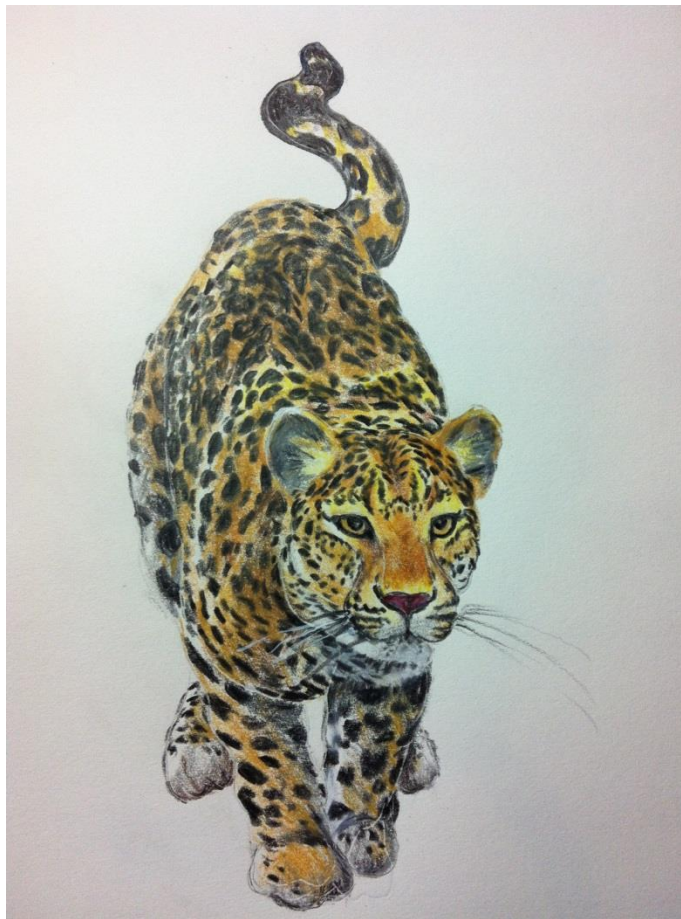




# Las Flores Educational Center Home Education Independent Study Academy

## Parent & Student Handbook



10039 E. Palm Street  
Bellflower CA, 90706

(562) 804-6565 FAX (562) 461-2209

<https://sites.google.com/a/busd.k12.ca.us/las-flores-home-education/>

Bellflower Unified School District

*Standard of Excellence; Nothing Less*

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# Bellflower Unified School District

## Board of Education

- President.....Debbie Cuadros
- Vice President.....Jerry Cleveland
- Clerk .....Paul Helzer, D.C. PhD
- Member .....Sue ElHessen, Ed.D
- Member .....Laura Sanchez-Ramirez
  
- Superintendent of Schools .....Brian Jacobs, Ed.D.

**Notice if Non-Discrimination:** The Bellflower Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, language, ancestry, or marital status in their educational programs and activities or employment practices. Parents/students who have questions or concerns about the policy can contact assistant superintendent of Instructional Personnel and Programs at (562) 866-9011 ext. 2010

**Aviso de no discriminación:** El Distrito Escolar Unificado de Bellflower No discrimina a base de raza, color, origen nacional, religión, sexo, edad, discapacidad, idioma, antepasados, o estado civil en sus programa y actividades de instrucción o prácticas de empleo. Los estudiantes o padres de familia que tengan preguntas o inquietudes sobre la política pueden ponerse en contacto con la superintendente de programas y personal de instrucción llamando al (562) 866-9011 ext. 2010.

### **BUSD Mission Statement**

The mission of the Bellflower Unified School District is to provide the pathway for all students to attain the expertise and develop skills of academic excellence that will empower them to:

- become lifelong active learners.
- demonstrate respect for themselves and others in a dynamic, diverse, and global society.
- become responsible, informed, productive, independent, and contributing citizens
- perform successfully in their chosen field and in society.

