

# SunRidge Charter School Home School Handbook

## SunRidge Charter School Vision Statement

The vision for students and the school community that supports them is to create a safe and caring educational environment where parents, teachers, staff, children, and the land we share come together to nurture each student's intellectual, artistic, emotional, social, and physical development.

Students will graduate with a love of learning well-prepared to pursue further academic and personal goals, and motivated to make positive contributions to the world.

## Program Overview

SunRidge Charter School offers a K-5 Independent Study Program called a Home School Program that is supported by curriculum, activities, and guidance based on the core principles of Public Waldorf education. Regular meetings with a credentialed SunRidge teacher are required and a variety of curriculum materials and support are available. Any interested family living in Sonoma County or an adjacent county may enroll in this program.

The SunRidge Home School Program is located at 7285 Hayden Ave. in Sebastopol. We offer enrichment classes, activities, individualized and small group classes in age-specific academics, art, and music to support children and their parents. SunRidge also offers parent education events, school festivals, and events that are open to all Home Study families.

## What is Home School?

Parents are an important part of the Home School team. For Home School to be a successful experience for the student, parents should expect to be an active participant in daily activities such as instruction, correcting work, creating good study habits and participating in the planning of the curriculum. As students get older, they take more responsibility for their learning; however, parents are still responsible for monitoring their child's work completion and meeting with the Home School Teacher on a regular basis.

## What is the application Process and Lottery List?

Following the open application period, a lottery will be held for each grade that has more applicants than available spaces, the resulting lottery list will identify the order in which available spaces will be offered. All HomeSchool applicants will be notified by letter with their number on the lottery list by grade.

Those not offered spaces immediately following the lottery will remain on the waiting list and be notified in order if additional spaces open up either before the school year begins or during the school year. Additional lottery lists will be created after all the students on the initial lottery list have been offered a space. Applications may be completed and turned into the office throughout the year.

## How is the HomeSchool lottery priority decided?

This policy was determined by the SunRidge Charter Council.

### **Enrollment Priority**

Students must be residents of the state of California to be eligible to apply to a California charter school. Students are considered for enrollment with the following priority status as set forth in the school's charter:

1. Students presently enrolled in SunRidge HomeSchool program(guaranteed enrollment for the following year).
2. Students who are the children of SunRidge employees working at least 0.5 FTE.
3. Siblings of currently enrolled SunRidge HomeSchool program students
4. Students enrolled in the SunRidge seat-based program for a minimum of 5 months as of March 1.
5. Child(ren) who are residents of Twin Hills Unified School District or child(ren) of an employee of the Twin Hills Unified School District, or children with previous Waldorf-based schooling experience.
6. All other applicants.

Offers of admission will be made by letter to the applicant's family, to be sent within ten (10) days of the enrollment lottery. The family will have five (5) business days from the date of mailing to respond. If the family does not respond, one additional phone call will be made, and the family has two (2) business days to contact the school. If the family still does not respond, the applicant will be considered to have "declined" and will lose his/her place in the class.

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students on the initial lottery list have been offered a space. Applications may be completed and turned into the office throughout the year.

### What are the state requirements regulating Independent Study?

There are laws regulating Independent Study. Each school district has a board policy and administrative regulations that are developed to be in alignment with the state laws. These regulations identify formal documents that must be completed in a timely manner and are audited annually. These documents include: Home School Agreement, Assignment Sheets with corresponding original non-returnable work samples, and review of said documents by the Home School Teacher who is the teacher of record for the school.

### Vaccination Requirements for Enrollment:

- Students who are (1) entering Kindergarten for the first time, (2) entering 7th Grade, (3) transferring from out-of state, or (4) who do not already have a personal belief exemption (PBE) on file with a California school as of December 31, 2015 or a medical exemption (ME) will be required to meet the CDPH Immunization Requirements for their age.
- Students who have a PBE on file with a California school as of December 31, 2015 will have to meet the CDPH requirements by the time they are ready to enter 7th grade.
- If it is required and your child is not fully immunized prior to enrollment, CDPH regulations allow for "conditional admission." What this requires is:
  - (1) Your child receives at least the first dose of all required vaccines prior to admission;
  - (2) Your child not be currently due for any doses at the time of admission; and
  - (3) Your child completes all the remaining doses when they become due in accordance with the official "Conditional Admission Immunization Schedule".
- Students may enroll in the HomeSchool (Independent Study) Program without meeting the new vaccination requirements *however*, they will not be allowed to participate in classes.
- Full details of the CDPH Immunization Requirements can be found at: [www.shotsforschool.org](http://www.shotsforschool.org)

## How do I know if Home School is right for my child and family?

Keys to success:

### ***Parents and Students:***

Are able to create a rhythm at home to complete schoolwork.

Understand that the parent is the "teacher" for academics at home.

