



Mountain Oaks Family Handbook 2011-2012

Revised August 2011

MOUNTAIN OAKS FAMILY HANDBOOK

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Part I – The School
Part I A – Mountain Oaks School

Mountain Oaks School Mission Statement

It is the mission of Mountain Oaks School to support homeschooling families so that students develop the academic, personal, social skills and qualities of lifelong learners.

Mountain Oaks School Vision Statement

Mountain Oaks provides the opportunity for each student to be treated as a unique person with individual needs, goals and interests. The Mountain Oaks philosophy is based on the belief that children grow and learn in different ways. Our program is designed to meet unique personal and educational needs of students in grades kindergarten through twelve. A key element of the program is the availability of network and support groups. This program is especially designed by and for homeschool families working closely with qualified mentor teachers who are knowledgeable and supportive of the homeschool model.

Mountain Oaks Goals

- To allow for schooling to take place in the family home, supporting parental efforts to integrate the learning environment into the home setting.
- To create a bridge between home, school and the community by cultivating connections among home-centered learners and society at large.
- To develop the highest degree of self-confidence, self-reliance, responsibility and potential within each student.
- To provide opportunities for students to develop independent thinking, problem solving and cooperative learning skills through meaningful endeavors.
- To challenge each student to excel in areas of special interest.
- To promote meaningful, active learning for every student.
- To develop and foster global awareness, empathy and understanding.
- To assist parents and students in developing teaching and communication skills that facilitate learning.
- To encourage student and parent resourcefulness.
- To empower parents and students to continue as life-long learners.
- To enhance and integrate the development of each student as a total human being: emotionally, socially, physically, creatively, spiritually and cognitively.

Expected Schoolwide Learning Results (ESLRs)

The ESLRs are goals we have established for our Mountain Oaks graduates.

ESLR 1: A Mountain Oaks student develops and expands expressive and receptive communication skills in order to assure success in educational, social and occupational settings.

ESLR 2: A Mountain Oaks student develops and communicates a well-reasoned personal mission and goals that exhibit a local and global awareness, empathy and understanding.

ESLR 3: A Mountain Oaks student achieves individual academic excellence by engaging in rigorous standards-based learning activities.

Mountain Oaks Charter School Background

Mountain Oaks School successfully applied for and was granted Charter #527 in the spring of 2003 from the California Department of Education. Our sponsoring agency is the Calaveras County Office of Education (CCOE), with authorization from the Calaveras County Board of Education (CCBE).

Charter schools are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. The “charter” establishing each such school is a *performance contract* detailing the school’s mission, program, goals, students served, methods of assessment, and ways to measure success. The length of time for which charters are granted in California is a maximum of five years. At the end of the term, the entity granting the charter (in our case, the Calaveras County Board of Education) may renew the school’s charter. Charter schools are accountable to their sponsor to produce positive academic results and to adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for increased accountability. They are accountable for both academic results and for fiscal practices to several groups: the sponsor that grants them, the parents who choose them and the public that funds them.

Mountain Oaks School chose to become a charter school after nine years of successful operation as a Calaveras County Office of Education Independent Study School with three resource centers. We are the first charter school sponsored by CCBE. Mountain Oaks Charter renewal was approved in June 2010 by the Calaveras County Board of Education, for five years through June 2015.

Western Association of Schools and Colleges (WASC)

WASC accreditation is an ongoing school improvement process that helps a school look at itself and discover what needs to be improved regarding student learning and the school program. WASC accreditation validates transcripts for Mountain Oaks students transferring to another high school or on to college and provides UC/CSU recognition of courses. Accreditation certifies that a school meets nationally established criteria and standards and is achieving its own stated objectives. Mountain Oaks is currently accredited for grades 9-12 by WASC.

Website

The address of the Mountain Oaks School Website is www.mountainoaks.org. Please see our website for current updates, announcements and school information. Submissions from parents and staff are encouraged and should be emailed to mowebmaster@ccoe.k12.ca.us

Part I B – Structure Organization

Mountain Oaks is a Charter School for homeschooling families sponsored by the Calaveras County Board of Education.

Mountain Oaks Governing Board

Mountain Oaks School's Governing Board is comprised of seven voting members who are elected by the Mountain Oaks School families and staff. The Calaveras County Superintendent of Schools (or their designee) and one Mountain Oaks student are the two non-voting members of the board.

