

Twin Ridges Home Study Charter School

Supporting your homeschooling

philosophies since 1978



A California Public TK-8 Grade Homeschool Program

Family Handbook

2026-2027

VISION

The Twin Ridges Home Study program facilitates responsibility, flexibility, self-discipline, and social-emotional development so that students can reach their fullest potential in academics, personal growth, health and wellness, and the arts. The school, in partnership with families, creates a nurturing climate where students build self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Students become scholars, critical thinkers, and effective problem solvers with a lifelong love of learning who exercise cooperation, respect for diversity, and care for the environment and community. TRHS provides accessible resources, experienced teachers, a supportive family community, and a responsive administrative team.

MISSION

To empower parents and students to choose educational goals aligned with their values, interests, and social-emotional needs. To foster increased family commitment, involvement, and partnership in each student's holistic education. To cultivate collaborative relationships between families and staff in co-designing successful programs, strategies, and practices that integrate academic and social-emotional learning. To nurture an environment where families and teachers collaborate to support each student's unique learning style, strengths, and social-emotional development.

Office Procedures

If students are to be picked up by anyone other than those persons indicated on the student's emergency card from enrichment, assessment or services at the school site, a note from a parent or guardian is required.

**** All visitors MUST stop in the front office to sign in when they arrive at the school site and check out to the same sheet when leaving the school site. This is an integral part of the TRHS School Safety Plan.**

Photo Release Statement

As the parent/guardian, I understand that photographs, videos or other types of images, and voice or instrumental recordings of school activities may include my child and/or members of my family individually or in groups. These images and recordings are used for various school related purposes (e.g., school yearbook, newsletters, website, and promotional materials). They cannot be made available for use by any outside person or organization without my written permission. I agree to allow Twin Ridges Home Study Charter school to make and reproduce pictures and other physical likenesses of my child and family for school related purposes. I also agree to allow Twin Ridges Home Study Charter School to record and reproduce voice or musical sounds made by my child and family for school related purposes. Twin Ridges Home Study Charter School is not obligated to use any images or recordings of my child or family, and, in the event that images or recordings are used, no payment is due to me by Twin Ridges Home Study Charter School.

Student Health and Medicine

TRHS follows the California Department of Health guidelines for returning to school after symptoms of illness. They are as follows:

Symptoms are improving and the child is feeling better and can meaningfully participate in routine school activities. These include enrichment, assessment, activities and/or academic services. Staff can meet a child's care needs without compromising the health and safety of other children and staff.

If a child has a fever or is vomiting, students may return when:

- An oral (under the tongue) or temporal (forehead) temperature is under 100.4 degrees Fahrenheit (38 degrees Celsius) without fever-reducing medication.
- Vomiting ends during the night and the child is able to hold down food or liquids in the morning.
- Vomiting has not occurs two or more times in 24 hours.

Your emergency card in the office and contact information in Pathways MUST be kept up to date so that we can contact parents in the event of illness or in case of emergency.

If a child needs to have medicine administered to them while they are at the school site, a Consent for Medication form must be filled out and a prescription from the doctor must be on file.

Screening for good vision and hearing are part of the TRHS health services. This is done once a school year in Truckee and once a school year in Nevada City.

Students participating in the school site enrichment program must be fully immunized or have a valid medical waiver issued by CAIR-ME on file.

TRHS Digital Chromebook and Student Technology Acceptable Use Agreement

A student Chromebook is made available for no fee to all students enrolled in Twin Ridges Home Study Charter School. Students are responsible for the safe and appropriate operation and care of the Chromebook.

Expectations for the use and care of the Chromebook, charger and case are as follows:

- The Chromebook is for educational purposes.
- Only the assigned student will operate the Chromebook. The student will not give his or her password to any other person. The student is ultimately responsible for all materials accessed and/or transmitted.
- The student must immediately report to their teacher any problems with the Chromebook, charger, or case. No attempt should be made to repair the Chromebook, charger, or case.
- The student and parent/guardian accept full responsibility for the return of the Chromebook, charger, and case in good condition at the end of each year.
- The student and family must not eat near the Chromebook, charger or case.
- The student must make sure the barcode stays on the Chromebook, charger and case.

