



South OC Hybrid Homeschool

Student Handbook

2022-2023

Dear Parents and Students:

We are delighted that your child will be part of South OC Hybrid Homeschool for the 2022-23 school year! Please be assured that our staff will do everything possible to make sure your child's experience is a safe, exciting and productive one.

This handbook is created to help maintain many of the things we do to provide a safe and nurturing place for students to grow and learn. We need your support and involvement in your child's enrichment. Together we can help your child discover and progress towards his or her fullest potential.

If you have questions about the items included in this handbook, please ask! We want this to be a positive experience for all students.

Respectfully,

The SOCHH Team

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GOALS, MISSION, VISION

Our mission is to create a two-and-a-half day hybrid homeschool that combines the structure, organization, and peer collaboration of a traditional classroom, with the flexibility, creativity, and autonomy of a homeschool lifestyle. It is our goal that students will obtain an enriched, individualized, and thoughtful experience.

We are committed to creating an academically-focused environment for kids to learn the skills they need in math, language arts, and social studies. Teachers and aides will do the bulk of the teaching in small groups throughout the day. The students will stay in their homeroom class where they will collaborate in group projects, high-interest creative hands-on learning activities, creative stations, recess, lunch, and electives.

It is important to note that SOCHH is NOT a school of record. SOCHH is a learning center that does NOT hold records such as medical or attendance records. We do not issue letter grades and intentionally do NOT cover all the required core subjects. Due to the fact that we are a learning center, we intentionally do not exceed 15 hours of academic instruction a week and do not teach all four core subjects. With this in mind, it is important that parents understand that teachers are tasked with introducing and supporting foundational teaching of the ICANN standards, but it is expected that families commit to the full curriculum and classes on the days they signed up for and do the necessary work from home the other days.

Fundraising Efforts:

SOCHH operates as a 501c(3) not for profit business. Our staff is a small team led by an unpaid, volunteer executive director in an effort to keep costs as minimal as possible to families. In addition, our Board of Directors and Parent Advisory Committee (PAC) organizes and plans several fundraisers throughout the school year to help subsidize program expenses, scholarships, etc. We ask parents to support these efforts in whatever way they are able to (monetary or in-kind donations, personal/community connections, social media interactions, volunteer your time or resources) as all of it helps spread the word of what SOCHH is and does, and benefits all of our students and classes.

CAMPUS PROCEDURES/POLICIES

Visitors:

Parents are welcomed to visit the campus; however, there are certain guidelines accompanying this. If you wish to visit your child anywhere on campus, you must sign in at the office. Younger children must be supervised at all times and not left alone on the playground unattended.

If you wish to chat with anyone of the admins, teachers, or Ms. Natalie, we ask that you reach out to schedule an appointment. All staff are diligently using their time before and after school to prep and set up/tear down for the day in order to welcome students appropriately. In the parking lot and on the playground, they are on supervision duty. Therefore, stopping a teacher, Ms. Natalie, or one of our administrative staff to talk briefly before, during, or after school can take away from needed time preparing for or monitoring our students. If you wish to have a conference with any staff member, please email or text the campus phone to set up a mutually agreeable time to take place within school hours.

Ms. Natalie will be open and available at drop off twice a month in the parking lot if parents need to chat about any general questions/concerns/ideas. Hopefully, this will help answer any questions that might arise but may not feel weighty enough for a scheduled meeting.

School Closures:

If schools are to be closed or have delayed openings due to inclement weather, bad roads, health concerns, mandate closures, etc., families will be notified asap via direct email and/or through system text messaging, Please make sure you have opted IN to receive both of these communications.

Tobacco-Free Environment:

SOCHH and any of our sponsored events are all smoke-free.

Attendance:

In order to receive the maximum benefit from our program, students should be present every day that class is in session. Many of the lessons at school require direct instruction and collaboration that cannot be replicated through worksheets or reading assignments.

California law makes it the responsibility of the parent to ensure that their children meet the 180-day school requirement. As a homeschooling parent, you are responsible for maintaining the 180 days of education-- per the state.

If your child is to be absent, please send a courtesy email to their teachers and copy Ms. Vanessa (vanessa@southochoybridhomeschool.com) on the email notification. You may also text the campus phone number (949-390-4426) to notify us of absences.

Changes to Dismissal or Early Pick-up:

If your child's end-of-day routine for transportation changes for any reason, please notify your child's teacher or our campus coordinator in writing (email or text) asap. The child must be released to a parent or guardian on file. Any other adult picking up the child must be designated on the contact list in the student's record. Please help us by keeping your emergency contact list up to date.

Personal Property:

South OC Hybrid Homeschool cannot assume responsibility for lost or stolen property belonging to students. Please keep this in mind and use discretion when sending such things as electronic devices, toys, or other valuables to school. *Any toy or "look-alike" item resembling a weapon is not allowed on school property at any time. This includes before and after school and any SOCHH organized event.* All clothing, backpacks, and lunch boxes should be clearly labeled with your child's name. We have a designated lost and found bin that we place out during sign ins. Please check this regularly when you visit the school as unclaimed items will be donated periodically throughout the school year.