### **Home Education Independent Study Academy Mission Statement**

The mission of Home Education Independent Study Academy is to establish a strong foundation to develop each individual socially, academically, and behaviorally by educating and preparing students to become responsible and successful individuals.

## Vision Statement

The vision of the Bellflower Unified School District's Home Education Independent Study Program is to provide a high quality, well rounded educational experience for home education students. The alternative educational program is rigorous, relevant, and engaging.

## Administrator's Message



On behalf of the teachers, staff, and administration, it is my privilege to welcome your family to Bellflower Unified School District's Home Education Independent Study Academy for the 2014-15 school year. The Home Education Independent Study Academy is an exciting, alternative, learning institution that offers families the opportunity to fully or partially educate their students at home with the instructional resources and amenities of the traditional school.

Throughout the year we will share in the implementation of a standards-based educational program that not only fosters your child's academic potential, but also allows for the development of family values, ideals, and interests. Collaboration and innovation are key to the success of such a unique program; thus, we look forward to establishing a learning community with strong symbiotic relationships that provide for open communication, enthusiastic involvement, and reciprocal exchanges of ideas and strategies.

It is the commitment of everyone at the Home Education Independent Study Academy to work in tandem with families and each other to cultivate the students' knowledge through many high quality, rigorous, and relevant learning experiences. We believe that it is through such situations that students will best develop those 21<sup>st</sup> century skills necessary to be successful participants in a global economy.

We are eager to embark on this journey with your family and look forward to sharing a year filled with a multitude of learning adventures!

Tamara Zylla  
Program Administrator

## Introduction

### Welcome to Las Flores Educational Center!

Bellflower Home Education Independent Study Academy is a Kindergarten through 8<sup>th</sup> grade homeschooling program developed by Bellflower Unified School District. Bellflower Home Education Independent Study Academy uses an independent study model, with two distinct formats: Classic and Core.

### CLASSIC MODEL:

Grades K – 8: Parents are the primary teacher five days a week. Students and parents meet at least once a month with a credentialed teacher to review work and set goals. Students may also participate in enrichment learning experiences on Fridays.

**CORE MODEL:**

Grades K – 8: Students attend school three full days per week and are taught at home two days. Students and parents meet at least once a month with a credentialed teacher to review work and set goals. Students may also participate in enrichment learning experiences on Fridays.

Our model is consistent with the course of study used in all BUSD schools and is guided by both California Education Codes and BUSD Board policies.

Las Flores Educational Center  
**Home Education Independent Study Academy**  
Bell Schedule  
2014-2015

**Daily Schedule**

(Tuesday, Wednesday, Thursday)

Grades Kindergarten through 8 8:30 a.m.-2:50 p.m.

**Before School Recess**

Grades Kindergarten through 8 8:15 a.m.-8:30 a.m.

***(Playground supervision begins at 8:15. Children are NOT to be on the playground prior to 8:15)***

**Morning Recess**

(Tuesday, Wednesday, Thursday)

Grades K-4 10:40 a.m.-10:55 a.m.

Grades 5-8 11:00 a.m.-11:15 a.m.

**Lunch Schedules**

(Tuesday, Wednesday, Thursday)

Grades K-4 12:30 p.m.-1:15 p.m.

Grades 5-8 1:00 p.m.-1:45 p.m.

**Friday and Minimum Day Schedule**

Grades Kindergarten through 8 8:30 a.m.-11:30 a.m.

**Morning Recess**

Grades K-8 10:00 a.m.-10:15 a.m.

**Dismissal on Tuesday, Wednesday, Thursday**

**2:50 p.m.**

## Registration

Once a family has made the decision to homeschool through BUSD, they can acquire a registration packet from the school office. If they reside outside the district, parents must first obtain an inter-district permit from their district of residence. They must then take the permit to the office of Child Welfare and Attendance located at the Bellflower Unified School District's district office. When the Home Education Independent Study Academy has received notification that the permit has been approved, the family will be notified that they may pick up a registration packet from the school office. Upon completion of the registration process and prior to the commencement of Independent Study, a mandatory orientation meeting will occur. During the orientation, the parent(s), student, and teacher will discuss and sign a Master Agreement that outlines the expectations and responsibilities of the Independent Study student.

