

STUDENT - PARENT HANDBOOK

2021-2022



**Upward
International
Schools**

**An International School Choice
with a Biblical Worldview**



Main Office and Pines Academy Campus:

14098 Skyway

P.O. Box 1821

Magalia, California 95954

(530) 873-1412; fax: (530) 873-3455

Lighthouse Academy:

6500 Clark Road

Paradise, CA 95969



This handbook is intended to serve as a guide to help students and their families come to know Upward International Schools' programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Upward International Schools to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the school, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with your Campus Administrator or Head of Schools.

Dear parents and students:

Welcome to the world of Upward International Schools, the international school choice with a Biblical worldview. It is our hope to expand your view of the world by providing a quality education with a variety of tools and experiences.

For many of the students in our Northern California area, education has taken a backseat to several crises in the last two years; wildfire, power outages, and virus crisis. Through it all we have maintained positive contact with our students and families and have maintained a level of academics that has been productive and continuous. The completed development of two sites, Lighthouse Academy Campus and Pines Academy Campus, have led to our full accreditation of Upward International Schools in the USA and Malaysia by the National Association of Private Schools. We are proud to have accomplished this for the benefit of our students and families. This process has opened doors of opportunity for students preparing for colleges and universities of their choice.

This year we will expand the instruction of real world skills in technology. Music continues to be important, both with music tutoring at Pines Academy and the addition of music instruction and performance for all students at Lighthouse Academy.

We are excited about the future and totally committed to you and yours. Spread the word. There really is a choice in education! Traditional values and instruction are still available right here and right now.

Sincerely,

Doug Crowder
Head of Schools
Upward International Schools
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Magalia, CA 95954
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National Association of Private Schools

"Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6 (NASB)

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Statement of Purpose

The educational philosophy of Upward International Schools (UIS) is based on the Bible as the authority for our curriculum, for evaluating truth, for determining practices, and as a basis of our faith. Our goal is to teach a Biblical worldview and to train children for a life of service within a school environment of academic excellence.

Philosophy in Education

Our Philosophy

Our philosophy of education is simple... Educate anyone, anywhere, anytime, to the best of our ability, with a Biblical foundation to become competent, moral citizens.

Because of this philosophy, we have been able to impact the lives of individuals, young and old, around the planet who would not otherwise have been able to receive education or a Biblical understanding. We have established learning centers in rehabilitation centers, libraries, homes, donut shops and anywhere else there has been a need. For over 20 years we have practiced equity in education as the primary tool for putting our philosophy into action.

Equity in Education

Most educational institutions focus on equality in education and standardization in academic delivery and methodology. Equality means giving every student the same things with no regard for the outcome. Outcomes vary because the focus is on standardizing the inputs. While relatively effective and often needed in very large settings for ease of teacher training and other reasons, it is not the best if the focus is on outcomes. Equity says that you provide whatever each individual needs in order to get every student to the same outcome. Our outcome (goal) is for every student to achieve high standards and grow into competent and moral persons. Each and every student will need something different in order to achieve this. This is why we have been successful in so many different environments and countries. We do not try to apply the same model to every campus and student. If we have a Jr. High who cannot read, then we take the time to teach them to read so they can thrive in their classes instead of just letting them ride through and continue to get lost in the system. We don't have systems, just educators who care.

Condensed Classes

Because of this philosophy we often end up in a much more condensed setting. This often looks like one-room school houses or shorter school days. Because we need to teach for many different learning styles we often have shorter class time to make room for different methods of academic exposure. We use homework, projects, team assignments and other activities outside of class to reinforce the content inside of class time.

Accreditation

We have received accreditation with the National Association of Private Schools (NAPS). We are excited about this new partnership of amazing, like-minded people who understand small schools. We are greatly blessed to be in the position God has put us in to reach out even farther and be able to add more substance to our existing schools. Our main accreditation will extend to both of our main campuses. Our independent campuses, like Malaysia, will each need to apply for their own accreditation as they partner with us.

General Information

School hours are typically 8 am - 2 pm (please refer to your campus supplement for specific classes and schedules)

UIS main office is open from 8 am - 2 pm. The main office is located at the Pines Academy campus, 14098 Skyway (main entrance on the Lakeridge Circle side)

Admissions Process

At Upward International Schools, we try to keep our Admissions process simple and convenient, while still being effective in our ability to serve as many needs as possible. Upward International Schools, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations, especially admissions.