****Willful and/or malicious damage to any part of the Chromebook, charger, case, computer mouse or computer headphones will result in a cancellation of privileges, disciplinary action, and/or reimbursement for repairs and/or replacement cost of the Chromebook, charger, case, computer mouse, or computer headphones.**

Damage includes but is not limited to, physical damage and/or unauthorized alterations to the Chromebook, attempts to destroy data of other users or the network, and the unloading or creation of computer viruses.

If any TRHS purchased Chromebook, charger, case, and/or other technological item are lost or damaged, the following amounts will be deducted from the student's educational funds to replace the Chromebook, charger, case, mouse, and/or computer headphones.

Chromebook: \$256.41

Charger: \$9.98

Chromebook Case: \$9.99

If your student is using a Kajeet hot spot, hot spot charger and/or hot spot case and any of the items are lost or damaged, the following amounts will be deducted from the student's educational funds to replace the Kajeet hot spot, hot spot charger and/or hot spot case. Although the Kajeet rental fee is taken out of the student educational funds, if it is lost or damaged the item's replacement cost will be deducted from the student's educational funds.

If the student does not have educational funds left in their student educational fund budget, the student/family is financially responsible for the replacement costs. All financial obligations must be taken care of prior to the end of the school year.

Parents:

Parents/Guardians must monitor the use of the Chromebook package, including email and Internet privileges. The Parent/Guardian will also monitor the use of a Kajeet Hot Spot if rented from TRHS. When a student is off campus, parents are responsible for supervising Internet access and usage. Please discuss rules for appropriate Internet usage with your student(s). Please reinforce lessons of digital citizenship and safety. TRHS highly encourages that parents report any potential cyberbullying or other sensitive issues to your student's Supervising Teacher.

POSSIBLE CONSEQUENCES FOR INNAPROPRIATE USE OF CHROMEBOOK

- Parent may be contacted.
- Student and Parent may meet with their Supervising Teacher and/or the TRHS Director.
- Student may lose the use of the Chromebook at home and/or loss of use of Chromebook at school.

In signing the separate signature page portion labeled "Technology Use Agreement", you agree to the statements below.

- In signing, I acknowledge that I have received, read, understand and on behalf of myself and my child, agree to abide by the Twin Ridges Home Study Charter School Student Technology Acceptable Use Agreement.
- I further acknowledge that I have reviewed this policy and the regulations with my child. I understand and agree that TRHS is not responsible for any damage or loss associated with my child's digital device, nor is it responsible for any costs incurred relating to downloading of content to the device or access to any content providers through the device.
- I further understand that this privilege is designed for educational purposes only and that a violation of the Student Technology Acceptable Use Agreement Contract or regulations and/or any other TRHS policy or regulation may result in my child losing the privilege to use their TRHS Chromebook.
- I also recognize that it is impossible for TRHS staff to monitor all activity on personal devices, and the student, parent and/or guardian will not hold TRHS, the TRHS School Board, its members, or any individual employed or retained by TRHS responsible for damage related to my child's use of the digital device or for content viewed by any student on the digital device, including via a personal connection (3G, Sprint, etc.).

Twin Ridges Home Study Charter School Program Components

Assessments

Each student will be required to complete an assessment in Reading and Mathematics three times a year. These assessment windows are approximately a month long and will be in the Fall, the Winter and the Spring.

Fall: August 17- September 30

Winter: December 1- January 29

Spring: May 1- June 3

Even if a student is at or above grade level during the previous assessment window, taking the assessment during the next window allows for further progress monitoring.

If a student is not provided for the assessment during the assessment window, the student's educational allowance will be frozen until the next assessment has been completed. As a school, it is extremely important that student progress is monitored so that student needs can be supported.