Cell phones:

We are a cell phone free campus and cell phones may NOT be used during school hours- including lunch and recess. If a student must come with a cell phone to school, it has to be in the student's backpack, and they must ask either their teacher or staff on duty permission to use it to contact their parents. If a student does not abide by this regulation and uses their cell phone in class, in the yard, or on campus then they will be asked to turn in their phone which will be returned at the end of the day to the parent when the student is picked up from school. We let all of our students know that they have permission to use the campus phone upon request to call their parents for any reason. Thank you for helping us support a distraction free environment!

Appropriate Dress:

Age-appropriate, comfortable clothing that enhances your child's ability to function in all school settings is best. Dress and grooming, while in school, are the responsibility of the

student and his/her parent. However, when dress and grooming disrupts or interferes with the educational process for the individual student, other students, or the learning climate of SOCHH, it becomes a matter for the teachers or staff to counsel with the student and/or parent. Examples of unacceptable attire include: clothing that promotes alcohol, drugs, tobacco, sex, or obscenities, strapless or midriff tops, or clothing that allows undergarments to show. Please no costumes or masks unless it is a scheduled dress up day. Students need shoes that allow them to move safely both inside and outside throughout the school day. It is recommended that students not wear loose-fitting shoes or high heels. Items worn outside (like gloves, hats, sunglasses) should be removed when re-entering the building. Close-toed shoes are required for participation in P.E.

Lunch/Snacks:

Students will need to bring water, lunch, and a snack each day. If your student has dietary restrictions and/or food allergies please be sure they are noted on file with their teacher as well as with the office staff. Please note SOCHH is NOT a nut-free campus. If there is a severe concern over medical conditions or allergies it is required to meet with the campus director over a plan of action for prevention and treatment.

Birthday Celebrations:

Class birthday celebrations are always done during breaks or at the end of the day; please arrange this in advance with your child's teacher. Outside deliveries for students are not permitted on our campus.

Internet Use:

When allowed, the use of computers, tablet devices, and the internet must be for educational purposes ONLY. Responsible behavior from all computer users is expected at all times. Our organization complies with the Children's Internet Protection Act (CIPA). Parents will need to sign a permission form for Internet use. The form is included in this handbook for you to sign.

Complaint Procedures:

If a concern arises, please discuss the matter first with your child's teacher. If further clarification is needed, please make an appointment to meet with the director.

STUDENT HEALTH AND SAFETY

Student Medication:

Please inform your teacher or the campus aide if your student needs to carry any medication (prescription or otherwise) with them on campus. If they need to take a prescription, they will need to be able to self administer as we do not have a nurse on campus.

Allergies:

If your child has allergies (bee sting, food, plants, etc.), asthma, medical alert, or related medical information of which the school should be aware, please bring this information to the school. Please be aware **we are NOT a nut free campus**. We do not have any medical staff. For this reason any child who has any life threatening illnesses or allergies that require any specific and detailed accommodations must be shared with the campus director to assess the best course of action for the child and to determine if in person instruction is a suitable fit for the student.

Injuries/Accident/Emergency:

Occasionally a student will be injured or become ill while at school. If your child suffers an injury above the shoulders, you will be called immediately so that you may speak to your child to determine whether or not you should pick him/her up. If an injury happens below the shoulders, we will make every effort to resolve and help the student at school before calling, unless it is a severe injury that cannot be treated with a basic first aid kit. Parents must acknowledge that there is NO nurse or medical aide on campus. Every effort is made to contact parents in an emergency situation; therefore, it is essential that parents complete the registration form indicating emergency contact information. *It is the parent's responsibility to notify the school of any change in address, home phone, work phone, cell phone, or emergency phone numbers immediately.*

Immunizations:

As SOCHH is a learning center and NOT a school, we do not check or collect health & immunization records. Please refer to the instructions and requirements of your charter and/or the state of CA for immunization laws and how they pertain to in person instruction. Note that should the law change in the future to require the verification or collection of such records, we will notify parents immediately.

Illnesses:

Children should be kept at home for the following reasons:

- ANY illness or symptom(s) that prevents the child from participating comfortably in classroom activities
- Fever over 100 degrees, lethargy, irritability, difficulty breathing, or other signs of severe illness. Please note: A child must be fever free for 24 hours without medication before returning to the campus.
- Severe or persistent cough or colds
- Skin or eye lesions/infections/rashes that are contagious, weepy or pus-filled OR bothersome/distracting to the student
- Rash with fever
- Diarrhea
- Vomiting 2 or more times in 24 hours

Please note that teachers or admin staff retain the right to send home students that are struggling in the classroom with symptoms or that appear or are perceived to be ill or distressed.

COVID ADDENDUM: At this time our learning center is not required by the county to implement additional protocols related to Covid. Please note, however, that SOCHH IS a Covid-compliant campus and should alarming infectious rates or the county dept of health call for additional protocols at any time, SOCHH as a learning center could and would again implement protocols including face masks and quarantine guidelines, etc. Should there be any need for these, we will notify families immediately.

As a preventative measure we will still continue to practice healthy habits such as proper handwashing, frequent sanitizing of shared items, and a cautious, conservative approach to students who exhibit symptoms of ANY illness.

We ask for parents' diligence and cooperation in keeping sick kids at home. When in doubt, please err on the side of caution with the goal of keeping transmissible illnesses at bay and keeping in person instruction possible for your student(s) and our community.