Admissions Process:

1. Fill out and submit an application for the appropriate grade level and/or program.*
2. Our office staff will review your application and determine acceptance within 7-14

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days.

3. We will email you an approval letter with our electronic enrollment and medical forms which include payments.*

4. We will submit a transcript request for your student's records.

5. Schedule an orientation and assessment to determine where your child is at in core academic competencies (New students only)

6. Schedule classes and meet with the teacher(s).

*These forms are available electronically or hard copy. Hard copies may be obtained from the office.

As a part of the Admissions process each family will fill out and adhere to the following documents:

- ☐ Liability Release for Media and Activities
- ☐ Medical Authorization/Consent to Treat
- ☐ Substance Abuse policy
- ☐ Financial Obligation
- ☐ Parent/Student Contract (in this handbook)

Fee Structure

Annual registration and tuition fees are due upon enrollment each year. Tuition payments are not due with the enrollment but must be paid before the first day of school. We have many recurring billing options now available and highly recommend this option for your convenience and our administration. Student records will be held until all tuition is paid in full and needs to be current before you enroll in the next school year.

Annual Registration Fee \$200

Annual Curriculum Fee \$350 (shipping charges may apply for remote students)

These Fees are due upon enrollment each year for each student.

Annual Tuition is \$3,500 (discounts apply for early payment)

Discounts:

Tuition paid in full - \$2,975

Tuition paid per semester - \$1575 per semester (total \$3150)

Tuition paid monthly - \$350 per month (total \$3500)

We have a 10% discount on tuition for additional children enrolled per family, regardless of Academy or program.

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Attendance

At UIS we have a unique mindset and approach to education. This approach requires two things: attendance and work completion. We cannot educate your child if they do not show up. If they cannot be educated, they cannot succeed.

School attendance is mandatory both by UIS and State requirements. We require each student to be present and on time for each class, whether physically or electronically. If a student will be absent for any reason please notify the school office, or contact their teacher through whatever method they have provided you. Students who notify the school and have a permissible reason for the absence will receive an excused absence for that period. If no notice is given or the absence does not meet permissible standards, the student will receive an unexcused absence. The California State Board of Education, [Education Code 48205](#) lists 11 ways a school absence is excused:

1. *The student is sick,*
2. *A local health officer has issued a quarantine,*
3. *The student has a medical, dental, vision, or chiropractic appointment,*
4. *So the student can attend an immediate family member's funeral,*
5. *For jury duty,*
6. *The student is the custodial parent of a child who has a medical appointment or is sick,*
7. *For justifiable personal reasons that have been approved by the school,*
8. *To serve as a member of a precinct board for an election,*
9. *To spend time with an immediate family member on active military duty,*
10. *To go to the student's own naturalization ceremony and become a U.S. citizen,*
and
11. *At the discretion of the school administrator.*

You have entrusted Upward International Schools to care for and educate your students. The only way we can uphold our commitment to do so is with attendance. ***We know things come up, we just ask that you keep us in the loop.***

Classroom

At Upward International Schools, we utilize many classroom constructs to accomplish our mission of educational equity. This often means that students will need to be flexible with classroom setup and operation. We often utilize the one-room-schoolhouse approach which requires students to interact with other students who are not in the same grade as them. We ask that older students get used to setting the standard for

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classroom behavior and academic success. We also ask that younger students not feel overwhelmed by having the older grades present and feel a need to impress or act out. We also maintain an inclusive environment for all learners regardless of what academic level they may currently have. We are also now incorporating technologies like remote education into the classroom. Some classes may have online students present which could change the overall dynamic of the class. Again, we simply ask for flexibility as we do whatever is needed to ensure that all of our students, wherever they are, receive quality education and adequate attention.

