



# WELCOME BACK PACKET

This packet offers daily resources regarding our programs and school. More helpful resources can also be found on our website under [Parents and Scholars!](#)  
*Remember the password is loveCCS*

# Welcome to Compass Charter Schools!

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Thank you for choosing Compass Charter Schools!

To our returning families, we look forward to spending another great year with you and your family. We also are excited to welcome our newcomers and hope that you and your family enjoy being a part of our Compass community.

Please feel free to contact us at any time, for any reason, as our door is always open. We strive to make the scholar experience a wonderful one for each child in our program and appreciate you being willing to provide feedback with us to help us improve. Our teachers are very excited to share in this journey with you and your family. Welcome and here's to a great year!

### **Mission Statement**

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

### **Vision Statement**

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.

### **Core Values**

Achievement

Communication

Teamwork

Integrity

Respect

# COMPASS

## CHARTER SCHOOLS

### 2018-19 Academic Calendar

July 2018						
S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Regular Schedule

First Day of Summer B

First Day of School

Winter Break

SBAC Testing Window

Last Day of School

First Day of Summer A

Last Day of Summer B

Diagnostic Testing Window

Mid Year Break

Spring Break

Last Day of Summer A

Holiday - No School

In Service Days

Start of Semester 2

Graduation Week

## Important Links

**Parent Scholar Portal:** <http://startcompass.org>

**Need to update your address or contact information?**

Please complete our online [Change of Information Form](#).

**Questions?** Contact our Enrollment Department at either 877-506-8631 (press 1 for Enrollment) or [enrollment@compasscharters.org](mailto:enrollment@compasscharters.org).

Residence Address Updates: If your living situation becomes temporary due to economic hardship or loss of housing, please contact our Enrollment Department at 877-506-8631 (press 1 for Enrollment) for more information.

**Need to request records (report cards and/or transcripts)?**

Please complete our online [Transcript / Records Requests Form](#) to submit your request. Please allow up to 5 business days to process Records Requests and 10 business days for Transcript Requests.

Note: If you have any outstanding debts, these need to be cleared before any records can be released.

**Questions?** Contact our Records Department at either 877-506-8631 (press 2 for Records) or [records@compasscharters.org](mailto:records@compasscharters.org).

**Adult Scholars (18 years of age or older)**

Scholars who are 18 years of age or older have many legal rights and responsibilities, such as the ability to sign legal documents, including but not limited to medical releases and IEP's. However, adult scholars must continue to follow policies in place for all scholars at Compass Charter Schools with respect to attendance and discipline.

In order for Compass Charter Schools to release any information related to the adult scholar's academics to their designated learning coach and/or parent(s), we must first receive permission from the adult scholar to do so.

If your scholar turns eighteen (18) years old within the school year, please make sure to have the scholar complete the Authorization for Release of Records form (see page 7). This form should be returned completed to our Records Department via email ([records@compasscharters.org](mailto:records@compasscharters.org)).

**Need IT Support?** Please submit a ticket to our [IT HelpDesk](#) with a brief description of the issue you are experiencing.

## Need a Scholar ID Card?

Please submit your photo in the Community section of your scholar's Parent Scholar Portal no later than September 25<sup>th</sup> (see reference sheet below for instructions). The photo must be reviewed by CCS staff (see guidelines listed below). Once the photo has been reviewed, it will either be approved or denied. Please allow four to six weeks for processing, with the first batch of Scholar ID Cards being processed at the end of September 2018.

In the event that it is denied, a reason will be provided in the Community section. If your scholar has not received their ID card, you should first confirm if the photo has been approved or denied in the Community section and the reasoning for it being denied. If denied, you should re-upload a new photo following the guidelines provided.

- The actual size of the printed photo will be 1'x1' so please keep that in mind when choosing and cropping your photo. Cannot use a blurry, dark, pixelated or washed-out photo.
- No one else may be in the photo. No pets in the photo.
- Photos should not display suggestive poses or inappropriate clothing. No spaghetti straps, tube tops, sunglasses, suggestive poses, hand gestures, excessive makeup, dress up wigs, headphones, hats, logos, non-natural hair color or filters of any kind
- Your photo must be a right-side up head shot- from the chest up. Your shoulders and head are centered in the photo and fully visible.
- Please ensure you are smiling or have a neutral facial expression and that you are looking directly at the camera.