Head Lice:

Parents are required to inform the campus monitor and their student teacher(s) as soon as possible and let them know when the lice were discovered. Staff will make every effort to maintain the privacy of the student identified as having head lice, and remind classmates and parents of the commonplace of its occurrence. The teacher will notify parents that there was a student in the class who did have lice and to please check your children before sending them to school. If lice is discovered on a student while they are

on campus, the parent will be called to pick up the student along with their siblings to get checked and/or treated.

If the student is treated professionally by a lice removal service, they will be asked to furnish the certification that they are cleared before returning to the campus. All of the services we talked to include a follow up appointment 7-10 days following the initial treatment to check and/or administer a second treatment if necessary. If the student is treated at home using a kit or over the counter treatment, we ask that you please keep children at home for 10 days and do a second check and/or treatment before returning to campus. The 10 days is a common requirement of many other learning centers, due to the fact that any nits that may have not been caught in the initial treatment would then hatch in 7-10 days. Lice can be a stressful discovery but professionals can help lift that burden along with our communication to our children of the commonplace of its occurrence.

Campus Safety:

Students will not be allowed out of classroom space without permission or supervision. All bathrooms are conveniently located inside near their classrooms therefore there is no reason for students to be wandering around the campus. All students tk-3 must enter and exit their classrooms via the play yard. All students tk-1st grade students may not, at any time, be outside the gates of their play yard or classrooms without the supervision of a staff member or parent. All 4th-8th grade students may not walk through, play on, or bother the two prayer gardens. They may use the walkways between to transition to the play area.

COMMUNICATION

The following forms of communication will be used between SOCHH/teachers and parents/students:

- ❖ SOCHH Parent APP: Please save this on your phone or device. We will use this portal to archive all important documents, newsletters, and updates shared with parents. It will also be utilized to collect payments for drop in extended care, yearbook/picture day payments, volunteer sign ups, etc.
- ❖ SOCHH Campus Phone (949-390-4426): For SOCHH families only. Please call/text this phone during school hours to get a message to your student or their teachers. Absences or early pick ups can also be communicated on this line. This phone is only monitored DURING school hours. Email is the best way to contact outside of those times.
- ❖ Class Dojo: Please use this to send a non-urgent message to teachers directly. Teachers will share classroom updates, private photos, and often daily homework

and reminders to parents. It is required that parents learn to utilize and monitor this app, and have notifications turned on to support their students' teachers.

- ❖ Email: Teachers and admins will use email to send out important documents and reminders such as class syllabuses, monthly newsletters, health notifications, program changes, etc. Parents are asked to be diligent about monitoring their emails, and reading and reviewing the information relayed.
- ❖ School wide text messages: We use this messaging app to send out campus wide notifications that are time sensitive. Please make sure all parents and guardians have opted in to receive these notifications. You may reply back to any of these texts to start a private, one on one text chat with our office staff.

For all classroom related issues the first line of communication should be directly with your student's teacher. If after initiating and discussing the question or concern with the teacher, the parent feels that more information is needed or the issue was not handled or addressed to their satisfaction then the campus administrator or director will intercede to answer and or resolve any questions or concerns.

If parents need to get a message to a teacher for the day, please text the campus phone (949-390-4426) and we will make sure they receive them and confirm receipt. As a reminder, teachers and office staff are available to conference by appointment only.

ACADEMICS

Program Changes:

We are a homeschool program at heart. It takes the collective efforts of teachers and a volunteer board of directors and administrators to make the program work and not be astronomical in price. This means that AT ANY TIME, classes could change or be canceled with little notice. SOCHH will provide as much notice as possible, and all families which the change affects will be informed. Again, SOCHH is a learning center to help families give their children an enriched, individualized, and thoughtful learning experience. We want to reiterate that we are NOT a private school, traditional school, or charter school.

Equal Education Opportunity:

Equal educational opportunity and treatment will be provided to all students. No student registered at SOCHH shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered

or authorized on the basis of age, handicap, national origin, race, religion, language, minority status, or gender. In the same vein, SOCHH is an equal opportunity employer.

Commitment to Inclusion:

South OC Hybrid Homeschool (SOCHH) is a secular program that celebrates diversity and strives for inclusion of all faiths, families, lifestyles, cultures, and races, and we encourage families of every background to apply, knowing our community is richer for its diversity. We are a community of educators and families who work together to create an enriching and inclusive learning environment. In that pursuit, all members of our community are treated with respect and dignity; all voices are honored, and all contributions are valued.

The SOCHH learning environment fosters a close-knit community where students feel comfortable and confident to engage fully in the learning process, grow as unique individuals, and celebrate each others successes. SOCHH strives to provide an accessible learning environment that is enriched by the culture, identity, unique experiences, and abilities of each student that attends SOCHH. It is the goal of SOCHH to promote the principles of inclusion in attempt to confront the inherent bias, discrimination, prejudice and inequality that exist in our society at large. SOCHH strives to empower students and staff to be agents of change and well educated citizens. We are in the unique position to provide targeted education to enrich the lives of our students.