Cell phones

We understand the prevalence of cell phones in our modern culture and want to ensure they are used as appropriate tools. That being said, it is not a necessary tool on campus or in the classroom environment for our students. We provide any and all technology platforms that may be required as well as providing communication platforms that may be required. If parents determine that they want their student to have a cell phone for safety and communication before and after school hours for transportation or any other reason, that is your prerogative. ***We do require that all cellular devices be turned in to the school office upon arrival each day and may be retrieved upon leaving (or the end of the school day). Students may not keep them in the backpack or on their person.*** We go to great lengths to create a school environment that is conducive to positive learning outcomes for each student. Constant distractions from the outside world do not support what you are paying for. If a parent/guardian needs to contact a student during the school day for any reason, please call the school office, 530-873-1412. We understand the new desire for instant communication but ask that you respect the priorities of Upward International Schools in determining what is urgent and what is not. ***Students who are caught using their cellular device during school hours will be subject to having their phones confiscated.*** Confiscation does not coincide with the reasons you have provided a device for your student so cooperation with this standard is in everyone's best interest.

Dress Code

Our dress standards at Upward International Schools are fairly simple. We want our students to uphold a standard of modesty and personal respect. It is the responsibility of both parents and students to ensure these standards are met. While individual campuses may add specifics to address individual needs the School standards are as follows:

- ☐ When a student is standing with both arms raised there should be no exposure of any midriff or other previously covered skin or undergarments.
- ☐ When a student is standing and bends over to touch their toes it should not expose any skin or undergarments.
- ☐ When a student sits or kneels, they should not expose any skin or undergarments.
- ☐ Any skirts/dresses or shorts worn must reach **the knees** (this applies to torn jeans as well if they do not cover the upper leg).
- ☐ The basic point is to keep outer clothing outer and under clothing under and to not expose more of one's self than should be in a professional, academic and modest environment.
- ☐ School Administrators and Teachers have the final say as to what is within these standards.

Discipline

Discipline is the quality of being able to behave within established boundaries and parameters as well as the educational process that leads to this quality. We have no intention of punishing students for not doing what both parents and students have already contractually agreed upon. As a private school, we have certain standards that are detailed in this handbook and are addressed by the teachers and administrators which are requirements of membership. *Repeated* violation of these standards demonstrates a willful desire to no longer be a member of this institution. We will approach each student and issue with this in mind. If a teacher or administrator notices any conduct or attitude that violates this contract:

- ☐ The student will be notified that their behavior is not conducive to school standards
- ☐ If the behavior persists or is repeated, we will discuss and document the reasons for this willful act.
- ☐ Continued behavior will be addressed with parents/guardians to determine a course of correction
- ☐ Further willful refusal to correct actions will lead to suspension (all assignments missed during suspension receive a grade of zero)
- ☐ If this does not change the student's and parent's desire to uphold the school's standards and previous contractual agreement then arrangements to attend another school will be required (no refunds will be given for school dismissal)

Parent Responsibilities

Student attendance

We want to ensure that you receive exactly what you are paying for, which is a quality education from a Biblical Worldview in a dynamic setting that caters to your student's needs. The only way we can accomplish this is if you are committed to ensuring your student is present and on time. This is your largest responsibility and the link that makes all of this work. Please refer to the [attendance section](#) for details on categories of and reporting absences.

Office check in

If you need to talk to or retrieve your student for any reason, we require that you check in with the office first. This way we can ensure your child's safety and success. If someone new is going to pick up your student or you have made different arrangements for them, please contact us.

Cell phones

We need your help to ensure that our cell phone policy is upheld and our school environment is maintained. Unfortunately, it is usually parents that call and text their students throughout the day knowing they are in class. If you do get a text or call from your student during the school day, it will only be out of violation of this policy. If your student wishes to call you for illness or other reasons, we will ask them to use the school phone or the office/teacher will contact you directly.

Food

Proper nutrition is vital to young growing bodies and minds. UIS does not provide a meal program due to varying hours and structures. For this reason we ask that you provide food for your student to bring to school. We also ask that you not bring your student to school without having eaten a good breakfast. Sending them out the door with a bag of chips is not food and will only make the day miserable for them and the teachers. We expect a lot out of your students mentally and physically so they need proper fuel to keep them on track. Most campuses have small kitchen facilities that contain refrigerators and microwaves to assist with food preparation and storage. Refer to your campus supplemental for specific guidelines and requirements.

