are developed by California educators and test developers specifically for California. They measure progress toward California's state-adopted academic content standards, which describe what students should know and be able to do in each grade and subject tested. All students in grades two through eleven are required to take the multiple-choice CSTs. Students in grades four and seven take the STAR writing test administered in March in addition to the multiple-choice components administered in April/May.

All Spanish-speaking, English learners enrolled in California public schools less than 12 months must take the Spanish Assessment of Basic Education, Second Edition (SABE/2) in addition to taking the CSTs. See below for more information.

For more information about the STAR testing program, please see the following web sites:

- <http://www.startest.org/> For information on CSTs and CAPA
- <http://www.cde.ca.gov/ta/tg/sr/resources.asp> For more information about the STAR including Released/Sample Test Questions & Topics
- <http://star.cde.ca.gov/> For test results and the California Reading List

California Modified Assessment (CMA)

The CMA is designed to assess those students whose disabilities preclude them from achieving grade-level proficiency on an assessment of the California content standards with or without accommodations. The CMA has been developed to provide more access so students can better demonstrate their knowledge of the California content standards. The CDE developed CMA to comply with the flexibility offered through the provisions of the No Child Left Behind Act of 2001.

For more information about the CMA, please see <http://www.cde.ca.gov/ta/tg/sr/cmastar.asp>

California Alternate Assessment (CAPA)

The CAPA is taken by students with significant cognitive disabilities, who are unable to take the CSTs or CMA even with accommodations or modifications. This test assesses how well students have achieved a subset of California academic standards in English-language arts and mathematics.

For more information about the CAPA, please see the CDE website at: <http://www.cde.ca.gov/sp/se/sr/capa.asp>

California State High School Exit Exam (CAHSEE)

All students must pass the CAHSEE to receive a public high school diploma in California. The test has two parts: English-Language Arts and Mathematics. The test is aligned with the California content standards in English-Language Arts through grade 10, and in Mathematics through grade 9 including Algebra I. Students are required to pass both sections of the exam in order to receive a high school diploma. Passing the exam is in addition to completing the course and credit requirements set forth by FAME for graduation.

All students must take the exam for the first time during their 10th grade year. There are no exemptions or opt-outs. Students in grades 11 and 12 who have not passed one or both sections of the CAHSEE can have up to two opportunities per year to take the section(s) of the examination not yet passed. Students in grades 11 and 12 who miss an administration for any reason must wait until the next regular administration offered by FAME to take the test. Students have one opportunity to pass the examination after completion of all other graduation requirements.

Released test questions are available from the California Department of Education. For more information visit the following website: www.cde.ca.gov/statetests/cahsee

California English Language Development Test (CELDT)

The CELDT is a required state test for English language proficiency that must be given to all students whose primary language as indicated on their enrollment form is other than English. Schools are required to assess for English language proficiency annually, until a student is assessed as Fluent English Proficient.

For more information on the CELDT, please see the California Department of Education's CELDT website: <http://www.cde.ca.gov/ta/tg/el/>

California Physical Fitness Test (PFT)

The California Physical Fitness Test (PFT) is administered annual to all students in grades five, seven and nine. Students are required to participate in the PFT whether or not they are enrolled in a physical education class.

The PFT assesses a student's aerobic capacity, body composition and muscle strength, endurance and flexibility. For more information about the California Physical Fitness Test please go to:

<http://www.cde.ca.gov/ta/tg/pf/documents/parentbrochure.pdf>

Information on other tests or assessments

SAT, AP, and ACT

FAME does not administer these tests. AP tests can be taken at a high school closest to the student. It is the students/parents responsibility to contact their local school and make arrangements to take the AP tests. The SAT/ACT tests are administered by testing organizations at different locations throughout the county. Students register directly with these organizations to take these tests. They may be directed to the following website: www.collegeboard.com for more information.

Other Useful Information

Accepting Middle School Coursework

FAME does not issue high school credit for courses taken prior the 9th grade that would typically be a part of the high school curriculum. However, students may take courses in the summer proceeding their 9th grade year and transfer those courses. A transcript will be required from the institution that the class was taken from.