The California Assessment of Student Performance and Progress (CAASPP) is also given during early Spring each year. Each student in grades 3-8 are expected to complete the CAASPP. We thank you for your student's participation in the CAASPP! Not only does it help identify student progress but it's participation assists TRHS to prove that the program is important for students and therefore should be renewed as a charter school.

Your Supervising Teacher will be reaching out to schedule these assessments throughout the year.

Character Traits

September: Responsibility

October: Perseverance

November: Gratitude

December: Generosity

January: Respect

February:

March:

April:

May:

Kindness

Integrity

Compassion

Confidence

Field Trip Guidelines

Field trips are a large part of the TRHS program and are tons of fun! These trips provide social opportunities for the TRHS students, and they encourage extended learning opportunities out in the community.

- All age students are welcome, unless otherwise specified. Non-student siblings may also attend with an accompanying parent, unless otherwise specified. If a field trip has a prescribed limit of attendees, students will take precedent.
- Student fees are covered by TRHS. If there is a cost for other attendees, parents are usually asked to pay at the Field Trip site directly to the vendor. For some trips, payment in advance is required. When this is

the case, parents must arrange payment through your Supervising Teacher. If a pre-payment for non-student attendees is not received in a timely manner, your child may be at risk of missing the field trip.

- When considering a field trip, please note that those that require a payment from the school will have a DEADLINE of when you must sign up to attend that is approximately three weeks ahead of the date of the trip itself. This is due to the amount of time it takes to apply for, process, and receive a check for vendor payment from our school's county office.
- To sign up for a Field Trip or any other event we offer, email your Teacher. Be sure to list EVERYONE in your family who will be attending-- NOT just your student(s). This is necessary for us to have an accurate count of our total to alert a vendor, as well as an accurate dollar amount for obtaining payment.
- If you sign up for a Field Trip, but become unable to attend, please contact your Supervising Teacher to have your names removed from the list. If you CANCEL BEFORE the DEADLINE, this saves TRHS from paying for absent students AND saves you from making any obligatory payment for non-students in your family who were included on the list. Please know that many field trips have a waitlist and if your student does not attend once signed up and does not make their Supervising Teacher aware ahead of time, that prevents a student on the waitlist from going.
- Please note any other details to remember to help make your time enjoyable--location of event, travel-time, traffic-check ahead, weather potential, appropriate footwear, lunch needed, camera.
- Transportation – **Parents are responsible for transporting their own child to/from the Field Trip. A fellow student's parents are not allowed to drive another student to the field trip unless they have been fingerprinted, taken the Mandated Reporter Training and received permission from that student's parent.** TRHS does not use school bus transportation except in special circumstances. TRHS staff are not allowed to drive your child.

Learning Period Meetings

A Learning Period meeting with your Supervising Teacher is required every Learning Period. It is required that you meet with your Supervising Teacher in person at least three times each school year, although your Supervising Teacher may request more often in order to discuss your student's progress. Your teacher may allow the remaining meetings, excluding the three in person, to occur by zoom or phone depending on work sample quality and student progress.

During Learning Period meetings, families must also be able to provide their Supervising Teacher with a description of the required hours of instruction needed as per the Master Agreement each family signs at the beginning of the year. Your Supervising Teacher may request a log of instructional hours done throughout the week if there is an academic concern for your student.

** The Learning Period Calendar is attached at the back of this handbook.

Work Samples

At a minimum, one work sample must be turned in for each of the five subjects each learning period. The five (5) subjects where a work sample is required are English Language Arts, Math, Science, Social Studies and Physical Education. Your Supervising Teacher may require additional work samples in order to verify student progress in certain subjects or concepts.

Also, a parent needs to be prepared for a discussion regarding how long the work sample took the student to accomplish. The amount of time it took for the student to complete the work sample needs to be written on the work sample itself. This change has been made in response to a request by the TRHS auditors to provide this time as per legal mandate.