Contact information for the Mountain Oaks Governing Board members, as well as upcoming meeting dates, times, agenda and previous minutes are available on the website.

Mountain Oaks School Governing Board Mission Statement

To support the learning, growth and development of the Mountain Oaks community and the community at large.

Calaveras County Board of Education Mission Statement

It is the mission of the Calaveras County Board of Education to:

- Manage the Calaveras County Office of Education in an efficient and fiscally responsible manner.
- Ensure that our programs are responsive to the needs of the citizens of Calaveras County.
- Recognize and respect the concerns of our employees and of those we serve.
- Provide leadership, assistance and support to all school districts in Calaveras County by functioning in an ethical and professional manner.
- Deliver and administer specialized programs and services that fit the unique needs of students in Calaveras County.

Mountain Oaks School Committees

See the Organizational Structure of Mountain Oaks School chart on the website at www.mountainoaks.org.

Part I C – School Support/Volunteer Program

From the School's inception, parents have played an integral part in the direction, operation, and maintenance of Mountain Oaks. A decision to join Mountain Oaks School is a commitment to become involved in a large community dedicated to the positive growth and development of its children. Parent involvement adds to the charm and excitement of Mountain Oaks School. Parents contribute in-depth knowledge about their interests and careers and thereby enrich student understanding of the world and their future.

Part I D – Policies and Legal Guidelines

In the event that Mountain Oaks does not have a separate and differing policy, the School's default is to the Calaveras County Office of Education's policy regarding the matter.

Campus Monitor

When the Mountain Oaks Campus Monitor is on duty at the San Andreas Resource Center, his/her job is to patrol the campus and assist with maintaining overall campus order. The Campus Monitor is not a "yard duty" in the traditional sense, as Mountain Oaks is not a drop-off center. It is expected that parents or the student's responsible adult will directly monitor and be responsible for their individual student's behavior whenever the student is not in a workshop or meeting with their mentor teacher while that child is on campus at any of the three Resource Centers.

Code of Conduct

Respect

All students are expected to:

- Respect themselves
- Respect other students (emotionally and physically)
- Respect all staff members
- Respect individual and school property

Communication

All students are expected to:

- Tell the truth
- Refrain from profanity and verbal abuse
- Follow directions from staff
- Be good listeners
- Actively participate in the strategies of Conflict Resolution

Trust

- All students are trusted to:
- Be where they are supposed to be at all times
- Be drug, tobacco, weapon and alcohol free while at school
- Be on time and prepared to learn
- Be honest
- Keep a positive attitude

Conflict Resolution Guidelines

The Mountain Oaks Community recognizes that inappropriate behavior among students generally arises from a lack of clear expectations and supervision. With this in mind, we have established the following Conflict Resolution Guidelines:

- Parents or their parent-designee (as indicated on the sign-in sheet) are responsible for their children at all times when they are on site. If children are behaving inappropriately, their parent/parent-designee should be notified by the party observing the behavior.
- If children have no designee, staff should respond.
- If the problem cannot be resolved with the parent, the Mentor Teacher or an Administrator should be informed.
- If resolution still has not been achieved, or there is a student safety issue, an Administrator or Administrative designee should be informed.

Dress Code

Student attire and grooming must not create a disruption to the classroom or school program. Conventional footwear is to be worn at all times. The following grooming and attire is prohibited:

- Any type of clothing displaying profane or obscene language or pictures, gestures, racial, ethnic or sexist slurs, advertising of any alcoholic or tobacco product or message which encourages the use of drugs.
- The presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. Also, gang-related graffiti on books, clothing, etc. will not be tolerated.
- Clothing displaying undergarments or a bare midriff, strapless tops, spaghetti straps, half shirts, fishnet tops, or sagging clothing.
- Clothing with tears or rips.
- Tight fitting and/or excessively short shorts.
- Sunglasses in the classroom unless prescribed to be worn inside by a doctor.
- Hats or hoodies pulled up in the classroom.

Nothing in this code shall be construed as prohibiting the staff or the school from requiring individual students to comply with an upgraded standard, if in the opinion of the staff member, the individual's dress or grooming is harmful to the educational process. [BP 5132]

Fingerprint/Background Checks

The purpose of this policy is to promote the safety of Mountain Oaks students. All Mountain Oaks staff members are fingerprinted and undergo background checks as part of their employment process. Mountain Oaks requires that School sponsored workshop teachers, whether employees or volunteers, must be fingerprinted if the workshop is held more than once a semester. A staff member of Mountain Oaks must be present for the entire workshop until the volunteer is fingerprinted and cleared. The guidelines adopted by the Calaveras County Office of Education under policy numbers AR 4112.5, 4312.5 and 4212.5 state that employees, whether certificated, management or classified, must submit a fingerprint identification card for purposes of the Department of Justice investigation. The Department of Justice shall ascertain whether the prospective employee has been convicted of any crime.