Complete lessons to meet each student at their developmental level and make progress in academic subjects.

Convey a cooperative attitude, timely communication and readiness to work in partnership with the supervising Home School Teacher.

Keep scheduled appointments with the Home School teacher.

Attend monthly progress meetings prepared with completed attendance record, assignment sheet, coursework, and work samples for file.

Show respect for school property and personnel.

Are responsible for all learning resources on loan.

Comply with terms of the Home School Agreement.

## What if my child wants me to be in class with them?

For the younger children (K-1) the first few classes will be developed to transition the children so they will be able to participate independently of their parents. The classes are for students to have an opportunity to learn within a social group. A credentialed teacher who has developed the rhythm of the class to create a safe environment for all children and support their learning will supervise all classes.

## Can enrichment classes be attended on a drop-in basis?

Enrichment classes are an opportunity for homeschool students to meet on a regular basis and be supported by a SunRidge teacher. There is a rhythm to the classes and teachers plan and prepare with all students in mind. A commitment from parents to attend class regularly and on time will support the learning of all students. The classes are not offered as a drop-in class. The HomeSchool teacher is willing to work with parents on modifying the schedule for the student in a pre-class meeting. Additionally, if a student is not able to attend class, please notify the teacher of their absence prior to the beginning of class via email or phone.

### **Are HomeSchool students required to attend Enrichment classes?**

Enrichment classes are not required; they are an option provided to families enrolled in the HomeSchool program. There is choice whether a student attends or not. Please see Enrichment Class Agreement Form for more information.

### **What materials will be provided?**

SunRidge Charter School Home School Program is a public school. All textbooks, equipment, and consumables are distributed without cost. Parents may supplement the District's curriculum materials at their own expense. All non-consumable items (ie textbooks, literature, instruments, etc) are the property of SunRidge Charter School or the teacher. Students and parents/guardians are required to pay for lost or damaged materials checked out in their name.

### **What will be discussed in the monthly progress meetings?**

Parents (and students when appropriate) will meet with the Home School Teacher. This teacher is a trained professional who fully believes parents can be the primary educators in their child's life. The teacher will help parents integrate Waldorf curriculum's grade level themes and materials in the home school instruction. Teachers will work with parents to develop an ongoing individual learning plan for their child that is aligned with Waldorf inspired curriculum, review assignment sheets with corresponding work, collect original work samples, and completed attendance records.

### **What is attendance based on?**

Attendance is based on completed assignments. This means that the supervising teacher uses his/her professional judgment to determine how much of an assignment has been completed and uses that information to determine the ADA (average daily attendance) that a student has earned.

The state required attendance sheet designates that you are working with your child and is called a contemporaneous record sheet by the California Education Code. This is not necessarily the basis for attendance that as mentioned above is based on completion of assignments.

### **How do I keep track of the monthly assignment periods?**

Monthly Assignment periods or Attendance periods are generally twenty-day cycles during which attendance is documented for the State of California. Please download the attendance forms at the SunRidge School website or ask for copies from the supervising teacher.

### **What are work samples?**

Each school month an original work sample that corresponds to each of the four core areas on the assignment sheet must be turned in along with the assignment sheet. A work sample representative of the "other" category is required once a semester. These must be original work and will not be returned to the student but kept for their academic file for auditing purposes for a minimum of three years. If a student enrolls in another academic program that requests records, this information will then be transferred to the new academic program.

### **How will my child be tested or assessed?**

The State of California mandates that all students in the public school system participate in yearly, standardized tests. According to the law; "Each eligible pupil enrolled in grads 3 to 11, inclusive, in a school district on the date testing begins in the pupil's school, shall be given the designated achievement test." The results of the tests will viewed as an assessment tool.

Supervising teachers evaluate monthly assignments and give assessments. Assessments include: First Grade Readiness, Language Arts and Math assessments to 1<sup>st</sup> and 2<sup>nd</sup> grade students, and other assessments as needed to determine how to support students learning.

At the end of the year, the HomeSchool teacher and parent work together to complete the Grade Level report about each child.

### **Can my child transfer to the SunRidge School seat based program?**

The Home Study program and the seat-based SunRidge School program are different programs each with their own application and enrollment procedure. If you have interest in enrolling a student in the seat-based program please contact the school office at 824-2844 for more information.

## Enrollment Procedure

The following items are required before admission can occur.