We closely align with the Common Core Standards and it is our goal to create critical thinkers who are prepared for life outside the walls of SOCHH. Our curriculum and lesson plans do not explicitly teach on topics such as gender identity, critical race theory, tenants of social psychology, or political agendas—as that is not a teaching point within the standards. That being said, SOCHH does not shy away from questions that may arise as a result of information that is presented within the learning process. We support the LGBTQ+ community and have families that are among that community. We support the inclusion of students of all backgrounds and identities. We support the the idea that the faults in the world do not rest on the shoulders of our students, but that as compassionate human beings, we each have a responsibility to study multiple perspectives, study all periods and events of history, and examine how we relate to each other and the world through a historical perspective. Philosophically and politically, SOCHH is not designed to present a particular perspective, but instead encourage critically thinking members of society who are adept in interpersonal communication that falls into three categories:

1. Tolerance for diverse perspectives and from perspectives that differ from our own.

2. Critical thinking processes that are necessary to evaluate actions and practices in our society at large.
3. The ability to respectfully engage in conversation in the face of different beliefs, interests and claims.

SOCHH believes that equity, inclusion, tolerance and a sense of belonging are paramount to a successful academic, social and emotional learning environment. Equity at SOCHH means that all students have access to the same resources and opportunities while recognizing that each student has different circumstances that require flexible processes to ensure an equal outcome. Equity aims to identify and eliminate barriers that prevent the full participation in the learning process. Inclusion at SOCHH means creating spaces, resources, policies, and processes that take all students into consideration, with the intention that everyone is seen and has access to all opportunities at SOCHH. Belonging at SOCHH means that every student feels accepted, valued, included and encouraged by teachers and peers in academic and social settings and of feeling a strong sense of importance in the day to day activities at school. Tolerance at SOCHH means showing students how to interact with others while teaching them how to learn from people who are different from themselves.

Academic Differentiation:

The overarching mission of our program can be summed up in the idea of Differentiated Academic Instruction. The core program is built around the idea of meeting students where they are, helping them find academic success, build confidence, and achieve mastery before moving on to the next concept.

Our guiding philosophy is to meet students where they are academically AND emotionally, as they present in the classroom setting. In some cases, your student shows mastery of a skill or can complete a task independently with you at home, but that mastery may not translate with a teacher, in class, and/or in front of peers. This situation is not uncommon, and is one reason we work so hard to place students where we feel they will find the most success, be challenged, and grow academically, socially, and emotionally. There may be units of study when you think, "my student can already do that." Please understand that the skill we are working on is often not the isolated skill alone! It may instead be about giving them the support and confidence to work collaboratively and effectively in their groups. Often, we are working simultaneously on building stamina and emotional maturity or independence. Once they've mastered this skill (which if they can indeed do it at home, should not take long), then we will absolutely move them on to the next skill. Like you, we want students to be challenged and excited about what they are learning, which comes from building strong foundations and relationships. We acknowledge that they/we are all navigating our new environment

and many changes with new friends. That alone can create anxiety and distractions. Kids might freeze up. We know this and will meet this with all the patience and empathy needed, so we ask for you to trust the process and give us time to get to know your student, what they know, and how they learn best.

Please understand that while our program and teachers devote a lot of time and attention to differentiation for each student, it is not curated private 1:1 tutoring; NOTHING will ever be as precise, personalized and challenging as working 1:1 with a tutor. Almost all of our teachers offer individual tutoring independent of SOCHH and we highly recommend this option outside of school hours if you desire to close gaps or work ahead with your student(s).

Learning Differences (IEPs/diagnoses/learning, medical or behavioral challenges):

As SOCHH is a private learning center and NOT a school we do not have the resources on our own to meet complex or severe medical, educational, or physical needs of students who may have particular health or educational needs. We do not have any medical staff or licensed staff on campus. For this reason any child who has any life threatening illnesses, allergies, behavioral or educational needs that require any specific and detailed accommodations must be disclosed with SOCHH's director prior to enrollment to assess the best course of action for the child and to determine if our program is a suitable fit for your student.

An IEP is a public school document, so while SOCHH does not create or execute an IEP, we request the documentation in full to review accommodations and let you know what we can help with. A learning challenge or diagnosis does not automatically preclude enrollment, however parents need to come in with a clear understanding that SOCHH is an intimate learning center with limited resources to handle complex learning or behavioral issues. While we do have numerous students in our program that have a myriad of processing, attention, emotional and behavioral issues, we do not have a SPED, STS, or SAI department set up to handle services or accommodations. We have found that often just being in a small environment can help many of these students, and thus we will consider students with different learning abilities on a case by case basis. We do not have one on one aides so your child must be able to sit in a classroom in a cooperative manner, work independently, and participate in groups.

Placements:

Student placement is based on formal assessment and not based on parent request and preference. We take into account the student's academic history and experience, as well as their social and emotional makeup. Our classrooms develop their own

“learning profiles” that will differ from year to year based on the makeup of the students in that class. This learning profile dictates the ICANN standards that the students are working in. For example, we may have a fourth grade class that begins the year working on end of 3rd grade concepts OR a second grade class that is able to start on 3rd grade concepts mid year.

Curriculum:

Our classrooms develop their own “learning profiles” that will differ from year to year based on the makeup of the students in that class. This learning profile dictates the ICANN standards that the students are working in. For example, we may have a fourth grade class that begins the year working on the end of 3rd grade concepts OR a second grade class that is able to start on 3rd grade concepts mid year. We build our curriculum maps and syllabi as class rosters are being filled in and will share with families at the beginning of the year and when any updates are needed/applicable.