Incident Report Forms

Incident report forms are available from the site secretaries or the campus monitor (at the San Andreas site). Should you witness an incident that you feel should be brought to the attention of the Administrators, please take the time to document the incident and return the completed form to a site secretary or Administrator.

Off-Campus Behavior/Discipline Policy

Administrators may take appropriate action when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or Administrators of the School. When assessing the impact of conduct or behavior originating away from school grounds on the school, staff member, students and/or the educational environment, Administrators will take into consideration the seriousness of the alleged student conduct and the protection of students, faculty, staff and Administrators from the effects of violence, drugs, disruption of the educational environment, or other relevant factors. Administrators should evaluate each situation relating to conduct originating away from school grounds on a case-by-case basis. Student conduct originating away from school grounds, which may be subject to discipline as provided herein includes but is not limited to electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances. Electronic-Conduct may violate the following Education Codes:

- Threats to cause physical injury [§48900, subd. (a)]
- Disruption of school activities [§48900, subd. (k)]
- Sexual harassment [§48900.2]
- Hate violence [§48900.3]
- Harassed, threatened or intimidated a pupil witness in a disciplinary proceeding [§48900, subd. (o)]
- Harassment, threats, or intimidation of students or staff [§48900.4]
- Terroristic threats [§48900.7]
- “Cyberbullying” [§48900, subd. (r)]

Calaveras County Office of Education Policies

A copy of all the Calaveras County Office of Education (CCOE) policies, regulations and by-laws is available at the San Andreas Resource Center from an Administrator. Should Mountain Oaks not have a specific policy in place, the school default is to Calaveras County Office of Education policies.

Termination Policy

A student may be disenrolled from Mountain Oaks School for the following reasons:

- Non-Compliance: If the parent or student is not fulfilling the terms of their Master Agreement/Contract. (Examples - no work samples supplied, no record of studies completed when requested, missing scheduled meetings, student not accomplishing reasonable/appropriate amount of work, failure to meet interim goals, failure to demonstrate academic progress, failure to attend required workshops, etc.).
- Failure to participate in Schoolwide Standards-Based Assessment in adherence with Mountain Oaks Testing Policy.

Visitor Policy

The California Education Code requires anyone visiting a school site to sign in with the main office upon arrival. Safety for the Mountain Oaks community, especially for children, is the prime issue. Due to the unique nature of our Resource Centers, Mountain Oaks requires each and every person who comes into the School to sign in on the visitor’s log located at the front desk and for students to indicate contact information for their responsible adult when they are at the site. Any time a visitor is at Mountain Oaks he/she may expect to be treated with respect. The visitor must also agree to treat others with respect. Mountain Oaks is a drug, alcohol, tobacco and weapon free zone.

Work Experience/Work Permits

Generally, work permits are required for any student under 18 who wishes to work in a paid job. They are issued at Mountain Oaks. The student must have an offer of employment before beginning the process. The office staff will provide a form which is filled in by the employer, the student, and the parent. When the completed form is returned to the office, a work permit is issued to the student. The student then gives the permit to the employer. A work permit must be renewed at the beginning of summer and the beginning of each school year. Separate work permits are needed for EACH job the student takes (multiple jobs means multiple work permits).

Students can enroll in Work Experience as an elective course which combines paid employment with instruction. A training agreement and Mentor Teacher approval are needed for Work Experience. Forms and Minor’s Work Regulations are available on the website at www.mountainoaks.org.

Zero Tolerance Policy

Mountain Oaks actively supports a Zero Tolerance Policy toward all drugs, alcohol, tobacco, and weapons of any kind. This policy applies to students and their families alike. It also applies at any Mountain Oaks sponsored event, whether it takes place at a Mountain Oaks School site (including a 1000’ zone around it) or any other location [BP 5131.6(a), BP 5131.62, BP 5131.62(a), E 5131.62]. The overriding purpose of this policy is the safety of children. If there is a concern that a participant or driver has not adhered to this policy, please notify an Administrator or Administrative Designee immediately.