Compass Charter Schools strives to ensure the safety of all scholars in our virtual learning environment.

## UPLOADING YOUR SCHOLAR ID PHOTO

1. Log into Strongmind.
2. Go into the PSP.
3. Select COMMUNITY.



4. If you have not yet visited COMMUNITY, you will need to read the Terms & Conditions.

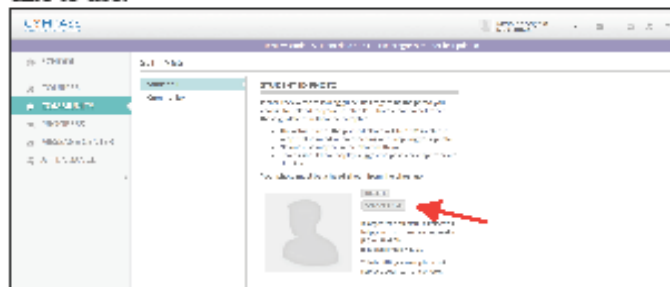


5. If you click AGREE, a new window with two new tabs will open: Scholar ID and Community.

6. Select SCHOLAR ID.



7. Read the guidelines, then click CHOOSE FILE to locate the image that you would like to use.





## Authorization for Release of Scholar Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), school personnel may only release and share scholar records directly with the scholar upon the scholar reaching legal adult age status, unless prior written authorization is given by the scholar to share with other entities. By completing this form, you give permission for your parent(s)/guardian(s) to view and have access to your records. By default, your records will not be released to anyone else now that you have turned 18 years of age unless this form is properly completed and returned to your counselor or as otherwise permitted by law.

Excluded from this release of scholar records authorization are confidential counseling records between scholar and school personnel which are protected by law.

### Scholar information

Last Name	First Name	Grade level
Email	Daytime Phone Number	Date of Birth

Indicate whether you would or would not like your information to be shared with your parent/guardian:

- ☐ Yes, I would like to have the information about my education shared with the person(s)/agency indicated below.
- ☐ No, I do not want my educational information shared with anyone but me.

If you have chosen to share your information, indicate which records can be released

- ☐ All Academic Records (records include: transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, and any other documentation contained in the academic records)
- ☐ Other (Please specify) \_\_\_\_\_

The following individuals are authorized to access the information specified above.

Please PRINT full name(s)

Spouse:	Parent/Guardian/Learning Coach 1:
Agency:	Parent/Guardian/Learning Coach 2:
Other (Name & Relationship)	

### Scholar Signature

I understand that although I am not required to release this information, I am giving my consent to CCS to release/share this information.

Scholar Initial \_\_\_\_\_

This authorization shall stay in effect until such time as I revoke it.

Scholar Initial \_\_\_\_\_

Scholar Signature \_\_\_\_\_

Date \_\_\_\_\_

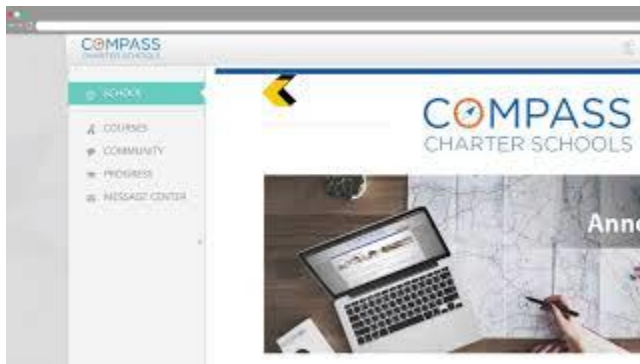


## Program Overview

Below, you will find the link to our Parent/ Scholar Handbook. Please click on the handbook(s) that pertain to your scholar(s), and digitally sign the acknowledgment form at the end of each handbook.

### [Options \(homeschool\) Handbook](#)

### Orientation Videos



Orientation: Parent Scholar Portal

[https://youtu.be/KNyHWFp2o\\_8](https://youtu.be/KNyHWFp2o_8)

## Parent / Scholar Expectations

### Attendance and Truancy Overview

Attendance is important for the success of a scholar. Attendance at an online school looks very different than that at a brick and mortar school.

### PE/Activity Logs

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Activities may include virtual classes, outside classes, classes at learning centers, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly and signed. In addition, work assignments/samples must be shared with the scholar's Educational Facilitator via an application called Seesaw.