Homework Policy:

Beginning in the 2022/23 school year, students and families must commit to completing at least 75% of their home assignments per trimester, or they will be asked to leave SOCHH. Please understand that we are a part time program with very lofty goals that are nearly impossible to accomplish without the commitment and dedication of our students and families.

If a student is absent from class, the onus must be on the parent to catch their student up. Teachers cannot continue to move students forward who have not completed lessons and assignments because of excessive absences. Teachers will prepare work for students who know they need to be gone; please communicate this well in advance so they have time to prepare. If students are out sick multiple days (more than 1 day), teachers can furnish work for parents to teach at home. It will be at the discretion of the teacher if there is an appropriate time to zoom into learning blocks.

Additionally, teachers will also be holding varying office hours in order to support at home learning. All students have the opportunity to meet with their teacher in-person or online during office hours (please note that teachers set their own office hours each week and these might change, they will communicate this to families.) It is NOT required for students, though teachers may request it of students who are not meeting the homework requirement. Please note this is not 1:1 tutoring; it is time meant to clarify information they did not understand in class, or to work on homework together to ensure understanding. It could be a quick 15 minute check in or up to an hour of reviewing concepts. It is to the benefit of students and parents to utilize this time if you are struggling with any part of the at-home portion.

Teacher Feedback and Parent Conferences:

We hold three parent-teacher conferences during the year- one in September for goal setting, one in October and one in February. Outside of these formal meetings, parents are encouraged to reach out to teachers with any questions/concerns regarding progress.

Technology Use:

Certain educational online tools (i.e. XtraMath, Education.com, Let's Go Learn, etc.) are suggested/required to be used at home in order to reinforce certain concepts taught in class. Each teacher will specify which educational platform they plan on using for additional work to be done at home and login information pertaining to it.

3rd-5th grade students: At certain times in the year, your teacher may ask that you bring in a laptop or device in order to work from in class. Please be ready to be able to bring in a device and charger to school on those days required by the teacher.

Middle school students: It is required that students in 6th-8th grade have a laptop with them everyday in class. We use a digital agenda and google classroom instead of curriculum books. It is the responsibility of the students to have and bring their laptops and chargers with them everyday. SOCHH does not provide laptops to students.

Field Trips:

Parents will need to provide transportation to and from the field trip locations for their children. Each class plans their individual field trips.

Volunteers:

There is no volunteer commitment required of parents. Occasionally, teachers or admin staff will reach out with campus/classroom volunteer needs.

STUDENT BEHAVIOR

Conduct and Discipline:

SOCHH promotes a positive learning environment that is characterized by safe, respectful, and responsible behavior. We stress the following fundamental concepts:

- Respect for self
- Respect for the rights and dignity of others
- An understanding of and respect for rules, regulations, and laws
- Respect for all property--public and private
- A readiness to learn

Anti-Bullying:

Bullying is defined as intentional aggressive behavior that can take many forms (verbal, physical, direct, indirect and cyber bullying). Bullying can be one person bullying another, a group of people ganging up against one person, or one group targeting another group. Some examples of bullying include:

- Spreading rumors or posting degrading, or harmful pictures, messages, or information using social media/internet.
- Name calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

SOCHH Staff and Families believe everyone has the right to feel physically and emotionally safe on campus. More than everything else we seek to create a safe environment, therefore bullying in any form is considered very serious and will not be tolerated. We ask that all students agree to:

- Treat other members with kindness and respect.
- Not engage in verbal, physical or cyber bullying.
- Abide by the all classroom rules and all guidelines set forth in the [SOCHH handbook](#).
- Notify a parent or staff when bullying does occur.

Bullying of any form will result in the following disciplinary actions:

- 1st offense: Conference with parents.
- 2nd offense: Loss of unstructured free time. Student's parents will be required to rotate lunch & recess to monitor/manage behavior.
- Continued offense(s): If the behavior contract is continuously violated, student will be asked to leave the program.

Disputes that happen after SOCHH hours or online between SOCHH students are not the responsibility of SOCHH. Our expectations are that parents communicate with each other to have it resolved. However, we would encourage parents to notify teachers that an occurrence has happened so that teachers are able to keep a closer eye on behavior during school hours. We will not address nor discipline events that have not occurred on campus.

Please note: Safety is of utmost importance to SOCHH. Any behavior that is detrimental to the physical and/or mental wellbeing of other students will not be tolerated and the severity of the situation is at the discretion of the director, who holds the right to immediately remove students who are a threat or disruption.

Classroom Rules:

In order for students to benefit the most from the educational opportunities offered at SOCHH, each classroom has its own rules, which fit within our overall guidelines. We believe that open communication between the home and our organization is very important. We will inform parents, as often as is practical, about their student's behavioral patterns that interfere with learning and about serious violations. Our goal is to be consistent with helping each child become a self-directing and successful learner.

Playground Rules:

Students will be asked to adhere to the following playground rules. These will be reviewed with students the first week of school and as needed periodically. We stress SAFETY as our top priority and appreciate your help and cooperation in enforcing these rules.