## Instruction

Bellflower Home Education Independent Study Academy provides families with standards-based curriculum in each content area. The curriculum guides provide a scope and sequence for teaching the content areas as well as lesson ideas and resources. In addition, families have access to a parent resource room and a variety of computer-based learning programs to facilitate the implementation of their lessons.

- Students have the option of taking a music class on Enrichment Fridays. Classes are offered in 6 week sessions that rotate between chorus and band.
- A technology class and Mandarin class are available for students during Enrichment Fridays. Class times alternate with music and enrichment lessons, so as to enable students to participate in all Enrichment Friday opportunities.
- Each family is assigned a Bellflower Home Education Independent Study Academy teacher to support the homeschooling experience.
- All Bellflower Home School teachers are certificated BUSD teachers with a valid California teaching credential.

## Classic Students

- Classic families meet a minimum of once a month with their supervising teacher. In addition, teachers are available by phone, e-mail, and in person (by appointment) to assist families in planning and implementing a strong instructional program.
- Parents of classic students must submit student work, including a cover sheet signed by the parent, each attendance month for all subject areas. **Work is required to be turned in at the designated appointment time or no attendance credit may be given.** If parents are unable to attend the conference due to an emergency, work may be submitted by a third party, by email, or by fax.
- The supervising teacher will review, provide feedback, and assign attendance credit for all student assignments. They will then collect work samples for each subject from the work submitted. These representative samples will be those that reflect the total scope of work

assignments. All work samples will be kept in the student's file. *The number of work samples that will be collected will be determined by the district.* Work that is not designated as a work sample will subsequently be returned to the student.

- Students participate in all regular district and state testing. The tests are administered at the Las Flores Educational Center.

## Core Students

- **Parents/guardian will supplement and support direct instruction on Mondays and Fridays.** Students attend school on Tuesdays, Wednesdays, and Thursdays at Las Flores Educational Center.
- Parents of core students must submit student work, including a cover sheet signed by the parent, each attendance month for assigned subject areas. **Work is required to be turned in at the designated appointment time, or no attendance credit may be given. If parents are unable to attend the conference due to an emergency, work may be submitted by a third party, by email, or by fax.**
- The supervising teacher will review, provide feedback, and assign attendance credit for all student assignments from the core classes and homeschool days. They will then collect work samples for each subject from the work. These representative samples will be those that reflect the total scope of work assignments. All work samples will be kept in the student's file. *The number of work samples that will be collected will be determined by the district.* Work that is not designated as a work sample will subsequently be returned to the student.
- Students participate in all regular district and state testing. The tests are administered at the Las Flores Educational Center.

## Weekly Enrichment Friday Activities

- Each Friday students are encouraged to participate in educational enrichment activities that relate to the standards:

Visual and Performing Arts  
Computer & Technology Lab  
Choral and Band Program  
Mandarin Language and Culture Class  
Science Fair  
Sports Day  
Cross-Curricular Hands-On Activities  
Family Field Trips

## Calendar

- Each month, the Las Flores Home Education Independent Study Academy will provide parents with a school calendar that highlights important activities and dates. Monthly events will also be added monthly to the calendar available on the school's website.

## Attendance

Successful students have excellent attendance and while the law says that students must attend

school every day and be on time, the process by which independent study students are held accountable for this differs from that in a traditional school setting. Attendance for the independent study student is calculated solely by work product. Student work is assigned a time value by the supervising teacher, and in order to gain attendance students must complete a specified number of instructional minutes per day. Students do not gain attendance credit by their presence in core classes or Enrichment Friday, rather the activities and assignments in which students participate on those days are assigned instructional minutes which teachers will then use when generating attendance. Consequently students who are present but do not actively participate during core classes and Enrichment Friday will be assigned “make-up” work to be completed at home with their parents. Similarly, those who do not complete an assignment in the allotted time will be expected to complete the work at home.