Homework

UIS typically utilizes a condensed class schedule. We use class time for instruction, so we depend upon homework for reinforcement and practice of that content. *For most grades, you can count on an average of one hour of homework per night.* It is recommended for students to do this immediately after school when the information is fresh and it frees up their day. Homework and grades are tracked using Google Classroom. Each class allows for a parent email so that you will receive weekly reports of their assignments and when they were turned in. The student's Classroom will have all of their daily assignments listed so they can complete them. Some classes may require turning them in online, while others require a physical product in class. If you have any questions regarding your student's homework please check with their teacher.

Quarters and report cards

Upward International Schools currently uses a quarter system. These quarters fall roughly August to October, November to January, January to March and March to May.

Grade reports are calculated at the end of each quarter and distributed shortly thereafter. Final grade reports are sent at the end of the school year when all grades have been calculated and financial accounts are up to date.

Grading system

UIS uses a standard grading scale of A+ through F on a 4.00 grading scale. We approach this in most campuses in a dual manner, assignment grades and overall grades.

Assignment Grades

Each campus and teacher approaches the application of this scale a little differently, but all uphold the same standard. We believe that every grade should be distributed evenly. In most systems each letter grade spans 10% except for an F which spans 50%. If a student does poorly on one or two assignments, it is almost impossible to get out of that deficit even with consistent A's. Each assignment is graded out of the top 50% of the grading scale to allow equal distribution of each letter grade. The only way to get a zero under this system is to refuse to turn in an assignment or be placed on administrative suspension. This is why good work ethic and adherence to school policies is so

important. Example: a student is taking a 10 question quiz, normally if they miss all the problems they would receive an F (0%), which means that if they got half of them right, they would also receive an F (50%). Half of the A-F scale is a C, not an F. We want to ensure students are fairly rewarded for the work they do.

Overall Grades

Overall grades are still reflected on a standard 100 point system because it is possible to get a zero, the overall grade needs to reflect this. Again, this emphasizes the need for students to put forth effort and grow in discipline and work ethic.

The following grading scale is used for report cards and transcripts:

100-98%	A+	Excellent
97-94%	A	Excellent
93-90 %	A-	Excellent
89-87%	B+	Superior
86-84%	B	Superior
83-80%	B-	Superior
79-77%	C+	Satisfactory
76-74%	C	Satisfactory
73-70%	C-	Satisfactory
69-67%	D+	Improvement Needed
66-64%	D	Improvement Needed
63-60%	D-	Improvement Needed
59-0%	F	Unsatisfactory

School Closure/Early Dismissal

In our crazy, ever-changing times of fires, weather, power outages and viruses, we just never know from day to day what things will look like. In the event that we are unable for whatever reason to hold classes in the building, parents will be notified and we will move to our plan B. If Plan B does not work then we will have to have a cancellation day. We will do everything in our power to ensure that your student's education does not get interrupted. Parents must ensure that they are participating in their campuses notification system to ensure they receive the messages sent.

Plan B: We will continue courses as normal using our Remote Capabilities. We will conduct live school during the same hours, but from home (or wherever). All of our technologies are already in place and used by some students so it will be a fairly easy transition for the rest of you. We have faced so many things over the past 2 years that

we are ready for most things. In the event that something even weirder happens... Plan B! And if even that is not possible, we will cancel school.

Curriculum



Our curriculum choices represent our Biblical foundations, enhance our ability to provide equity in education, drive our students to new heights of excellence and understanding, and equip them to succeed in an ever changing and developing world. We are so passionate about ensuring each student receives what they need to excel that we even write our own curriculum across different campuses to fill the gaps that standardized materials cannot provide, while maintaining our standards of academic excellence. One of our new partners in this venture is Google's G Suite for Education that enables us flexible and adaptive administration, ease of communication, online and distance learning and most of all, creativity and collaboration in the classroom.

ABEKA Books:

This is our foundational curriculum which we have used for over 20 years. It spans every grade level, K-12, international campuses and our homeschoolers. They are founded on a Biblical perspective and strive for the highest academic standards. They have flexible delivery methods, like streaming classrooms, that makes it ideal for small schools and homeschool.

Well Trained Mind:

Well Trained Mind produces top quality homeschool materials from a classical education perspective. We have found with our international focus that the history we are accustomed to is geographically centered, most being Euro-centric. Their approach

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is to focus on a timeline and introduce history from a more global perspective so that while we are learning about the Crusades, for example, we also learn what was going on in Asia that relates to that, or Africa. It is story based and engages critical thinking skills to analyze and discuss the content. This has been a highly effective supplement in all of our campuses.