- Students are asked to listen to all instructions given by school staff and volunteers
- Stay in designated areas - TBD by class.
- Same rules apply as in class- show respect to others and your surroundings. Play fairly, safely, and show good sportsmanship. No rough or dangerous play. No bullying, teasing, name calling, excluding.
- Tell staff immediately if you or someone is hurt, or needs help.
- Ask for permission to go back in the building.
- Walk quietly to classrooms/restroom/drinking fountain, etc. No running inside/keep voices down when commuting between areas as there are other classes in progress.
- Restrooms are not for hanging out/playing/hiding.
- Clean up after yourself. Throw all trash and wrappers in the trash can promptly. Put lunch boxes back on the cart.

- Line up right away when prompted by staff/volunteers
- At pick up, stay in the courtyard and do not leave until signed out. If students need to go back inside for any reason, we ask them to seek permission so we know where they are.
- Gated Playground is generally for TK-3rd grades ONLY
 - No climbing the fence.
 - No climbing on top of the house. Please play in it.
 - No running or standing in the planters.
 - No throwing sand.
 - No standing on the picnic tables or benches.
 - Bikes must go in the direction of the bike path.
 - Do go to the art station and create!
 - Do use the swings properly and take turns!
 - Do go down the slides feet first and on your bottom!
 - Do play in the kitchen!
 - Do sit and read in the reading nook!
- Designated Play areas in parking lot (3rd-8th grades ONLY)
 - No wandering. Students must stay in one of the 3 designated areas with the supervised activities.
 - No kicking balls so no kickball or soccer. No baseball. It will go over to the train and be lost forever.
 - No chasing balls outside the designated area. If a ball goes down the hill, we are NOT to retrieve it.
 - No bikes
 - Do use the restroom prior to recess time. Teachers will remind students before going outside as they will not be permitted to go back to class without seeking supervision.
 - Do play basketball, football, tetherball, and gaga ball!
 - Do sit in the picnic area and play board games, do art, or read a book!

Inappropriate Language and Discussions:

Any use of profanity/swearing or inappropriate topics of conversation that causes a student distress is not allowed. Also, any aggressive conversations with students privately or in a classroom setting or with his/her teachers are not allowed. This behavior will result in a meeting with the parents and the student(s) involved.

Sharing of Inappropriate Media/Video/Photo:

Sharing of any inappropriate media, video or photos is not allowed.

Vandalism: Any form of malicious or intentional harm to the property or classroom furniture/equipment/supplies will result in immediate action which may include requiring parents to reimburse for damages and/or dismissal from the program.

Hazardous Objects:

The safety and welfare of our students is one of our foremost concerns. Students will NOT bring any hazardous objects such as knives, darts, bows and arrows, cap guns, matches, firecrackers, pea-shooters, spray cans, etc. to school. Any dangerous objects will be confiscated and released only to the student's parents/guardians. In addition, students are not permitted to throw rocks, dirt, sticks, or other outside objects on campus.

DROP OFF/PICK UP PROCEDURES:

To ensure your child's safety, students will only be allowed on campus when supervision begins and must leave immediately after dismissal. PLEASE DO NOT DROP OFF YOUR KIDS IF THEY HAVE NOT BEEN PROPERLY CHECKED IN OR BEFORE THERE IS SUPERVISION IN THE YARD.

Drop off/AM check in begins each morning at 8:50am. If you need to drop off sooner, AM extended care is available starting at 8am every day. As there is NO dedicated supervision beyond extended care and we exist on a very open campus, so if you arrive early, please wait in the car with your child(ren). Extended day students need to be checked in at the office or with the yard teacher.

When you pull into the driveway to drop off or pick up, please drive down to the far end of the parking lot. You will loop around to the right when you get to the turnabout. Please PULL ALL THE WAY UP TO THE END OF THE LOADING ZONE. DO NOT LET STUDENTS OUT UNTIL YOU ARE IN THIS UNLOADING ZONE. It is preferred that everyone falls into this line. If you have a younger student that you need to walk up for check in, please be sure you park along the hillside opposite the playground gates. See map.



We will begin check in at 8:50 each morning, school begins at 9am. Please make every effort to be on time! If you arrive after the check in staff has gone in, students will need to check in at the office; please DO NOT just send them in to their class. We want to make sure we have accounted for every student on campus so they need to collect a check in slip to give to their teachers or they will be sent back to the office. We appreciate your cooperation with this process.

When you pick up after school, you do not need to park; you may simply jump in the pick up line and we will safely call students to you when your car is in the unloading zone. Please pick up your students promptly as there is no dedicated supervision for students who are NOT in the extended day program. Again, drop in extended care is available daily till 4pm. Please reach out to the office if you need to utilize drop in care.

Lastly, when you exit to Muirlands Blvd: though you legally can make a left out of the driveway, it is often difficult with traffic so we kindly ask that you turn right and make a u-turn at the light so you are not holding up the line to exit.

FIDUCIARY RESPONSIBILITY

South OC Hybrid Homeschool is a learning center of limited enrollment and all registration fees and tuition payments are non-refundable. As a courtesy to families, we allow for a payment arrangement of timely monthly installments. South OC Hybrid Homeschool accepts cash, credit cards, check, and charter funds. Should there be a delay in processing charter funds, it is the parents' responsibility to furnish payments until charter funds arrive; we will issue balance credits for any overpayment. Parents are asked to sign and agree to our financial agreement at the time of registration. We require families to print out their purchase order certificates from their charters or provide proof of payment receipts and will collect them at the beginning of each month. It is the fiduciary responsibility of each family to be in proper financial standing. Neglect or violation of this will result in the possible discontinuation of our program. All extenuating circumstances should be discussed and approved by the Director.