Those students who miss all or a portion of core classes or Enrichment Friday events need not bring absence notes. They *will* however, need to make up the instructional minutes they missed by completing assignments equaling the time value for the work missed.

Parents of students who have excessive absences due to lack of work completion will need to meet with the supervising teacher to discuss whether independent study is the appropriate educational option for their child. In addition, School Attendance Review Team (SART) and School Attendance Review Board (SARB) meetings may be scheduled to remedy attendance problems. *Students on permits who have excessive absences may be removed from the program and subsequently have their permits revoked.*

#### **What to do if your child is absent or tardy from Core Classes:**

First, retrieve the assignment sheet from your supervising teacher. Then utilize materials from the resource room, supplementary curriculum materials, personal lessons/activities, field experiences, etc., to “make-up” the instructional minutes missed. “Make-up” assignments are to be returned on or before the scheduled monthly meeting for work collection. ***Please note that while there are not technically absences or tardies in Independent Study, excessively missing or arriving late to core classes is a great disruption to your student’s education; therefore we strongly recommend minimizing tardies and absences.*** Parents of students who have excessive absences and/or tardies to core classes will need to meet with the supervising teacher to discuss whether the Core Program is the appropriate independent study option for their child.

#### **What to do if your child is absent from Enrichment Friday:**

Parents of those students who do not attend Enrichment Friday are responsible for providing three hours of instruction in the following subject areas:

- 45 minutes of Fine Arts
- 45 minutes of Technology
- 1.5 hours of Math, Social Studies, Science, or English Language Arts (extension or enrichment)

#### **Leaving School during the day:**

When a child must leave school during the school day, a parent or person listed on the emergency card must present a valid ID and sign the child out of school, **no exceptions**. If you must pick up your child before the first recess, please send a note with your child that day. Please try to make appointments outside the school day so that you do not interfere with your child's participation in the core program.



## **General Information**

### **Office Hours:**

Office hours are from 8:00 a.m. to 3:30 p.m. daily. The school switchboard is also open during those same hours. The phone number is: (562) 804-6565; the school facsimile number is (562) 461-2209.

### **Use of the school telephone and messages for students:**

The use of the school telephone is permitted in the school office and is restricted to urgent and emergency calls only. Leaving messages or deliveries for students can be disruptive to the educational program and is discouraged. Deliveries will be distributed at the end of the day or during recess.

### **Emergency Card:**

For the safety of your child, state law requires that you provide the school with up-to-date emergency information. This includes correct phone numbers, address, and emergency contact numbers. **Students will only be released to persons listed on the emergency card. Any person picking up a student MUST present ID prior to student release.** If you move, please remember to contact the school with the new information.

### **Items Inappropriate for School:**

In general, it is best for students to not bring items from home to school. This may include but is not limited to skateboards, CELL PHONES, toys, trading cards, roller blades, Heelys, radios, cassettes, electronic devices, and toys. Things brought to school should be pre-approved by the teacher and left in the classroom during the course of the school day. Inappropriate items not pre-approved will be confiscated. A parent or guardian may pick up the items at the end of the school day. The school is not responsible for items brought from home. Money is easily lost and students should only bring what is needed for lunch.

### **Cell Phone Policy:**

Cell phones must be powered off during school hours and must be kept out of sight. Those that disrupt the classroom or are being used without permission will be confiscated. Continuous disregard for the school cell phone policy will be considered an act of defiance and appropriate consequences will be issued.

### **Any item that could be considered a dangerous object is illegal at school:**

Please remind your child to not bring dangerous objects to school such as pocket knives, poppers, toy guns or swords, laser pointers, etc. Our school district has zero tolerance for dangerous objects and possession of these items could result in suspension or expulsion.