If you mark a day absent on the Activity Log, it will be considered unexcused unless you have submitted a Doctor's Note to your scholar's homeroom teacher. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in our independent study program per our approved board policy. Individual schools are required, under the law, to report any scholar who meets the standard for a "truancy" to the District Attendance Supervisor or the District Superintendent.

### Missed Assignments

As per the independent study policy, after five [5] missed assignments, in 10 school days, an evaluation will be conducted by CCS to determine whether it is in the best interest of the pupil to remain in independent study. For our Options scholars, these assignments are the activity logs which are approved via biweekly connections, along with required work samples.

### Work Sample Requirements

Independent study attendance credit is based upon the scholar's daily engagement in instructional activities required by the school (assignments) on days that school is in session (Monday through Friday, non-holidays) and further determined based upon the time value of the scholar's work product, judged in the discretion of the supervising credentialed Educational Facilitator.

- In order for attendance to remain current, representative work samples must be uploaded to the digital portfolio application or emailed to the Educational Facilitator.
- Work samples need to be submitted to the assigned supervising Educational Facilitator each learning period.

- Educational Facilitators will give scholars due dates and the quantity and descriptions of work samples that should be submitted.
- It is essential that these work samples are submitted on time. Failure to do so can result in academic or disciplinary sanctions.

### Learning Periods

The scholar must submit assignments to the supervising teacher in accordance with the frequency, time, and manner specified in the board policy on independent study and the applicable provisions of the master agreement.

### Benchmark Assessments

-Istation- computer adaptive assessment with supporting instruction for grades TK-8

Our Benchmark assessments provide ongoing feedback for parents and scholars, as well as supporting instruction for scholars in grades TK-8. Istation is a computer adaptive assessment with supporting instruction for TK to 8th grade. Istation assessments will be available the first week of each month, with the additional supporting instruction available throughout the month. Istation will allow our teachers and staff to academically support scholars in need.

### Concurrent Enrollment

Concurrent enrollment in another public or private K-12 school is prohibited at CCS per the California Education Code. If a scholar is found to be enrolled in two (2) schools, he/she will be withdrawn from CCS.

This does not include pre-approved college-level courses. In some cases, it is possible for high school scholars to enroll concurrently at a community college.

## Parent / Scholar Engagement

### ParentSquare and Monday Morning Updates (MMU's)

This is your main source for all things engagement - field trips, scholar clubs and more! Log into ParentSquare to view the calendar of field trips and events. Your scholar can also connect with scholar club members within ParentSquare and see photos from field trips! Monday Morning Updates (MMUs) are a great resource to see all upcoming events compiled all in one weekly message. Be sure to regularly read Monday Morning Updates to stay updated about field trips, scholar clubs, contests, spirit weeks and more!

### Field Trips

Field Trips offer our scholars educational experiences to expand their knowledge of the world around them and discover their passions, within a safe environment. By seeing real-life applications of concepts they study, scholars are more apt to gain a deeper understanding of what they are learning. Whether in person or virtual, CCS Field Trips personally connect scholars with peers and staff within our CCS community. Field Trips are scheduled throughout the year and offered in a variety of locations!

### Important Information about Field Trips and Enrichment

- \* Please note that no scholar may attend a Field Trip hosted by Compass Charter Schools unless accompanied by a parent, guardian, or legal adult. No exceptions are possible for this rule.
- \* Some activities are free for all to join – scholar(s), siblings and attending adults!
- \* For activities that require payment – all scholars will attend for \$0 or a steeply discounted rate! Attending adults, siblings and guests are able to join at our discounted group rate by pre-paying at the time of sign up via the link on the calendar item.
- \* All pre-payments are non-refundable. Please take note of all event details at the time of sign up. An email with reminders will be sent out to all who register by the posted deadline for event registration.
- \* Please note that whether or not an event requires pre-payment – any interested scholar and attending guests must pre-register via the link within the individual calendar item for the event.
- \* Anyone who attends a field trip or enrichment event that is under the age of 18 must have a permission slip submitted. Permission slips are submitted virtually at the time of registration.
- \* Did you look through the ParentSquare Calendar and couldn't find just the right field trip? We welcome your ideas! Please take a moment and submit your field trip idea via this link: <https://form.jotform.us/72260932278156>

## Scholar Clubs

CCS Clubs are scholar-driven, guided by an experienced staff member and meet virtually on a regular basis. The purpose of CCS Clubs is to create a safe scholar-driven community of like-minded individuals to explore a particular topic of focus together, primarily in the online forum. Some clubs offer outings or in-person meet-ups called “Club Excursions.” Taking part in organized clubs can not only equip children with new physical skills but also gives scholars an opportunity to meet new people and form new friendships, which often leads to an increase in confidence and thus, independence.