The parent, with help from their Supervising Teacher, needs to provide grade appropriate work samples each Learning Period. The Supervising Teacher must be able to link each work sample to a grade level standard since TRHS is a California Public School.

The student must complete 70% or more of his or her combined independent study assignments across the curriculum, and at least ninety percent (90%) of the work assigned in each subject during any given learning period. When a student fails to complete a work sample within a Learning Period, a process begins where the school needs to investigate as to whether a homeschool learning program is what is in the best academic interest of the student.

TRHS reports days of absence for students that do not complete work samples. Student work samples are what equate to student attendance. If student work samples are not turned in by the last day of the learning period, your Supervising Teacher will be required to deduct student attendance. A deduction of student attendance may trigger the need to begin the Involuntary Removal process.

What Makes a Quality Work Sample?

Your Supervising Teacher will upload your student's work samples into Pathways as proof that your child is progressing in their education and as proof of instruction at home since TRHS is a homeschool program. Therefore, it is important that the sample be a good representation of learning taking place. ALL work samples are subject to our annual audit by the State of California and, as such, must contain the following requirements:

- Student's Name – First and Last (no initials)
- Date – Month, Day, and Year, and must be a date that falls on a school day within the learning period.
- Learning Period – The number of the Learning Period visible, such as LP1, LP2, etc..
- Subject – Note on the sample one of the five main subjects under which it falls. These can be abbreviated as: Lang Arts, Math, PE, Sci, Soc St. If you are unsure where a sample may fall, discuss with your ST. For instance, a work sample of a lesson in learning a foreign language could fall under Lang Arts or Soc St depending on the sample.
- Evaluation – All work samples must contain an evaluation of some kind on each one.
 - For TK- 2: a smiley face, star, “very good” sticker, positive comment, a symbol (+/-), or score (+9/10) is appropriate.
 - For 3rd-8th: a letter grade (A, B, C, etc), score (+21/25), or percentage score (85%) is appropriate.

New Addition: Indicate how long the work sample took to complete and circle as per auditors request

Photographs – Phone pics of your child engaged in an activity can be acceptable IF they include the following:

- Photos must be labeled as above, just like other work samples. Please reach out to your Supervising Teacher for help with this if needed.
- The activity must show an educational activity where the learning taking place is very apparent to your Supervising Teacher and especially to an auditor. If you have to explain the learning that is supposedly taking place, then it is not apparent enough. For instance, a student looking at a book is not proof to an auditor that the student is actually reading the book and therefore is not a good work sample.
- The picture is accompanied by an academic work sample to support the learning, such as a worksheet, a descriptive writing/observation, a diagram, a fact sheet, a summary of their process, or any other written work that the student has done relating to the photo.
- EXCEPTION – a PE sample need not be accompanied by an academic sample, but they should still be labeled and clearly show the student engaging in a physical activity.

An example of a Quality Work Sample is provided at the back of this handbook on page

If you have any further questions regarding quality work samples, please talk with your Supervising Teacher...

Materials Information

Check Out Procedures

Non-Consumables: An item that is not used up during normal use and can be used again.

- To borrow any non-consumable materials from the backroom lending library- Check the item (s) out through the Tiny Cat System if your Supervising Teacher is not available.
- TRHS will also keep copies of each family's materials orders and will mark which items are non-consumable. These will need to be returned to the TRHS campus. Supervising Teachers will check at the end of the year for any non-consumables that may need to be returned.

Library Books:

- The Nevada City Site Student Library books are color coded by reading level.
- Students and parents check out and return their library books on the library computer- Check the library books out through the Tiny Cat System.
- Students and parents check the library book(s) back in when done using the same Tiny Cat System.

Chromebooks & Hot Spots:

- Please notify your Supervising Teacher if you want to check out a Chromebook and/or hot spot.