Part II – General Program Information

Part II A – Admissions Requirements and Policy

- The School is non-sectarian and does not discriminate based upon race, religion, or creed.
- Students are considered for admission without regard to religion, ethnicity, national origin, gender, sexual orientation or disability.
- Students must legally satisfy all state and locally required immunizations.
- Admission preference is given to qualified siblings of currently enrolled students, to students who have left the program and are returning within one year, and to children of staff members. After consideration of admission preferences, as provided herein, and in the event that the number of students who wish to attend the School exceeds the School's capacity, a lottery will determine the order of students on the waiting list.
- Contracts are signed by parents/guardians and students indicating they understand and are committed to homeschooling precepts consistent with the educational goals stated in Section II of the Charter, and that the students' continued enrollment is dependent upon fulfilling the terms of the contract.
- Students who fail to demonstrate progress toward the state standards, who miss required meetings, or who fail to maintain contact with their Mentor Teacher will have their participation in the program reassessed and may be disenrolled from the program.
- Families seeking admission to Mountain Oaks must reside in Calaveras County, or a contiguous county (Alpine, Amador, San Joaquin, Stanislaus or Tuolumne).
- Mountain Oaks School complies with all laws establishing the minimum and maximum ages for public school attendance.
- As Mountain Oaks is a homeschool model, parents must fulfill their role as the primary educator of their children. (K – 15 hrs/wk, 1st – 8th – 20 hrs/wk, 9th-12th – 20+ hrs/wk)
- The parent/guardian must provide for supervision of the child at all times.

Part II B – California State Standards

Copies of the California State Standards and Frameworks for each grade are available at each of the Mountain Oaks Resource Centers. Copies are also available online at the following California Department of Education websites: <http://www.cde.ca.gov/be/st/ss/> and <http://www.cde.ca.gov/be/st/fr/>.

Part II C – Standards-Based Assessments

Participation in Schoolwide Standards-Based Assessments is required for initial and continuing enrollment in Mountain Oaks. All tests must be taken in an appropriate testing environment proctored by Mountain Oaks Staff. Accommodations and/or modifications may be used as stipulated in the student's IEP or 504 Plan and their use must be noted by staff.

California High School Exit Exam (CAHSEE)

All high school students are required by the State of California to pass the California High School Exit Examination (CAHSEE) in the areas of Language Arts and Mathematics in order to receive a high school diploma. Workshops to help students prepare for the exam will be given throughout the year. The exam is given once during the sophomore year, twice as a junior and up to three times as a senior for those who have not yet passed the tests. Once a student passes a portion of the exam, that portion does not need to be retaken. The best preparation for the CAHSEE can be found at these California Department of Education websites: <http://www.cde.ca.gov/ta/tg/hs/> and <http://www.cde.ca.gov/ta/tg/hs/documents/math08rtq.pdf> and <http://www.cde.ca.gov/ta/tg/hs/documents/ela08rtq.pdf>.

Eighth Grade Graduation Proficiency Exams

Eighth graders at Mountain Oaks must pass proficiencies in math, writing, science and U.S. Constitution. The science competency is project based. These proficiencies are arranged through the student's Mentor Teacher and may be taken anytime during the sixth, seventh or eighth grade years. Workshops to assist students in these subject areas are held annually at various Mountain Oaks sites. These exams are taken in a proctored test environment and are not "take home" exams.

LinkIt! Assessments

Per Governing Board Policy, all 2nd through 12th grade students must take the LinkIt! Schoolwide standards-based assessments as part of their continuing enrollment. These assessments will help target gaps in learning, identify your child's mastery of California State Standards and track his/her academic progress over time.

New enrollees will take the appropriate grade level LinkIt! assessments.

Second through eighth grade students will take all required LinkIt! tests twice annually. Tests are to be proctored by Mountain Oaks staff in an appropriate testing environment.

Ninth through 12th graders will take the LinkIt! tests which are specific to the student's current coursework. LinkIt! testing documents individual student progress in specific core courses. Testing will occur at regular intervals during the year for each core subject. Tests are to be proctored by Mountain Oaks staff in an appropriate testing environment.

Physical Fitness Testing (PFT)

PFT is state mandated each spring for 5th, 7th, and 9th grade students. It includes a one mile walk/run, push-ups, curl-ups, upper body flexibility, height and weight. Watch the website for testing dates and locations.