The financial agreement must be signed to complete enrollment. Please click this link to review the agreement: [2022-23 Financial Agreement South OC Hybrid Homeschool](#)
A digital signature will be collected within the welcome packet.

Tuition Increase Notice:

There will be a 3% tuition raise each year beginning in 2023/2024. It roughly adds \$14 to a student's tuition each month. Below is the breakdown of the tuition increase for the next 3 years.

| | |
|-----------|-----------------------------|
| 2023-2024 | \$4,820/year or \$482/month |
| 2024-2025 | \$4,960/year or \$496/month |
| 2025-2026 | \$5,100/year or \$510/month |

SOUTH OC HYBRID HOMESCHOOL HANDBOOK ACKNOWLEDGEMENT

Parents and Students:

This student handbook is intended to communicate the policies and procedures adopted to maintain a nurturing and safe learning environment. It is our hope that you will read and discuss the items in this handbook with your child. If you have questions about any of the content, please contact SOCHH's director or your child's classroom teacher.

We look forward to partnering with you for the academic success of your child!

Please read, sign, and return to your child's teacher.

I understand and consent to the responsibilities outlined in the SOCHH Student handbook. I also understand and agree that my child shall do his or her best to follow behavioral expectations during the regular school day and at any SOCHH-related activity or field trip.

I understand that certain personally identifiable information about my child is considered directory information and is not considered harmful or an invasion of privacy if posted to our website or social media. This includes but is not limited to the student's name, photograph, and awards received.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time. Every effort will be made to inform families of any changes to policies or procedures outlined in this handbook.

*****signatures to be collected in digital format via agreement and acknowledgement form**

Student name: _____

Student Signature: _____ Date _____

Parent Signature: _____ Date: _____

SOUTH OC HYBRID HOMESCHOOL BEHAVIORAL CONTRACT

Please be sure you understand and agree to the following before signing. Explanations of bullying and bullying type behaviors are written out on Page 9 and 10 of the Student Handbook.

I agree to:

- Treat other members with kindness and respect.
- Not engage in verbal, physical or cyber bullying.
- Abide by the all classroom rules and all guidelines set forth in the [SOCHH handbook](#).
- Notify a parent or staff when bullying does occur.

I understand that bullying of any form will result in the following disciplinary actions:

- 1st offense: Conference with parents. Behavior contract required.
- 2nd offense: Loss of unstructured free time. Student's parents will be required to rotate lunch & recess to monitor/manage behavior.
- Continued offense(s): If the behavior contract is continuously violated, student will be asked to leave the program.

Disputes that happen after SOCHH hours or online between SOCHH students are not the responsibility of SOCHH. Our expectations are that parents communicate with each other to have it resolved. However, we would encourage parents to notify teachers that an occurrence has happened so that teachers are able to keep a closer eye on behavior during school hours. We will *not* address nor discipline events that have *not* occurred on campus.

Please note: safety is of utmost importance to SOCHH. Any behavior that is detrimental to the physical and/or mental wellbeing of other students will not be tolerated and the severity of the situation is at the discretion of the director, who holds the right to immediately remove students who are a threat or disruption.

*****signatures to be collected in digital format via agreement and acknowledgement form**

Student name: _____

Student Signature: _____ Date _____

Parent Signature: _____ Date: _____

RELEASE OF LIABILITY

READ CAREFULLY - THIS AFFECTS YOUR LEGAL RIGHTS

In exchange for participation in the academic year organized by South OC Hybrid Homeschool, additionally referred to as SOCHH, of 23016 Lake Forest, Laguna Hills, California, 92653 and/or use of the property, facilities and services of South OC Hybrid Homeschool (SOCHH), I agree for myself and (if applicable) for the members of my family, to the following:

1. AGREEMENT TO FOLLOW DIRECTIONS. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by South OC Hybrid Homeschool (SOCHH), or the employees, representatives or agents of South OC Hybrid Homeschool (SOCHH).

2. ASSUMPTION OF THE RISKS AND RELEASE. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself and (if applicable) my family members, and further release and discharge South OC Hybrid Homeschool (SOCHH) for injury, loss or damage arising out of my or my family's use of or presence upon the facilities of South OC Hybrid Homeschool (SOCHH), whether caused by the fault of myself, my family, South OC Hybrid Homeschool (SOCHH) or other third parties.

3. HOLD HARMLESS AGREEMENT. I, _____ (name of signee) shall fully defend, indemnify, and hold harmless South OC Hybrid Homeschool (SOCHH) from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of South OC Hybrid Homeschool (SOCHH), its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers . This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to South OC Hybrid Homeschool (SOCHH) for all legal fees, expenses, and costs incurred by it.

4. INDEMNIFICATION. I agree to indemnify and defend South OC Hybrid Homeschool (SOCHH) against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my family's use of or presence upon the facilities of South OC Hybrid Homeschool (SOCHH).

5. FEES. I agree to pay for all damages to the facilities of South OC Hybrid Homeschool (SOCHH) caused by any negligent, reckless, or willful actions by me or my family.