Student Educational Funds

Twin Ridges Home Study Charter School is a public personalized learning program. As such, TRHS receives funding from the State of California that is designated by the state for the purchase of curricula, materials and enrichment opportunities that are deemed necessary for each student's personalized educational program and must link to a student's educational progress.

Acceptable Use of Student Educational Funds

As a family with a student enrolled at TRHS, you work closely with your Supervising Teacher to determine how you use your student educational funds in accordance with your student's personalized homeschool program and learning goals. You do have choice in materials and services but TRHS operates with public money and therefore, we must follow state laws regarding what may be purchased. **Always check with Your Supervising Teacher to see if the curriculum and/or materials you need are already available for loan at TRHS.**

The following are the primary considerations used when determining what is acceptable use of allocated funds. All requests for purchases and/ or services must be approved by your Supervising Teacher, according to purchasing guidelines, prior to being submitted.

- Families must remember that the \$1,000 per semester per student educational allowance is taxpayer money. Any item that is purchased with public money is the property of TRHS and must be brought back to the school once not needed anymore for that student. These items are a loan to the family and need to be brought back either at the end of the school year or upon disenrollment. Consumable products like pencils, paper, crayons etc are not meant to be returned to TRHS.
- Families must be able to explain to their Supervising Teacher how an item or service that is being purchased is linked to their student's educational progress. Every item and/or service must be appropriate to the student's educational progress.
- Families will be unable to purchase any more items than what is needed to complete **one to two projects.**
- The majority of a student's funds need to be used per semester. For example, if a family is going to use a student's \$2,000 budget for the school year, \$1,000 of that budget needs to be spent within the first semester by Winter Break and then the other \$1,000 can be used during the next semester before the cut off date for orders in Spring. The Student Educational Funds are to be used for that school year.
- The student educational funds are per student and not per family. Legally, student funds need to be used for that student and not for other students even if they are siblings.
- Books need to be age-appropriate reading material.
- Supplies must be basic grade. TRHS cannot pay for professional grade supplies.
- Materials must be non-toxic and safe to have in a home or school environment.

Caps on Items:

- Printer- \$300 cap
- Sewing Machine- \$150 cap

*If you are interested in using a 3D printer as an educational tool, 3D printers are to be checked out through TRHS

Non-Acceptable Use of Student Educational Funds

Again, because TRHS is a public California school, student education funds must follow certain guidelines. Listed below are examples of materials and items TRHS cannot provide.

- Any item, material or curriculum considered sectarian or denominational as per California state law.
- Any item, material, or curriculum we currently have stocked in the check-out library on site.
- Furniture, storage, organizational items, etc. that are considered non-educational household items.
- Potentially dangerous items, such as knives, paper cutters, dissection kits, or any items with blades
- Computer parts, equipment or software upgrades for personal computers. Exceptions are made for printer ink.
- Personal or sized or sports equipment like skis, safety equipment or clothing.
- Recreational items like bikes, scooters or skateboards.
- Rentals for sports activities.
- “High Risk” activities such as ski passes and ropes courses. The activity must have vendor employee close supervision and/or instruction.
- Fax machines, copiers over \$350, phones, televisions, video player, power tools or dictation equipment.
- Kitchen equipment like popcorn poppers, trays, plates or silverware.
- Yard equipment like lawn watering kits, greenhouses, garden ponds, or swimming pools.
- Dangerous items such as poisons, weapons, trampolines, rocket engines, power tools, or welding equipment.

Special Requests

Your student’s educational path is unique and personalized. If you have a request that is considered outside of acceptable use of funds, please discuss this request with your Supervising Teacher who will then consult the Purchasing Team. However, though we try to make reasoned consideration of special requests, please keep in mind that we may not be able to accommodate your special request due to the following:

- A particular vendor cannot accept purchase orders.
- It is past the school year purchasing deadlines.
- Too late in the year for educational benefit.
- The item or material is already available for loan by the school.
- Excessive multiple supplies or excessive cost.
- Educational goal cannot be adequately justified.