### **School Property:**

The school provides textbooks and other materials to be used by students. Students and parents are responsible for taking good care of these materials and will be held liable for damage or loss to textbooks, library books, computers, and any other school property. Parents will be billed by the school district for damage to such property. Report cards and records are held for students with outstanding obligations.

**School Visitors:**

Parents are always welcome as visitors at Las Flores Educational Center. All visitors must sign in at the front office and wear a VISITOR'S BADGE or PARENT FACULTY BADGE. The office may ask for identification before you are allowed on the school grounds. Please see visitors and volunteer guides on the district website at [www.busd.k12.ca.us](http://www.busd.k12.ca.us).

**Arrival and Dismissal from School****Arrival Time:**

Students are not to be dropped off before 8:15 and are to go either to the playground or their classroom depending on current supervision.

**Walking to and from School:**

Please take some time to discuss the safest route to and from school. Make sure your child knows about safety precautions such as traffic lights and crossing guards. If your child walks to school with an older sibling, discuss alternative plans if that sibling has to stay after school for detention or for other reasons.

**Bike Riders:**

Children in grades 3 to 6 may ride bikes to school as long as they use appropriate riding practices. In order to protect bicycles from theft, bikes are to be locked in the bike rack. The school is not responsible for damaged or stolen bicycles. Please license bikes with the Sheriff's Department. Bicycles must be walked on the school grounds and helmets must be worn (California Law). Also, parents and students will need to sign a bike contract prior to students riding their bikes to school. ***Please note that the custodian will open the side gate between the cafeteria and the main building for access to the bike rack from 8:15-8:30 only.***

**After School:**

There is no after school supervision on the playground for students. Please remind your children to go directly home after school. Parents of students who are not picked up within a reasonable amount of time after dismissal will be notified and consequences issued.

**Drop off and Pick Up Locations:**

Students are to be dropped off at the front of the school (Palm Street) for core classes **and** Enrichment Fridays. On Tuesdays, Wednesdays, and Thursdays students will be released at the back gate (Beach Street.) On Enrichment Fridays, students will be picked up from the classroom.

**Health Information****Health:**

Children who appear ill should not be sent to school. If a child has had a temperature, he/she should be kept home for at least twenty-four hours after the temperature returns to normal. Please let the school know if your child has contracted a contagious medical condition such as measles, mumps, head lice, etc. so that appropriate precautionary measures may be taken. Students who become ill at school will be sent home. It is very important that the school have up-to-date emergency information with a list of adults who can come for your sick or injured child.

**Medication at School:**

If a student is required to take medication, a doctor's written order must be on file. A form is available from the school office. Medication is kept in the health office and is dispensed by the clerk. At no time should medication be in the possession of children while on the playground or in class unless written direction from a physician is on file in the office reflecting medical need. This includes cough syrup, cough drops, inhalers and aspirin.

**Head Lice:**

Head lice are a serious concern in an elementary school. If a student is found to have head lice, he/she will be sent home immediately. The school will provide you with information on proper treatment and shampoo (for those with financial needs). Please follow the directions carefully as students are only allowed 3 days of excused absence for head lice. Students must be reexamined and checked back into school through district nurse.

**Lunch**

Students may bring their lunch to school; however, the microwave will not be available for use to heat lunches.

Students may also purchase a lunch through the BUSD Nutrition Center. Lunches are NOT purchased at the Las Flores Educational Center. Instead, student lunch accounts are **paid in advance** in the amount of one's choice. When a student purchases a lunch, money will be deducted from their available balance. Lunches may not be purchased on a credit basis. To ensure uninterrupted service to your student, you **must keep track of the amount you send in and the amount used**. Parents are able to put money on their student's accounts by cash, check (made payable to BUSD Food Services), or credit card. Payments may be made in person at the Nutrition Center Office @ **10247 Alondra Blvd** or by credit card through the Nutrition Services office at (562) 866-4192 ext. 7803. *Applications for free and reduced lunch will be available at the start of each school year. Families must apply annually for free and reduced lunch.*

A monthly calendar of lunches will be made available to families. Please take the time to decide which days your student will purchase lunch and **communicate this with your student and/or the classroom teacher**. Lunches will be ordered daily by 10:00AM. No lunches may be purchased past this time.