Change of Name, Address, Phone Number

The parent/guardian must notify the independent study teacher if a student has change in any of the following: name, resident address, mailing address, or phone number. It is imperative notification is made in a timely manner so a change form can be submitted to the FAME administrative offices. If the parent/guardian is unable to contact the teacher, the FAME administrative office should be notified directly.

Change of Assigned Teacher

Changes from one credentialed teacher to another are made on a limited basis. Requests will be considered on a case-by-case basis. All decision regarding teacher change requests will be made by the principal. All requests must be submitted in writing and include:

- the student(s) name
- grade level
- parent/guardian name
- resident and mailing address
- phone number
- E-mail address (if available)

The letter must state specific reasons for each student as to why the teacher change is being requested. Mail requests to the FAME office in Newark to the attention of the Independent Study principal.

Disenrollment

If parent/guardian withdraws a student or the student is dropped from the program for non-compliance issues, the teacher will submit a withdrawal form. Grades in progress will be given. Withdrawal forms must be accompanied by a signed and completed "Materials Return Form" that shows all non-consumable items have been returned or paid for if lost or damaged. In addition, the student's district of residence will be notified of the change in the student's enrollment status.

Field Trips

FAME may schedule field trips to supplement and enrich student learning. For each field trip every student must turn in the Field Trip Permission form signed by the parent/guardian. All admissions for FAME students are paid by the school. FAME does not pay for adults or for any non-FAME siblings that are eligible to attend. We encourage you to attend the field trips as they promote new interests among students, making them more aware of community resources and help students relate their educational experience to the outside world. Your independent study teacher will provide you with a listing of school-sponsored field trips as they are scheduled.

Parents are responsible for providing transportation to field trips and responsible for complying with California State law regarding insurance regulations and traffic and safety laws. FAME teachers are not allowed to transport students to and from field trips or other school-sponsored events.

Missed Assignments

FAME wants all students to meet their individual learning goals. It is important, therefore, that students complete their assignments each learning period. Your teacher will evaluate the learning the student has accomplished each learning period and will answer questions and give suggestions as required.

Students occasionally do not complete all of their assignments by the time of the next teacher appointment. This can be a onetime oversight on the part of the student and family or the beginning of a chronic problem. FAME IS believes that students learn best when they are consistently completing a majority of their assignments. The FAME master agreement clearly states the responsibility of the student to complete at least 80% of assignments in each subject area. It also outlines the consequences for missed assignments. These consequences are implemented to insure that students who are enrolled in the FAME IS program are learning and completing a body of work representative of their grade level.

The need to document a missed assignment can be triggered by the following:

- When the student has not completed at least 80% of the work for that assignment period in each subject.
OR
- When a student does not bring completed work to the scheduled teacher meeting.

Consequences for missed assignments

First occurrence:

- Teacher will hold a conference with the student and supervising parent/legal guardian to discuss the implications of missed assignments and make a plan for improvement. Signatures are required from all conference participants.
- Teacher will schedule the next meeting within **one or two weeks** after the first missed assignment.
- Student will submit work for the one to two week learning period in addition to the previously missed work.
- Teacher will continue to schedule more frequent meetings (weekly or biweekly) until the student is caught up with assignments and is back on track.

Second occurrence:

- A letter will be sent from the FAME IS office to the family explaining the implications of missed assignments and give a final warning.
- Teacher will schedule **weekly appointments** with the family and notify office of any further occurrences of missed assignments.
- After a student completes all missed assignments and is back on schedule, the teacher and family may revert to the original meeting schedule.

Third occurrence:

- FAME principal will confer with the student's teacher about the appropriateness of independent study for this student.
- The student will be disenrolled, unless there are unusual circumstances explaining the student's missed assignments (for example, a recent death in the family or other one time disruption).
- The FAME IS office will notify the family by mail that the student has been disenrolled from FAME Public Charter School.
- Teacher will complete a disenrollment form and grades in progress form and collect educational materials from the student.