Marshall Cavendish:

Marshall Cavendish is the publisher for Singapore Math. We have used Singapore Math for over 15 years as a supplement for students struggling with content. Singapore has been #1 in the world in Math for a couple decades proving their effective approach. We utilize this curriculum in our elementary grades in some campuses. We find that it partners very well with Abeka's secondary Math that has recently been redesigned.

Google G Suite for Education:

As a G Suite school we are able to empower learning while getting more time back to focus on our students with flexible, secure, and easy-to-use tools that are built for education.

Manage our classrooms simply

- Create classes, make assignments, give quizzes, and save time grading.

Administer and scale confidently

- Manage students, devices, and security so data stays safe and we can scale as needed.

Organize our tasks

- Build to-do lists, create task reminders, and schedule meetings.

Collaborate anywhere

- Co-edit documents, spreadsheets, and presentations in real time.
- Connect and collaborate effortlessly while staying on task
 - Google Meet connects students and teachers to teach and learn from anywhere
 - Docs, Sheets, and Slides let us co-create and edit in real time
 - Google Drive allows us to store and access docs on and offline without losing a draft

Upward International Schools:

Yes that is right! We often create our own curriculum. Our highly experienced and knowledgeable team of education professionals assess the needs of their campus and create curriculum to fill gaps in other published materials due to culture, geography or lack of Biblical worldview. We have created Holistic Health, Sustainable Agriculture and other Health Science courses, Comparative Government and national history courses and many more. We do all of this so that our students have the opportunity to learn the things that become necessary in their world today and equip them thoroughly for tomorrow.

Technology

We are proud to provide our students with state of the art educational technology and world-class service and support. We want to prepare today's students for tomorrow's world and we believe that technology, when used appropriately, can unlock new avenues of learning at every level.

Upward International Schools has taken many steps to provide a rich and relevant learning experience for all students in an effort to prepare them for college and career. As a part of this effort, we are placing emphasis on developing student's 21st century skills.

The focus is on classroom learning, not the device. The curriculum of each class drives the learning while teachers leverage the technology to help students gain a deeper understanding of the content. Students have extended opportunities to collaborate, create, conduct research, problem solve and develop a variety of digital skills. The technology provides the students with experiences and resources that wouldn't otherwise be available in the classroom. We focus on the following key areas in our G Suite implementation:

- 21st Century Learning Skills
- Engagement
- Technology Skills
- Supporting Academic Achievement

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information such as student names and email addresses. These online services are only permitted for the use and benefit of the school for the purpose of student learning. Students will be strongly discouraged from providing any other

personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes. Each student upon enrolling will receive an Upward International School Google ID and email address to utilize these tools and resources. It is required for all students to use this ID when logging into and using any school resources. All school work will also be done through this login whether at home or elsewhere. Every account is monitored to include emails, documents saved and time spent among other things. If a parent has any concerns about technology usage, please see our G Suite Administrator, Duane Crowder (duane@upwardinternationalschools.net)

Laptops

The laptops in the classrooms and lab are provided to support our technology goals. If students would like to use these resources away from school, for homework, group projects, or long term for our remote program, they are welcome to do so. We have developed a technology use program that includes our policy and agreement contract and an optional insurance program so that each student may utilize the resources when needed with parents' peace of mind. Please refer to the [Appendix](#) for more information.

Appendix

A. Pines Academy Supplement

Welcome to Pines Academy. We are a secondary education campus in Magalia, CA. We serve 6th-12th grades in a small, but rigorous environment. Our school day starts promptly at 8 am, don't be late. We let out at 1:45 pm each day. Drop off and pick up should be no more than 30 min from these times. If times will exceed 30 min, please make alternate arrangements for pick up and drop off. If your student is allowed to come and go on their own, please let us know.

Back to School Night

We would like to invite all Upward Families to attend our back to school night at **6 pm** on ***Friday, 20 August 2021***. This is the Friday before school starts back. We will be presenting to you our class schedules and curriculum for this year, our great technology and of course you will be able to see the campus and how we are setting up the classrooms to help students achieve all that is expected. We will walk through setting up your parent resources and technology like WhatsApp and Google Classroom. We will be providing refreshments for those who can attend in person, but those who will attend via remote will have to bring their own snacks. We recognize the new world we are entering and have the ability to adjust and accommodate to almost any situation. We are excited about this and want to show off a little to you. Hopefully it will all work right that night. If not, we can show you how we overcome and adapt. Either way there will be refreshments!!