**Progress Reports**

Parents of children who are not meeting the grade level standards will be notified during the regularly scheduled monthly meetings with the supervising teachers.

**Student Work and Assessment**

Student work and assessment will be the primary method of determining grades. Students may show mastery of the standards through class work, homework, projects, portfolios, standardized and teacher made tests, classroom participation, and presentations.

## **Behavior/Effort/Attendance/Work Habits**

These areas impact student learning and are reported as separate components on the students' report cards.

## **Extended Learning**

### **Homework Policy for Core Model:**

Homework is considered an extension of the classroom learning process and an addition to the regular school day. It is a valuable component of the educational process. Parents are encouraged to provide the support needed for students to complete homework assignments and to cooperate with and give support to the classroom teacher. Incomplete homework assignments may result in a loss of instructional minutes toward attendance. Please check with the supervising teacher and/or your student's Monthly Assignments and Goals sheet to determine if homework assignments are included in the monthly instructional minutes and if so, when they are due. **Please note that any classroom assignments that are not complete within their "time value" will be expected to be completed at home and returned promptly the next day so as not to interrupt the flow of learning.**

### **Gate/High Potential:**

Appropriate instructional opportunities for gifted students are provided in the classroom through differentiated instruction, Accelerated Math, and Enrichment Friday activities. Parents also have the opportunity to foster their GATE student's learning on home school days through the computer based learning program, Show What You Know and the project-based learning program, Defined STEM. Identified GATE students will also be invited to participate in district-wide and site-based supplemental learning experiences such as field learning experiences and enrichment classes.

## **Instruction/Evaluation**

### **Report Cards:**

The report card helps parents understand their child's progress in relation to the Content Standards. In grades K-6, student progress will be reported using a numerical ranking system that indicates the students' level of proficiency on a given standard. In grades 7-8, student progress will be reported in letter grades based on their mastery toward the standards. The report card will provide information to you that clearly display your child's strengths and areas needing improvement.

### **Progress Reports:**

Children who are not meeting the grade level standards will be notified during monthly conference meetings by the mid-point of each reporting trimester.

### **Student Work and Assessment:**

Student work and assessment will be the primary method of determining grades. Students may show mastery of the standards through class work, homework, projects, portfolios, standardized and teacher-made tests, classroom participation, and presentations.

### **Behavior/Effort/Attendance/Work Habits:**

These areas impact student learning and are reported as separate components on the student's report cards.

**Academic Intervention Plans:**

These documents will be developed for students who are not making satisfactory progress towards the standards. Parents will be informed of the strategies the school will use to help their child. It is important that parents support the school's effort to help their child. Some students may need **additional** instructional minutes to help improve his or her progress. Supervising teachers and parents will collaborate on the most appropriate means for intervention.

**Curriculum**

The Bellflower Home Education Independent Study Academy provides the same Board approved core curriculum used in all schools in BUSD.

The CORE subjects of language arts, mathematics, science, and social science are offered at every grade level.

All Bellflower Home Education Independent Study curricula are based on the California Department of Education content standards for each content area. Information on the California Common Core State Standards and copies of the standards are available at <http://www.cde.ca.gov/re/cc/>.

Assignments come from a wide variety of sources: workbooks, textbooks and other parent/teacher-created materials, web-based activities, projects, etc.

Bellflower Home Education Independent Study Academy provides families the curriculum in language arts, math, science, social studies, health, and art including a teacher's edition, student textbook, and consumable workbook pages (if applicable). Supplemental resources are also available in the Parent Resource Room.