Missed Appointments

FAME board policy requires at least one face-to-face meeting between the IST, student and parent every 20 school days. The master agreement clearly states that it is the responsibility of student and parent to attend these meetings and that lack of transportation cannot be an excuse for missed appointments. If a student does not meet regularly with their teacher, assignments cannot be given, work cannot be evaluated, and the teacher is not able to facilitate the student's learning. In order for our students to successfully participate in independent study, they need the feedback and guidance from our teachers which requires regular contact.

Consequences for missed appointments

First occurrence

(When a parent misses an appointment without prior notice to the teacher):

- Teacher will notify the FAME IS office.
- Parent will contact the IST to reschedule the appointment within one business day as required (except in cases of illness or family emergency.)
- **The meeting will be rescheduled to a mutually agreed upon date that is within one week of the original appointment.**

Second occurrence

(One of two situations: the parent fails to reschedule the original missed appointment in a timely manner OR the parent fails to make a subsequent appointment.)

- Teacher will notify the FAME IS office.
- A letter will be sent from the FAME IS office to the family explaining the implications of missed appointments and give a final warning.

Third occurrence:

- Teacher will notify the FAME IS office.
- FAME IS program administrator will confer with the student's teacher about the appropriateness of independent study for this student.
- The student will be disenrolled, unless there are unusual circumstances explaining the student's missed appointments (for example, a recent death in the family or other one time disruption).
- The FAME IS office will notify the family by mail that the student has been disenrolled from FAME Public Charter School.
- Teacher will complete a disenrollment form and grades in progress form and will collect educational materials from the student.

Additionally, an IST may, at his or her discretion, issue a missed appointment report if a parent habitually reschedules appointments thereby causing scheduling issues for the teacher.

Missed Tests or Assessments

The master agreement states that attendance at assessments and tests is a condition of enrollment. Students who miss FAME-mandated tests and assessments, the California High School Exit Exam (CAHSEE), or the California

English Language and Development Test (CELDT) or who miss the California STAR exam without a parent waiver will be issued a missed appointment for each test day missed. Multiple absences will result in disenrollment from the program.

Student Behavior

The student is expected to behave in a respectful manner and obey all policies and procedures or state laws related to behavior while at FAME IS activities or in the presence of the independent study teacher. All disciplinary matters will be conducted in compliance with constitutional due process. Students taking classes at our learning center will be given Codes of Conduct requirements at the beginning of each semester along with consequences for misbehavior.

Student Records

The Family Educational Rights and Privacy Act¹ (“FERPA”) provides that a parent has the right to inspect and confirm the accuracy of education records relating to his or her child. FERPA also restricts the access of outside parties to educational records.

FERPA applies to all public schools and any state or local education agency that receives Federal education funds. Compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

Educational Record Defined: An educational record is any written or computerized document, file, entry, or record regarding a student that is compiled by FAME Public Charter School. Such information includes but is not limited to:

- a. Date and place of birth; parent and/or guardian’s address, and where the parties may be contacted for emergency purposes.
- b. Grades test scores, courses taken, academic specializations and school activities;
- c. Special education records;
- d. Disciplinary records;
- e. Medical and health records;
- f. Attendance records and records of past schools attended;
- g. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

Directory Information Defined

Part of the education record, known as directory information, includes personal information about a student that can be made public, provided that a school has stated its policy regarding directory information in its FERPA policy. Directory information may include a student’s name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes. Release of directory information is allowed as outlined below.

Parental and Legal Guardian Rights

A parent and/or a legal guardian has the right to inspect and review his or her child’s education records. If upon review, a parent or legal guardian discovers any information or notation that is factually inaccurate, he or she may request the school to amend the record. FAME Public Charter School shall respond to this request in a reasonably prompt time period – generally within five (5) working days. This parental right does not include grades or educational decisions made by school personnel.

1. Request for Amendment of Education Record: Any request for an amendment to an education record must be made in writing and submitted within thirty (30) days of the discovery of the error. A request to amend any education record does not confer upon a parent or legal guardian a right to have any amendment made.