Parent/Teacher communication

At Pines Academy, we use the WhatsApp platform to send out school announcements and messages to parents. We ask that ALL parents/guardians install and maintain this app to ensure they are receiving critical information. We do not have the staffing to accommodate special arrangements for individuals who do not want to use the app. This will be one of the topics discussed at the back to school night and parents can get logged in and put into the Pines Academy group then.

Concurrent Enrollment

We welcome quality education from any source you can obtain it. Specifically in our area we currently have a college connection with Butte College. Students 7th-12th grades can enroll and take classes for free at Butte College. This is especially helpful

for our high schoolers who want to take special electives or advanced courses. Students enrolled in this program will receive dual credit, both UIS and Butte College for any courses taken there.

Quarterly Parent-Teacher Conferences

We will be having Parent-Teacher conferences each quarter this year. We want to try to get you more involved in the classes and your student's achievements. We will schedule these conferences during the final week of each quarter. Your students will be presenting their work to us from each class through our technology. They will build a Google Site and learn how to represent their best work without being present... similar to a resume. We will then have the ability to discuss their work and any other topics you would like at that time. These conferences may be in person or through Google Meet if you desire (and for our remote students).

Grocery Store Permissions

We are blessed to be next door to the local grocery store and do allow students to visit unaccompanied during breaks to get lunch and snacks, etc. These permissions are only allowed under the following circumstances:

- ☐ **Students must be in high school**
- ☐ Students must have written permission on file through the parent contract in this Handbook
- ☐ Students must adhere to the time frames provided by their teacher
- ☐ Students may only go to the store **WITH teacher permission**

School Supplies

We take lots of notes and keep lots of records in our classes. For this the students need to have plenty of **3x5 cards** and **Single-Subject Notebooks**. We recommend, **at least**, one notebook per class per quarter. They may use larger notebooks, but we have found that the single-subject keeps them more organized. Students will also need to have a **Math tools kit** that includes a compass, protractor and ruler at minimum. Normal tools are expected, i.e. pencils, pens, backpack, etc. For Physical Education Class, they will need to have loose, flexible clothing and good shoes for walking, running and moving. PE will be the last class of the day so students do not need to change twice and will not be sweaty in class.

B. Lighthouse Academy Supplement

Welcome Lighthouse Families! We are excited for another great year. We have some changes and some things that never change. We have some great new teachers that we want to introduce, as well as great programs and opportunities. **School Hours 8:00-2:30**

What/Who is New?

We have a great new music program coming to Lighthouse Academy. We are excited for the great dynamic that this brings to our school culture, and the opportunities it provides for your students.

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C. Student/Parent Acknowledgement of Handbook

All students and parents or legal guardians should return this acknowledgment form within 5 days of the official start of school.

Student Acknowledgement

My signature acknowledges that I have received a copy of The Upward International Schools Student/Parent Handbook. I understand that I am responsible for reviewing the handbook and becoming familiar with the School's policies and expectations set forth in the handbook. I also acknowledge that I will be held accountable for my behavior and may be subject to disciplinary action (up to and including expulsion) or other ramifications if I violate any policies or if I do not abide by the agreements set forth in this handbook. I understand that if I have any question about any policy or about any other school matter or situation, I can ask a member of the faculty or any school administrator for assistance, and that if I do not feel my concern is being adequately addressed that I should speak specifically with the Head of Schools.

Date

Student Signature

Family Acknowledgement

My signature acknowledges that I have received a copy of The Upward International Schools Student/Parent Handbook. I understand that my child and I should review and become familiar with the School's policies and student expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramification if he or she violates any policy or agreement set forth in the handbook. I also know that if I have any questions or concerns about my student, the school's policies or procedures, or any other matter, that I can speak to any school administrator about the situation, and that if I do not feel that my question or concern is being adequately addressed that I should speak specifically with the Head of Schools.