The publishers of the curriculum for the preceding content areas are as follows:

- English Language Arts (K-6)—Houghton Mifflin Harcourt
- English Language Arts (7-8)—Pearson
- Mathematics (K-5)—Eureka
- Mathematics (6-8)—Go Math! (HMH)
- Science (K-6)—Houghton Mifflin Harcourt
- Science (7-8)--CPO
- Social Studies (K-6)—Houghton Mifflin Harcourt
- History/Social Science (7-8)—Holt/McDougal
- Health (K-6)—Houghton Mifflin Harcourt

The following subjects are taught within English Language Arts: Reading Comprehension for Literature and Informational Texts--*Key Ideas and Details, Craft and Structure Integration of Knowledge and Ideas and Range of Reading and Level of Text Complexity* (K-8), Reading for Foundational Skills--*Phonics and Word Recognition and Fluency* (K-5), Writing--*Text Types and Purposes, Production and Distribution of Writing, Research to Build Present Knowledge, Range of Writing* (K-8), Listening and Speaking--*Comprehension and Collaboration and Presentation of Knowledge and Ideas* (K-8), Language—*Conventions of Standard English, Knowledge of Language, and Vocabulary Acquisition and Use* (K-8)

Students in grades K-6 are required to complete 100 minutes of physical education each week. Students in grades 7-8 are required to complete 200 minutes physical education each week. Physical exercise such as walking, bike riding, swimming, dance or organized sports can count towards these minutes. Your supervising teacher will work with you to develop a plan that meets this requirement. You will turn in a monthly log documenting your child's physical education activities.

## **Dress Code**

The Bellflower Unified School District subscribes to the philosophy that students will be provided with a quality education in a safe, appropriate environment. In this regard, the Board has determined that the presence of certain types of clothing and attire can cause a substantial disruption that will interfere with instruction and other school activities, and create potential health and safety concerns. Specifically, the Board believes that it is necessary to establish a dress and grooming policy designed to promote the safety and well-being of students, prohibit the wearing or display of clothing, attire, jewelry, or materials that evidence membership in or affiliation with any gang; which are obscene, sexually explicit or suggestive or may promote unlawful or unsavory behaviors; including the use/abuse of drugs and alcohol. For the purpose of this policy, a gang is defined as a group or individual who advocates and practices violent or otherwise unlawful behavior or is counterproductive to the education and welfare of students or the learning environment. The possession of paraphernalia, or the overt acts of using symbols identified with such groups or individuals shall be prohibited.

In recognition of the instructional responsibilities and goals of the Bellflower Unified School District, the District hereby adopts the following rules relative to the dress and appearance of students, which will be strictly enforced.

1. All clothes must be neat, clean, in good repair not frayed, and be an appropriate size and length (e.g., no baggy, oversized pants, short skirts or short shorts).
2. Girls may not wear sheer, low cut, revealing blouses, bare midriff, or braless outfits.
3. Undergarments shall be worn and must not be visible at any time.
4. Clothing or jewelry which depicts or suggests sexually related or obscene gestures, pictures, or wording, which promotes the use/abuse of drugs or alcohol, promotes unlawful or unsavory behavior, shall not be worn on campus or at school activities.
5. No student shall wear articles of clothing, jewelry, or accessories which pose a threat to the physical well-being and safety of the student or others (e.g., spiked collars or wristbands, chains, belts of excessive length, or any writing or type of writing on said articles).
6. No clothing or articles of clothing or methods of grooming (including, but not limited to gloves, bandannas, belt buckles, shoestrings, wristbands, jewelry, tattoos, extreme hair styles) which has been related to a group or gang, or which may create potential health and safety concerns or provoke others to acts of violence or to be intimidated by fear of violence, or could possibly disrupt to the educational process, shall be worn on campus or to any school activity.
7. Specific requirements for school dress shall be reviewed annually by administration and parents and outlined in the Discipline Rules and Consequences matrix at each school.
8. No unsafe footwear, such as spiked heels or open-toed shoes.

The responsibility for the proper attire of all students attending the Bellflower Unified School District rests with the parents/guardians.

The responsibility for determining and enforcing the dress and grooming code rests with the school administration and staff on each campus. Violators of this policy shall be subject to school and district discipline procedures, including suspension and expulsion.