STAR Testing

The STAR (Standardized Testing and Reporting) test is given each spring at Mountain Oaks to 2nd through 11th graders. This test helps determine students' relative achievement levels in various subject areas. There is a separate STAR Writing Exam for 4th and 7th grade students that is given at a different time than the regular STAR Test and must be completed as part of the overall STAR Test for 4th and 7th graders.

More information is available online at these California Department of Education websites: <http://www.cde.ca.gov/ta/tg/sr/> and <http://www.cde.ca.gov/ta/tg/sr/resources.asp>.

Part II D – Sample Period

Each semester, Mountain Oaks collects a sample of each student's original work for attendance auditing purposes equivalent to one week. This sample represents the work assigned and completed as directed on the Master Agreement/Contract.

Part III – Program Enhancements

Part III A – Special Education Services

Students enrolled in public schools are entitled to receive special education services free of charge if they qualify.

Part III B - Student/Family Guide to Workshops

We want you and your workshop instructors to have a great year so please take the time to review and be familiar with the workshop policies and procedures listed below. Your mentor teacher, site secretary or Administrators will be able to help you with any questions you may have.

- Make sure you sign in to the site upon arrival, including your name, time of your arrival, contact information for your responsible adult/parent and your purpose for being at school (i.e.: workshops, mentor meeting, etc.).
- Workshops have individual sign-in sheets and it is very important that each student signs in at his/her workshop as well as at the front desk.
- Please arrive on time for your workshop and be prepared to leave in a timely manner when the workshop has ended.
- Help with the clean-up of your classroom to leave it in good condition for the next workshop.
- All students should have a completed STUDENT WORKSHOP SCHEDULE form on file with your site secretary. This form must have student, parent and Mentor Teacher signatures. Any revisions to the form must indicate approval of the revision by the parent and Mentor Teacher in addition to the student.
- Remember that your workshop instructor will be evaluating your participation in the workshop and will communicate their assessment to your Mentor Teacher and parent at the workshop's conclusion.
- Please communicate directly with your workshop instructor or through the site secretary regarding absences.
- Common courtesy and the Mountain Oaks behavior guidelines are in effect for all workshops. Parents are responsible for their student's behavior at all times on site and during their workshops.
- The workshop instructor has the right to terminate workshop participation based on student behavior.

We ask our workshop instructors to give as much notice as possible when a workshop has to be cancelled, but occasionally the time is tight on notification. We recommend you check the Announcements at www.mountainoaks.org for the latest updates before you leave the house to attend any workshop.

The start and end dates for various workshops and "no-workshop days" vary from site to site. Please check your site's workshop schedule at www.mountainoaks.org for when specific workshop begin and end and "no-workshop days".

Part III C – Academic Decathlon

Academic Decathlon is one of the premier high school scholastic team competitions in the United States. Students are tested in ten categories: art, economics, essay, interview, language and literature, math, music, science, social science and speech. Gold, silver and bronze medals are awarded for individual events and total team scores. Winning teams advance through the local, regional and state levels of competition.

Part III D – Athletics

Mission of Athletic Program

To promote well-rounded, physically fit Mountain Oaks students by offering physical activities and competitions as well as social camaraderie in a safe, nurturing environment.

Athletics Policy

Mountain Oaks School recognizes the goal of developing the whole person. The athletic program is one aspect of a balanced approach in developing the whole person physically, mentally, socially, creatively and emotionally. The Athletic Committee recommends that:

- Everyone participates and each student has the opportunity to play.
- Mountain Oaks considers offering sports not available at the community level.
- Individual sports as well as team sports are offered.
- Students need to be committed to the sport by following the guidelines as determined by the Athletic Committee.
- Parents form an integral part of the program by offering support, guidance, and direction to their student.
- Uniforms and equipment are furnished by Mountain Oaks.

List of Sports

Please contact the Athletic Director for current information. Any student that has played high school sports at one school and transfers to another school may not be eligible to play a sport at their new school for one year. In the past Mountain Oaks has offered these sports: Girls Volleyball, Co-ed Soccer, Boys Basketball, Girls Basketball, Co-ed Golf, Boys Baseball and Girls Softball

Part III E - Mountain Oaks Special Events/Field Trips

Special Events/Field Trips

Student participation in Mountain Oaks School special events/field trips is based on trip coordinator and/or Administrative approval. Students are expected to arrive on time for events and to leave or be picked up promptly following the event. Students who are not picked up promptly may be excluded from future events and/or referred to social services. (These are only a few of the workshops/field trips that may be available. Check our website for up-to-date information and scheduling.)