1. A copy of the completed application form must accompany any student who plans to visit an enrichment class. This provides basic information about the student and contact numbers. Forms can be downloaded from our website [www.sunridgeschool.org](http://www.sunridgeschool.org)
2. Teacher/Family Interview: This interview is an opportunity for the family and teacher to get to know each other. It provides a time to ask questions about this program and offer assistance to help you in your decision making process by providing all the information you may need to decide if this is the appropriate placement for your child.
3. Enrollment Packet. Our School Manager handles the details regarding completion of the enrollment packet. It is the parents responsibility to make sure this packet is completed in order for the child to be enrolled in the SunRidge Home Study program. Contact the School Manager at 824-2844 for details.
4. HomeSchool Agreement: This is a biennial document that is signed by parent, supervising teacher, student and administrator that defines the responsibilities of student, parent, and teacher. This is completed at the orientation meeting after the office has received a completed enrollment packet.
5. The HomeSchool Agreement and the Enrollment Packet need to be completed prior to attending classes or receiving any curriculum materials.

### Information for returning students:

1. Discussions with families regarding intentions for the following school year will be held with the Home School Teacher during the last months of the school year. Calendars will be available to note the beginning of the next school year.
2. The Home School Teacher will call and/or email families to schedule appointments with families prior to the first day of school.
3. Families will meet with the Home School Teacher the first week of school to complete the Home School Agreement form, receive curriculum and supplies.
4. Families unable to meet this timeline will be notified that they are dropped from the program.
5. Families will have the opportunity to reenroll if there is space in the program or will be placed on a waiting list.

## General Information (excerpts from SunRidge Parent Handbook)

### ***Behavior and Speech***

All parents and students attending on-site classes will need to agree to SunRidge Charter School's Behavior Guidelines; for further details consult the SunRidge Parent Handbook.

### **Rough play/behavior**

Students are expected to treat others safely and with respect. No rough play, tackling, hitting, kicking, wrestling, yelling in ears, or throwing objects at others.

### **Rude or Foul Speech**

Speech should be appropriate to an educational setting and be respectful of all others on campus. Swearing or disrespectful speech, or offensive materials, drawings, writing, or gestures are not allowed on campus. Spitting is not allowed.

### **Following Directions**

Students are expected to follow the directions of adult supervisors at all times and without arguing.

### **Harassment and Bullying**

Our school is committed to providing an educational setting free from bullying, harassment, and name calling for any reason. Harassment of or by students, parents, or staff will not be tolerated.

### **Lost or Stolen Student Property**

Students are advised to not bring items of value or large amounts of money to school. The school is not responsible for any student money or property that is either lost or stolen.

### **Food Rules**

Healthy, nutritious food is encouraged at all times. No gum, candy, or high-sugar soft drinks and sodas.

### **Respecting Property & the Environment**

No materials may be taken from the classrooms, storage areas, or grounds without direct permission of the teacher or owner. All materials are to be treated with care and returned to their proper area when not in use. Garbage and recycling are to be placed in the appropriate receptacles at all times. Plants, wild animals, the ground/soil, and our facilities are to be treated with respect and care.

### ***Student Dress***

Students must adhere to the SunRidge Charter School Dress Code. (See Parent Handbook)

### ***Media***

We provide a media free experience at school and recommend parents read Parenting Well in a Media the Media Age by Gloria DeGAetano. Copies of this book to borrow are available upon request.



## **Student Understandings:**

*I understand that:*

- I must follow the rules, standards, and behavior guidelines of the SunRidge Homeschool Program.
  - My parent-teacher will supervise me in daily instruction.
  - Materials, supplies and equipment provided by the SunRidge Homeschool Program are the property of the district and are, with the exception of consumables, utilized by each student on a loan basis. Upon termination in the Homeschool Program, or when materials/equipment are not being utilized, they will be returned to the school.
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## **Parent/Guardian:**

*I understand that the major objective of the SunRidge Homeschool Program, is to provide a voluntary educational alternative for my son or daughter. I agree to the above conditions listed under "Student". I also understand that:*

- If my child has an individualized education program (IEP), the IEP must specifically provide for his or her enrollment in an independent Study or Homeschool Program.
- I am responsible for the supervision of my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation including original work samples for student files. Student work includes the following subjects: Language Arts, Mathematics, Science, Social Studies, Physical Education, Art, Music, and Drama appropriate for the student's grade and developmental level.
- Detailed Assignment/Learning Records, attendance records and original work samples must be completed, submitted and reviewed during each monthly Student Progress Meeting.
- It is my responsibility to promptly reschedule any appointment missed.
- Not completing three assignments and/or not taking part in three Student Progress Meetings will necessitate a conference to determine the appropriateness of the SunRidge Homeschool Program as the educational program for my child. (See HomeSchool Program Handbook regarding program requirements.)
- I am liable for the cost of replacement or repair for damaged or lost books and other school property checked out to my son or daughter.
- It is my responsibility to provide any needed transportation for my son's or daughter's scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school director any decision about my son's or daughter's placement or school program according to the Twin Hills Union School District's procedures.
- I understand that all SunRidge Homeschool Program students in grades 3 and above are expected to participate in the state mandated standardized testing program.