**Any property that is willfully damaged or lost must be replaced or paid for by the student/parent.

** TRHS CANNOT reimburse families for ANY purchase they make. ALL purchases must be made by TRHS.

Vendor vs. Service Provider

Vendor: A company selling materials or curriculum.

These companies must:

- Be located in the United States.
- Accept Purchase Orders.
- Be able to ship to the school site.
- Have an adequate supply of items.

Service Provider: An independent contractor who provides lessons in an educational subject, tutoring services, musical lessons, physical activity, enrichment, etc.

Independent contractors must:

- Be requested by the parent.
- Be fingerprinted with Twin Ridges Home Study Charter School.
- Hold a certificate of liability insurance.
- Provide a proof of business.
- Sign a contract
- Complete and supply proof of Mandated Reporter Training completion.
- Provide proof of TB Clearance.
- Provide a list of classes with cost provided by the independent contractor.
- If providing any academic services, a resume or list of qualifications must be submitted to the TRHS Director. Academic services refers to when students may use the services as instructional time according to the Master Agreement or academic work samples are used while attending the services.

NOTE: ALL OF THE ABOVE MUST BE COMPLETED BEFORE STARTING SERVICES. TRHS CANNOT PAY FOR SERVICES RENDERED BEFORE THE CONTRACT IS COMPLETE. ALSO, TRHS CAN ONLY PAY FOR LESSONS OR SERVICES UNTIL THE LAST DAY OF SCHOOL.

Ordering Vendor Services

A Service Provider is considered an independent contractor who provides lessons in a educational subject, tutoring services, musical lessons, physical activity, etc.

Ordering Process:

- Use the TRHS family vendor list to find a vendor that suits your student's educational goals.
- Contact the vendor to ensure there is available space in classes or available lesson times that work for you and your student. Let the vendor know that you will be ordering services through TRHS using a purchase order.

- The family pays the vendor directly for any registration fees and/or uniform or clothing required. TRHS student educational funds cannot be used to pay for those items.
- Get the cost for services directly from the vendor to ensure that the pricing is correct.
- Fill out a TRHS Vendor Service Request Form for each student requesting services, list the quoted pricing and duration of services (i.e. per class, per month, per season or semester).
- Double check that dates fall within the school calendar- they cannot start before the first day of school or end after the last day of school. Classes cannot be paid for by TRHS if occurring on school holidays (i.e. spring break session).
- Include student name and age, parent email and phone number on the form.

Invoicing Process:

- Once the TRHS Purchasing Team has received the Service Request Order and has checked to make sure all the information is correct, they will have it approved by the TRHS Director and sent to the vendor. Your teacher can let you know where in the process your order may be if you are concerned.
- After the services for the duration of time noted on the form (monthly, daily, per session or semester) have been rendered the vendor will email TRHS an invoice.
- This invoice is double checked to ensure that the dates and the totals match the Service Order Form.
- Once everything is checked, the TRHS Purchasing Team sends the invoice to the County Office, and the County Office mails the vendor the payment. Vendors read and sign an agreement outlining the process, so they are aware of the time it takes to receive their payment.

IMPORTANT- Please Read!

- If your student is taking classes with a TRHS service vendor you **MUST** send your teacher a Vendor Service Request Form for the classes **at least three (3) weeks prior** to the classes start date.
- Vendor Request Form **MUST** include a parent/guardian signature or be accompanied by an email or text stating that you give permission for your student to take the classes.
- Cost of services on the form **MUST** be accurate.
- Dates of services **MUST** be accurate.

**** If a Vendor Service Request Form is not received by your teacher and TRHS is invoiced for the services by the vendor, the parent/guardian will be required to pay the vendor out of pocket for the services.**

**** If you have turned in a Vendor Service Request Form but your student has taken more classes, days or hours of service and TRHS is billed for the overage, the parent/guardian will be required to pay the vendor out of pocket for the overage.**

Always reach out to your Supervising Teacher if you need to cancel or add hours, classes or days to an order.