- Field Trips - Parents may initiate and organize a field trip as part of their volunteer hours. All Mountain Oaks Sponsored Field Trips must follow School policies. Examples have included: Salmon Release, Monterey Bay Aquarium, Going Wild, Science Camps, etc.
- Geography Bee - Open to 4th through 8th grade students and traditionally held in January. The Bee is sponsored by the National Geographic Society. The winner of the Mountain Oaks Geography Bee progresses to the next level of competition. The national competition is held in Washington D.C.
- Mini Math Bowl - County-wide math competition geared for students in 5th and 6th grades, held in late May.
- Spelling Bee – County-wide spelling competition open to all Mountain Oaks students in grades 6-9. This is an annual event. Students compete to properly spell words until only one student remains as the winner.
- County Science Fair – Open to all Mountain Oaks students in grades 4-12. Students doing 8th grade science competency projects are expected to participate in Mtn. Oaks Talent and Share Day/Science Fair and/or the County Science Fair held annually in the Spring.
- Talent and Share Day/Science Fair - Annual event held in the spring, designed to provide Mountain Oaks students with a “show and tell” environment for their talents and projects. Students may bring projects they have worked on during the year (reports, timelines, science experiments, etc.), and/or they may share a talent (music, dance, drama, etc.).
- Yearbook - Mountain Oaks yearbook is planned, prepared, and published by Mountain Oaks students, under the direction of an advisor. A sign-up sheet for those interested will be posted on the workshop bulletin board.

Field Trip Transportation/Driver’s Requirements

Parents who volunteer to transport students to and/or from Mountain Oaks sanctioned activities need to understand the following:

All the following must be completed and on file with the School and clearance received from CCOE PRIOR to driving anyone from Mountain Oaks School besides your own family members. The parents’ insurance becomes the primary insurance, with the exception of liability coverage.

- Clear fingerprint report filed with Calaveras County Department of Education (The San Andreas site office staff will give you the request for this.)
- TB clearance.
- Copy of insurance policy cover sheet and current insurance card showing State minimum coverage amounts.
- Copy of current driver’s license, with clearance from DMV.
- Complete the “Use of Private Vehicle Request Form”.

Part III F - Library

Library Checkout Procedure

- Select books and/or materials you wish to use.
- Bring books/materials to the library counter for check out. If no one is available at the time, write down your name and the six digit barcode number on the back or back inside cover of the book in the checkout book on the counter.
- When done with books/materials, return them to a designated "book return container".

General Library Guidelines

- Books and materials may be reserved if they are not available at the time that you need them. Reservations may be made on the Internet through the Mountain Oaks website. Ask any librarian for a password.
- Due to the number of families using our library, books must be returned in a timely manner.
- Textbooks are checked out for the year; other books are checked out for three weeks.
- DVDs/Videos are checked out for one week, CDs/audio tapes, software and science kits for two weeks.
- If you need an item for longer, please communicate that need to a librarian and your Mentor Teacher.
- Most items can be renewed unless there is a hold request on it. Renewals may be done over the phone.
- If there is not a barcode, you need to leave the book on the library desk with a note saying you want to check it out. We will barcode it, check it out to you and let you know when it is ready.

Library Donations

- Check with a librarian to see if the books/materials you wish to donate are in our library system.
- If not needed, they may be added to the Free Books Box at each site to be shared with our community.

Internet

If you have read and accepted the Internet Use Policy and Guidelines and signed the Internet Use Policy Form, you may access the Internet at school.

Rules for Use of the Internet

- Sign-in: A parent or designee must sign a student in to use the Internet. A logbook is located at the front desk of the satellite sites, or at the San Andreas library desk.
- Equipment Use: Do not physically or electronically modify the computer equipment as this is vandalism.
- Courteous behavior at the computers: You may not use the Internet to harass or offend other people. Unacceptable or disruptive behavior including loud talking, invasion of the privacy of others, accessing inappropriate sites and failure to follow any library or site rules may result in immediate termination of Internet privileges.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received my copy of the 2011-2012 Mountain Oaks Family Handbook and I understand that I am responsible for knowing the procedures and policies within this handbook.

Student Name(s)

Parent Name

Parent Signature

Date

(Please return this form to your mentor teacher, school registrar, or your site secretary)