

WELCOME PACKET ONLINE LEARNING

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***



Compass Charter Schools | 850 Hampshire Road, Suite P | Thousand Oaks, CA 91361

www.compasscharters.org

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 new scholars and hope that you and your family enjoy becoming 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 your willingness to provide feedback to 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

Respect

Teamwork

Integrity

Communication

COMPASS

CHARTER SCHOOLS

2019-20 Academic Calendar

July						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	S
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September						
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29	30					

October						
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November						
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24	25	26	27	28	29	30

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
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19	20	21	22	23	24	25
26	27	28	29	30	31	










February						
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23	24	25	26	27	28	29

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key		
	Holiday – No School	 First Day of School (9/3/2019)
	In Service Days – No School	 Winter Break
	Start of Semester 2 (2/3/2020)	 SBAC Testing Window
	Last Day of School	 Spring Break
		 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](#) within 5 business days of the change.

Residence Address Updates: If your living situation becomes temporary due to economic hardship or loss of housing, please contact Vanessa Plascencia, Compliance Coordinator/ Homeless and Foster Youth Liaison, at vplascencia@compasscharters.org.

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.

Adult Scholars (18 years of age or older)

Scholars who are 18 years of age or older have many legal rights and responsibilities, including, but not limited to, signing legal documents, 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 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 6). This form should be returned completed to our Records Department via email (records@compasscharters.org).

IT Help

Our Information Services webpage is coming soon! Here, you will be able to find more information regarding IT, Computers, and much more. Please check out our website [here](#).

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

Need a computer/ laptop? If your scholar is in need of a laptop, please complete the Computer Loan Form (page 7) and submit to computers@compasscharters.org.

Scholars are still expected to complete their coursework during the wait time for a laptop. Resources such as public libraries, FedEx Office Print & Ship Centers, and/or a family member or friend who has a computer/ laptop may be some options for your family.



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 _____

Compass Charter Schools
Attn: Computer Department
850 Hampshire Road Suite P
Thousand Oaks, CA 91361
Fax: 805.590.7077
Email: computers@compasscharters.org



Computer Loan Form 2019-2020 Grade: _____

Compass Charter Schools (CCS) provides laptop computers to families currently enrolled in our Online Program. Please complete this form and submit it by Fax or Email. (per the terms of the Agreement for Use of School Property that you accepted in the online enrollment and CCS computer distribution policies)

Scholar Name: _____

Parent Name: _____

Phone Number: _____

Email Address: _____

For safety of our equipment we prefer to ship to a business address. Please provide a business address if you have one. If you do not have a business address, provide your home address and we will ship to the nearest FedEx location where we will need to pick up the package. Tracking information will be provided to the email address you provide on this form.

Shipping Address: _____

Street

City

State

Zip Code

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Please Note: Compass Charter schools will replace defective units experiencing normal use issues. If the computer is found to have damage from misuse the lessee will be responsible for the cost of repair or replacement of the unit.

Computers are to be returned within 10 days of leaving our program. Failure to return the equipment will result in a charge of the value of the equipment and / or your file will be referred to our attorney for possible legal action. Parent or Guardian are responsible for return shipping costs.

School Admin Use Only

Free Reduced Lunch:

Serial number:

Date Computer Mailed Out:

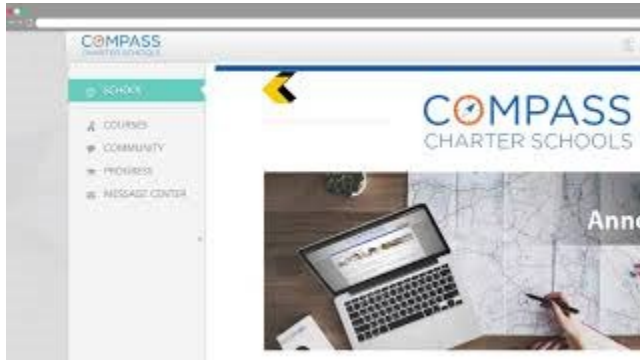
Date Computer Returned:

Program Overview

Below you will find link to our Scholar Handbook:

[Online Learning Program Handbook](#)

Orientation Videos



Orientation: Parent Scholar Portal

https://youtu.be/KNyHWFp2o_8



Orientation: Courseware Player

<https://youtu.be/5DmUZU2bODI>

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.

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 at the discretion of the supervising credentialed teacher.

Activity Logs via ParentSquare

The learning coach and scholar must ensure that activity logs are accurate, marking activity each day in the relevant subject areas. Attendance is based on the completion of these activity logs. Failure to turn these in weekly will result in absences, and scholars may be considered Chronically Absent after 10 school days. Activities may include virtual classes, outside classes, lessons at home, field trips, etc. This log is a mandatory requirement and must be updated weekly.

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.

Blanks on the activity log from lack of educational activity for the day are considered unexcused absences. Several blanks/absences will result in an evaluation to determine whether it is in the best interest of the scholar to remain in independent study. If it is determined that independent study is not in the best interest of the scholar, the school will follow the involuntary removal language outlined within the Parent/ Scholar Handbook.