6. CONSENT. I, _____ (name of signee), consent to the participation of _____ (name of student(s)) in the activity of academic year organized by South OC Hybrid Homeschool (SOCHH), and agree on behalf of the above minor to all of the terms and conditions of this Agreement. By signing this Release of Liability, I represent that I have legal authority over and custody of _____ (name of student(s)).

7. MEDICAL AUTHORIZATION. In the event of an injury to the above minor during the above described activities, I give my permission to South OC Hybrid Homeschool (SOCHH) or to the employees, representatives or agents of South OC Hybrid Homeschool (SOCHH) to arrange for all necessary medical treatment for which I shall be financially responsible. This temporary authority will begin on August 16, 2022 and will remain in effect until terminated in writing by the undersigned or June 01, 2023, whichever occurs first. South OC Hybrid Homeschool (SOCHH) shall have the following powers:

- a. The power to seek appropriate medical treatment or attention on behalf of my child as may be required by the circumstances, including without limitation, that of a licensed medical physician and/or a hospital;
- b. The power to authorize medical treatment or medical procedures in an emergency situation; and
- c. The power to make appropriate decisions regarding clothing, bodily nourishment and shelter.

8. APPLICABLE LAW. Any legal or equitable claim that may arise from participation in the above shall be resolved under California law.

9. NO DURESS. I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire. I further agree and acknowledge that South OC Hybrid Homeschool (SOCHH) has offered to refund any fees I have paid to use its facilities if I choose not to sign this Agreement.

10. ARM'S LENGTH AGREEMENT. This Agreement and each of its terms are the product of an arm's length negotiation between the Parties. In the event any ambiguity is found to exist in the interpretation of this Agreement, or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation which would lead to a construction either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity. Accordingly, the Parties specifically reject the application of Cal. Civ. Code §1654 to this Agreement, as well as any other statute or common law principles of similar effect.

11. ENFORCEABILITY. The invalidity or unenforceability of any provision of this Agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this Agreement or of any other applications of such provision, as the case may be, and such invalid or unenforceable provision shall be deemed not to be a part of this Agreement.

12. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

Any controversies or disputes arising out of or relating to this Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

13. EMERGENCY CONTACT. In case of an emergency, please call _____ (Relationship: _____) at _____ (Day), or _____ (Evening).

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

By: _____ Date: _____

*****signatures to be collected in digital format via agreement and acknowledgement form**

SOUTH OC HYBRID HOMESCHOOL GOOGLE & INTERNET USE PERMISSION FORM

SOCHH staff will monitor student use of technology/Internet while under our organization's care. Parents are responsible for monitoring their child's use of technology/Internet when accessing school programs at home. Students are responsible for their own behavior at all times. Cyberbullying is not tolerated.

Technology/Internet is primarily for educational use. Students may not use technology for personal use subject to restrictions and school rules that may apply.

Safety:

- Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school-employee about any message they receive that is inappropriate or makes them uncomfortable.
- Students are responsible for the use of their individual accounts and devices and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his or her password to another person.

My signature below indicates that I have reviewed this with my child and I am responsible for the student listed below. This signature confirms consent for my student's use of technology/Internet and that we understand the rights and responsibilities therein.

*****signatures to be collected in digital format via agreement and acknowledgement form**

Student name: _____

Student Signature: _____ Date _____

Parent Signature: _____ Date: _____

SOUTH OC HYBRID HOMESCHOOL HOMEWORK POLICY ACKNOWLEDGEMENT/AGREEMENT

Beginning in the 2022/23 school year, students and families must commit to completing at least 75% of their homework assignments per trimester, or they will be asked to leave SOCHH.

If you are absent from class, the onus is on the parent, to catch your student up. Teachers cannot continue to move students forward who have not completed lessons and assignments because of excessive absences. Teachers will prepare work for students who know they need to be gone; please communicate this well in advance so they have time to prepare. If students are out sick multiple days (more than 1 day), teachers can furnish work for parents to teach at home. It will be at the discretion of the teacher if there is an appropriate time to zoom into learning blocks..

Additionally, teachers will also be holding varying office hours in order to support at home learning. All students have the opportunity to meet with their teacher during in-person or online during office hours (please note that teachers set their own office hours each week and these might change, they will communicate this to families.) It is NOT required for students, though teachers may request it of students who are not meeting the homework requirement. Please note this is not 1:1 tutoring; it is time meant to clarify information they did not understand in class, or to work on homework together to ensure understanding. It could be a quick 15 minute check in or up to an hour of reviewing concepts. It is to the benefit of students and parents to utilize this time if you are struggling with any part of the at-home portion.

Please be sure you understand and agree to the following before signing.

My signature below indicates that I have reviewed this with my child and I am responsible for the student(s) listed below. I understand the possibility of being asked to leave SOCHH if my student(s) does not complete at least 75% of their assigned homework per trimester.

I understand that teachers are opening up office hours in order to provide an opportunity for my student(s) to receive help if needed. As well, I understand that my student(s) teacher may request my student(s) to come to office hours if they are not meeting the homework requirements.

*****signatures to be collected in digital format via agreement and acknowledgement form**

Student name: _____

Student Signature: _____ Date _____

Parent Signature: _____ Date: _____