## Monthly Student Progress Meeting Outline

The end of month \_\_\_\_ is \_\_\_\_\_. Our next meeting is scheduled for \_\_\_\_\_ Looking forward to see you then!

### What to bring to monthly Student Progress Meeting

1. Filled out and signed attendance sheet.
2. Assignment form from last meeting for current month
3. Work samples for Language Arts, Math, Social Studies and Science – work will be identified on assignment form. Please write student name and subject area (no date)
4. MLB and/or work completed this month that are not work samples that demonstrate work and/or progress
5. Items to return

### Preparation and questions to discuss at monthly Student Progress meetings.

-Please be prepared to tell about the activities you did that address the items on the plan from last meeting.

- What were your strengths this month?

- What was something that worked well for you these past weeks?

- What was something your child really enjoyed?

-Were there any areas of homeschooling, subjects or activities that were challenging these past weeks?

-Is the curriculum that you are using meeting your planning needs? Do you have any supply needs?

-Is there anything you feel your child or you need extra help with?

### Suggested time-line for hour meeting

30 minutes to review assignment form and collect samples

20 minutes to review new month assignments; gather supplies, etc.

10 minutes to discuss issues of importance and/or to schedule another time to discuss things in detail.

## Tutor Contract

SunRidge Home School tutoring services are available to meet the individual needs of each student. Your tutor will provide initial and ongoing assessments and meet with your child on a regular basis as determined by their individual needs. Your tutor will provide individual attention in the subject area of choice. Tutoring sessions will be scheduled for 8 week blocks.

### Parent Responsibility:

In order to facilitate student success, lessons should be continued at home. The tutor will be available to review assignments with parents after the lesson or by phone. If assignments are not completed; then a meeting will be held to discuss the best way to support the student's learning.

### Cancellation Understanding:

You and/or your tutor are responsible to provide at least 24 hours advanced notice of any cancellation. On the day of a tutoring session, if a student has not arrived with 15 minutes of the appointed time, the session will be considered cancelled.

I agree to the terms listed above \_\_\_\_\_

(Parent signature)

(Date)

Tutoring Day and Time: \_\_\_\_\_



SunRidge Home School Program  
Home School Agreement Support

The SunRidge Home School program working in partnership with families is required by the state, district and school to comply with certain procedures and policies governing Independent Study Programs. The SunRidge Charter School Home School Agreement identifies the minimum requirements and upon signing this agreement both parties (school and parent) are agreeing to meet these requirements. The requirements that effect continued placement in this program are related to attendance at monthly meetings, completion of assignment records at the end of each attendance month, attendance records and original non-returnable work samples. These assignment sheets and work samples should reflect the grade level and developmental level of each student and can be correlated to the Common Core standards.

The following procedure reflects the above paragraph in order to determine if the SunRidge Charter School Home School program is the right placement for a student.

1. If an attendance month is completed and a parent has not attended a Student Progress Meeting, completed required paperwork and/or the student has not completed sufficient work; the supervising teacher will contact the parent and discuss ways to support the family to comply with the SRCS Home School Agreement requirements.
2. If a 2<sup>nd</sup> attendance month is completed and a parent has not attended a Student Progress Meeting, completed required paperwork and/or the student has not completed sufficient work, nor met with the supervising teacher, nor completed sufficient work, a Notice of Concern form will be mailed to the designated guardian on the SRCS Home School Agreement Form. The Notice of Concern requests that a meeting with Supervising Teacher and/or the Administrator be scheduled within two weeks to create a plan to support alignment with SRCS Home School Agreement requirements. If the required attendance by the parent at this meeting is not met, the student will be dis-enrolled from the SunRidge HomeSchool program.
3. If a 3<sup>rd</sup> attendance month is completed and the plan to support alignment with the SRCS Home School Agreement requirements has not been followed, the student will be dis-enrolled from the SunRidge HomeSchool program.

SunRidge Charter School Home School Program  
7285 Hayden Ave.  
Sebastopol, CA 95472  
(707) 824-2284 or (707) 824-2276

**Home School Agreement Notice of Concern**

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I am concerned about \_\_\_\_\_ placement in the SunRidge Home School Program for the following reasons:

1. \_\_\_ Missed Student Progress Report meeting for \_\_\_ attendance month.
2. \_\_\_ Incomplete paperwork (assignment records/attendance record, work samples) for \_\_\_\_\_ attendance month.
3. \_\_\_ Insufficient work turned in.
4. \_\_\_ Excessive rescheduling of appointments.
5. \_\_\_ Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

Continued enrollment in the SunRidge Home School Program is contingent on the Home School agreement being kept.

Please contact me at the SunRidge Home School Office so we can discuss this within two weeks of the date below.

Thank you for your prompt attention to this matter.

Additional teacher comments: \_\_\_\_\_  
\_\_\_\_\_

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Home School Teacher

Date

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Director

Date