Work Sample Requirements

Elementary (Grades K-5)

- In order for attendance credit to be given, representative work samples must be collected by the teacher when requested and in accordance with the frequency, time, and manner specified in the board policy on independent study and the applicable provisions of the Master Agreement. Work samples need to be submitted to the assigned supervising teacher each learning period.
- If the teacher feels the need to seek further or alternate samples, those must be provided within three days of the request.

- Teachers 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.

Middle and High School (Grades 6-12)

- In order for attendance credit to be given, representative work samples must be collected by the teacher when requested and in accordance with the frequency, time, and manner specified in the board policy on independent study and the applicable provisions of the Master Agreement.
- 2 work samples need to be submitted by the scholar in the scholar's gradebook each learning period.
- If the teacher feels the need to seek further or alternate samples, those must be provided within three days of the request.
- Teachers 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.

Virtual Classroom ("Learning Labs") Attendance

All CCS teachers provide live Learning Labs each week for each content area. The sessions allow scholars to interact with their teachers and receive instruction in real time. All scholars are expected to participate in the Learning Lab sessions for each of their courses. Attendance in Learning Labs can be included as part of the 10% of the scholar's participation grade for the scholar's courses.

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.

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.

The Learning Coach is expected to check the Learning Management System ("LMS") account daily to ensure the scholar is logging in daily and progressing through courses at an appropriate pace. Additionally, the Learning Coach must ensure their scholar is

submitting work, as specified on the pacing guide. Work should be turned in consistently throughout the program or the scholar may get too far behind and not be able to pass their course.

Benchmark Assessments

All scholars will be required to take a benchmark assessment in math and reading in order to determine a baseline of proficiency levels at the beginning of the school year. They will be assessed again at the start of the second semester, and again at the end of the school year.

If the scholar has not attended school for an entire academic year or more, appropriate placement will be reviewed by the Director of Counseling Services, K-8/High School Coordinator, and Director of Online Learning. Scholars may be required to take assessments to determine appropriate placement.

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. Scholars will need to consult with their school counselor.

A-G College Board Approved Science Wet Labs

At least 20 percent of class time in high school science courses will include teacher-supervised, hands-on laboratory activities that are directly related to, and support, the other class work, and that involve inquiry, observation, analysis, and write-up of investigations consistent with the practices of the scientific field. Teacher supervision may be synchronous or asynchronous.

The frequency of these labs will be determined by the highly qualified CCS science instructor. All scholars are required to attend the labs as part of their science course. Make-up days will be available for scholars who may miss a virtual lab. Those make-up labs will need to be scheduled between the scholar and the instructor. Please note that failure to attend the virtual labs may jeopardize the scholar's grade and chances to attend certain four-year colleges or universities.

Parent / Scholar Engagement

ParentSquare and Engagement Department Weekly Updates

This is your main source for engagement activities - 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! Engagement Department Weekly Updates are a great resource to see all upcoming events compiled in one weekly message. Be sure to regularly read Engagement Department Weekly Updates shared out on ParentSquare to stay up to date on 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 registration via the link and instructions on the ParentSquare calendar item.
- * All pre-payments are non-refundable. Please take note of all event details at the time of registration. An email with reminders will be sent out to all who register by the posted deadline.
- * 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 ParentSquare calendar item.
- * 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 a field trip you were hoping to have offered this year? We welcome your ideas! Please take a moment and submit your field trip idea [here!](#)

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 may equip children with new physical skills, as well as give scholars an opportunity to meet new people and form new friendships, which often leads to increased confidence and, thus, independence.

Important Information about Scholar Clubs

- * Scholar Club Informational Sessions (Club Kick-Off 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, your scholar will be added into the ParentSquare group exclusively for that Scholar Club, allowing your scholar to connect with other club members between club meetings. Club meetings are held at least once per month.

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

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.

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 submit forms to Mataya Olson, College and Career Readiness Counselor, at molson@compasscharters.org. 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, Mataya Olson, at molson@compasscharters.org. 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
(818) 824-6233 | jjlewis@compasscharters.org

Miguel Aguilar | Executive Assistant to the Superintendent
(805) 807-8199 | maquilar@compasscharters.org

Aviva Ebner | Assistant Superintendent & Chief Academic Officer
(805) 358-4381 | aebner@compasscharters.org

Erin Smith | Director of Online Learning
(805) 807-8176 | esmith@compasscharters.org

Debra Stephan | Director of Counseling Services
(805) 807-8211 | dstephan@compasscharters.org

Gabi Golan | Director of Special Education
(805) 807-5058 | ggolan@compasscharters.org

Ashley Daugherty | Online K-8 Coordinator
(805) 405-5898 | adaugherty@compasscharters.org

Janae Smith | Online High School Coordinator
(805) 407-1448 | jsmith@compasscharters.org

Kasey Wingate | Scholar Success Coordinator
(805) 405-3758 | kwingate@compasscharters.org