Date

Parent Signature (or legal guardian)

Date

Parent Signature (or legal guardian)

This document may be signed in counterparts.

D. Tech-at-Home program

Students enrolled in either Campus or in our Homeschool or Remote Learning programs are eligible to utilize our Tech-at-Home opportunity. Even though your student may have their own computer at home, it may be in your best interest to utilize our computer for school work and assignments. Our systems are secure and monitored and already set up for them to use our Google technologies.

Parent/Guardian Responsibilities

Acceptable Use Policy

- ★ The Acceptable Use Policy (AUP) describes school expectations for student conduct with UIS devices. It is signed by parents/guardians when they enroll their student(s) in Remote Programs or upon request of school computers. Students also sign this policy.
- ★ A copy of the AUP can be found on the Upward International Schools website and at the end of this section

Financial Liability

- ★ The parent/guardian is responsible for the cost of repair or replacement if a laptop or its accessories are damaged, not returned, lost, or stolen.
- ★ The school is providing parents/guardians the opportunity to purchase optional insurance to limit the out-of-pocket cost to repair or replace damaged laptops. The details of this can be found in the Optional Insurance portion of this handbook

Monitoring Student Use Off Campus

- ★ Although student internet activity is still filtered while away from school, the parent/guardian is responsible for monitoring student use of the laptop. While at school, teachers will address positive digital citizenship behaviors. Parents can reinforce these behaviors by participating with their student's use of the laptop
- We recommend parents/guardians develop a laptop care plan that addresses the following:

- ☐ Use of laptop in common areas
- ☐ A safe storage location for charging
- ☐ Guidelines for web activity
- ☐ Sharing of student passwords with parents only
- ☐ Conversation about student's digital work

Supporting Online Safety

The Internet is a critical resource for student learning. Upward International Schools utilizes Google, G Suite for Education to help protect students from harmful or inappropriate material.

Student laptop use is monitored and all online activity is tracked. However, internet filters and monitoring are not perfect, so it is important that parents/guardians are involved in their students' digital activities and talk to them about the risks and rewards of internet use.

Students should notify a teacher or school official immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Please note that our app access rights are school wide and we are unable to block or unblock sites for specific students. We only allow access to Google products that we intend to use in classes, so removing these apps would prevent your student from completing school work. If you are having trouble with a student using an unblocked site or app inappropriately, please speak with your student's teachers and school administration.

Laptop Use Guidelines

- ★ All laptop use must follow expectations as outlined in the Acceptable Use Policy (AUP).
- ★ Students will use appropriate language in all digital products and communities.
- ★ Students will follow Internet use guidelines as discussed in this handbook as it pertains to good conduct and our school-use only policy for computers.
- ★ Students will not use screensavers, backgrounds and/or pictures with offensive language and/or materials.
- ★ Students will not loan their laptop or charging cords to other individuals.
- ★ Students will not be permitted to install software.
- ★ Students will follow all directions given by the teacher regarding laptop use.
- ★ Student laptops are tagged with inventory numbers, stickers and other school labels. Under no circumstances are students to modify, remove or destroy these labels or etchings.
- ★ Students disenrolling from the school must return their laptop and accessories to the school by their last day. All other students must return their laptop by the last day of school. Unreturned items will be considered lost/stolen and will incur a balance for its replacement.

Digital Security Guidelines

- ★ Students will keep all login information and passwords private, unless shared with a parent/guardian.
- ★ Students will not use other students' passwords or computers which are logged in under another student's name.
- ★ Students will not develop or use programs to harass others, hack, bring in viruses or change other individual's files.
- ★ Students will not provide personal information to anyone online without the permission of a teacher/parent/guardian.
- ★ Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

Laptop Damage/Theft/Loss

Damaged Laptops

- ★ Students and Parents/Guardians are responsible for damages to school laptops. Repair fees and other costs may be assessed to the student account. We offer optional insurance to help mitigate the cost of any damage repairs.
- ★ **Damages to school devices must be reported within two school days.** Teachers will conduct periodic inspections to ensure no damage is unreported. Incidents that occur at school involving multiple parties will be investigated by administration to determine fault.
- ★ If a laptop is damaged beyond repair, a \$150 deductible per device will apply for parents/guardians who accepted the optional insurance coverage. The full replacement cost will be assessed for those who denied the optional insurance coverage.