¹ FERPA is contained in the United States Code: 20 U.S.C. §1232g. The Department of Education’s FERPA regulations are contained in 34 C.F.R. Part 99.

FAME Public Charter School will respond within ten (10) days of the receipt of the request to amend. FAME's response will be in writing and if the request for amendment is denied, FAME shall set forth the reason for the denial. FAME will also note any objection to an adverse decision upon the record if so requested by the parent or legal guardian.

2. Copies: FAME Public Charter School is not obligated to provide copies of any information unless providing copies is the only means of access. FAME may charge reasonable fees for copies it provides to parents.
3. Disclosure of Education Records and Directory Information

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. With the exceptions listed below, FAME will not release educational records to any person or entity outside the school without the written consent of a parent or eligible student. However, FERPA authorizes FAME to disclose records, without consent, to the following parties:

- A. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- B. Other schools to which a student is transferring;
- C. Certain government officials listed in 34 C.F.R. Part 99 in order to carry out lawful functions;
- D. Appropriate parties in connection with financial aid to a student;
- E. Organizations conducting certain studies for the school;
- F. Accrediting organizations;
- G. Individuals who have obtained lawful court orders or subpoenas;
- H. Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Although FAME may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, it is FAME's policy that it will not release any directory information unless authorized by written consent of the parent or guardian.

Complaints

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by FAME to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

Uniform Complaint Policy and Procedure

The FAME Board recognizes that FAME is responsible for complying with applicable state and federal laws and regulations governing educational programs.

FAME shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The FAME Board encourages the early, informal resolution of complaints at the school level whenever possible.

The FAME Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping

the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case FAME.

The FAME Board prohibits retaliation in any form for the participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Director or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Compliance Officers

The FAME Board designates the following compliance officer(s) to receive and investigate complaints and to ensure FAME' compliance with the law:

Maram Alaiwat, Director
39899 Balentine Drive, Suite 335
Newark, CA 94560
510-687-9111

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Director or designee.

Notifications

The Director or designee shall meet the notification requirements of 5 CCR 4622, including the annual dissemination of FAME complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Director or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Procedures

The following procedures shall be used to address all complaints which allege that FAME has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by FAME.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, FAME staff shall help him/her file the complaint. (5 CCR 4600)

Step 2: Mediation

Within five days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the legal timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within ten days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and FAME's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the FAME investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5: Final Written Decision

The report of the FAME decision shall be in writing and sent to the complainant. (5 CCR 4631)

The report of the FAME decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, FAME shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision within 15 days to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631, 4652)
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies (5 CCR 4631; Education Code 262.3)
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

Appeals to the California Department of Education

If dissatisfied with the FAME decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the FAME decision. For good cause, the Superintendent of Public Instruction may grant an extension of filing appeals. (5 CCR 4652)

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the FAME decision and must include a copy of the locally filed complaint and the FAME decision. (5 CCR 4652)

The California Department of Education may directly intervene in the complaint without waiting for action by FAME when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where FAME has not taken action within 60 calendar days of the date the complaint was filed with FAME.

Notice of Non-discriminatory Policy as to Students

FAME Public Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics or other school- administered.

We hope the above information is helpful. If you have questions, please don't hesitate to contact one of our staff members. We are here to insure that you and your student(s) have a productive, dynamic learning experience at FAME Independent Study!!

**Acknowledgement of Receipt of the
FAME Independent Study Student-Parent Handbook 2010-2011**

I acknowledge that I have received the FAME Independent Study Student-Parent Handbook for the 2010-2011 school year and I am fully aware of the program options, philosophies, policies and procedures as set forth in this document. I will review the pertinent information with my child(ren) and we agree to abide by the policies and regulations therein.

This acknowledgement will be placed in our files. Please sign the form and return it to your independent study teacher. Thank you.

Student Name: _____

Parent Name: (Printed) _____

Parent Signature: _____

Date: _____