## Important Information about Scholar Clubs

- \* Scholar Club Informational Sessions (Club Rush Sessions) are held virtually two times per school year - once in the Fall and once in the Spring. These are a great way to learn about all scholar clubs available during the school year.
- \* Once you express interest in a Scholar Club, you will be added into the ParentSquare group exclusively for that Scholar Club. Allowing you to connect with other club members between club meetings. Club meetings are held at minimum, once per month.
- \* To see a list of current scholar clubs, please visit this link:  
[https://docs.google.com/spreadsheets/d/1aQBkr2fQZOI3yCo2wm\\_hr7GUSuUW1gzuj7FGR6He3TY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1aQBkr2fQZOI3yCo2wm_hr7GUSuUW1gzuj7FGR6He3TY/edit?usp=sharing)

## Additional Info

Do you have any additional questions or need support for field trips and enrichment events? Please don't hesitate to reach out to our Director of Engagement, Rebecca MacAlpine, at [rmacalpine@compasscharters.org](mailto:rmacalpine@compasscharters.org)

## Parent Advisory Council

The Parent Advisory Council serves to provide parent feedback on school policies and procedures at Compass Charter Schools to ensure that they are consistent with its Mission, Vision, and Values. If you are interested in serving on the Parent Advisory Council, please contact J.J. Lewis, Superintendent & CEO, to learn how to get involved.

## Entertainment / Work Permits

Scholars under the age of 18 must obtain a work permit from Compass Charter Schools after securing an opportunity for employment. A scholar must maintain a 2.0 GPA each semester to be eligible.

Requirements for obtaining a work permit:

To print a work permit application:

- The scholar, after obtaining a promise of employment, shall complete [Statement of Intent to Employ and Request Work Permit](#), may be downloaded from the California State Department of Education website.

To complete work permit:

- Scholar must complete minor information.
- Scholar will request employer to complete “to be filled in and signed by employer;” signing the application, which indicates the employer has “worker compensation” insurance, list hours of work for the scholar and indicate wage.
- Scholar will request parent/legal guardian signature.
- Submit the work permit to the College & Career Readiness Counselor

The following scholars **do not** need a work permit:

- High School graduate, regardless of age
- Scholar who passed the California High School Proficiency Examination
- Scholar who is 18 years of age or older

Renewals:

- Work permit will expire five (5) days after the end of the semester
- Scholar must email the College & Career Readiness Counselor five (5) days before expiration date to renew work permit
- Scholar must complete a separate work permit for each employer

Please allow five (5) business days to process the work permit application. Incomplete forms will not be processed.

### Entertainment Work Permits

A parent or guardian of a minor needing a 6-month entertainment work permit may request a form to be completed by the College & Career Readiness Counselor. A scholar must be in good academic standing to be eligible for this permit.

Entertainment permit renewal:

- This permit is renewable every 6 months while a minor is under 18 years old. First time and renewal applications for school age children must be accompanied by an approval from the school on the form which will be provided after the application is completed.

To print an entertainment application: Copy and paste the link below in your browser:

<http://www.Dir.Ca.Gov/dlse/dlseform277.Pdf>

Steps to a complete an entertainment application:

- Complete form with scholar information (do not include parent/guardian signature)
- Email form to College & Career Readiness Counselor
- College & Career Readiness Counselor will mail form to scholar's home address.
- The form indicates the following: all signatures must be in original ink. No fax or photocopies permitted.
- It will take approximately 3 -5 business days for the form to arrive by mail

Additional helpful information:

- Entertainment work permit applications link:

<http://www.Dir.Ca.Gov/dlse/onlinepermits.Htm>

## Important Contacts

Main Line: 855-937-4227

Enrollment: 877-506-8631

Fax: 805-338-0557

J.J. Lewis | Superintendent & CEO

[jlouis@compasscharters.org](mailto:jlouis@compasscharters.org)

Miguel Aguilar | Executive Assistant to the Superintendent

[maguilar@compasscharters.org](mailto:maguilar@compasscharters.org)

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