Stolen or Lost Laptops

- ★ In the event a laptop is stolen, the student or parent/guardian must report it to the school immediately. A police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian within five school days.
- ★ Stolen laptops will be subject to a \$150 deductible per device for parents/guardians who accepted the optional insurance coverage. The full

replacement cost will be assessed for those who denied the optional insurance coverage, or if no police report is provided to the school.

- ★ If there is not clear evidence of theft, or the equipment has been lost due to negligence, the student and parent will be responsible for the full cost of replacement.

Insurance Options/Benefits

Optional Annual Insurance	<p>\$50 premium for full year coverage</p> <p>The premium must be paid within 30 days of the first day of school or coverage will not be granted.</p>
Claims and Deductibles	<p>\$50 deductible per damage incident</p> <p>\$150 deductible for stolen* or irreparably damaged laptop</p>
Items Below Insurance Deductible (charged at cost)	<p>\$20 charger/power adapter</p> <p>\$10 stylus</p> <p>\$20 protective sleeve/case</p>
Items Not Covered by Insurance	<p>Damage as a result of any dishonest, fraudulent, malicious or criminal acts, or any use not in accordance with district policies and procedures</p> <p>Additional loss due to failure to protect laptop from further harm after damage occurs</p> <p>Disappearance of laptop not reported to law enforcement</p> <p>Failure to return a laptop or accessories at school end or after leaving</p> <p>\$25 fee for removal/damage to official labels or asset tags</p> <p>\$25 cleaning fee for laptops that have been drawn, painted, or marked on, defaced, or had unapproved stickers attached. Official school approved stickers are acceptable.</p>

**An official police report must be filed and provided to the school.
Insurance does not cover laptops that are simply lost due to negligence.*

Damage Cost Without Insurance

If you decline to purchase the optional insurance, you will be responsible for the total cost of replacement of the laptop in the event that damage/loss occurs. - \$500

Additional Costs:

- ☐ Missing/broken charger - \$20
- ☐ Missing Case - \$50
- ☐ Damaged/Removed Labels - \$25
- ☐ Cleaning Fee* - \$25

**For laptops that have been drawn, painted, or marked on, defaced, or had unapproved stickers attached*

"Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6 (NASB)

Proper Online Behavior

All of Upward International Schools' policies and standards of conduct relate directly to online activity as well. Below is a sample of what online behavior looks like compared to normal in-person behavior.

Tech-related Behavior Violations	Equivalent "Traditional" Violations
Inappropriate use of email, instant messaging, internet surfing or computer games	Passing notes, looking at magazines, games (off-task behavior)
Missing case, smart stylus	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism or damage to school property damage
Using profanity, cursing or inappropriate language in digital space	Using profanity, cursing or inappropriate language in a physical space
Accessing pornographic material or other inappropriate content online.	Bringing pornographic or other inappropriate content to school in print form
Using accounts or resources that are not authorized for the student	Taking or receiving property of the school district or others without authorization



Technology Acceptable Use Policy

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Student Use:

- ☐ I will be responsible for my laptop and take good care of it.
- ☐ I will know where my laptop is at all times and only use the laptop provided to me unless otherwise permitted by my teacher.
- ☐ I will keep my laptop charged and functional at all times when needed for schooling and plug it in when not being used.

Basic Care and Handling:

- ☐ I will not loan out my laptop or cords to other individuals.
- ☐ I will keep my laptop in its protective case when not in use. (if applicable)
- ☐ I will keep my laptop off of the floor where it may get stepped on or damaged.
- ☐ I will keep food and liquids away from my laptop.
- ☐ I will deface my laptop in any way, i.e. paint, stickers, ink or drawings.
- ☐ I will not tamper with the hardware or software, disassemble any part of, or attempt any repairs of my laptop.

Student Expectations for Responsible Computing:

- ☐ I will keep my login and password information private and only share it with my teacher, school officials, and parents/guardians.
- ☐ I will only use the login and password information provided to me, and will not attempt to login as any other person.
- ☐ I will use appropriate language in all digital products and communications.
- ☐ I will not give my name, address, phone number, school, or my teachers'/parents' names, addresses, or phone numbers to anyone online.
- ☐ I will not fill out any form or sign up for anything online that asks me for any information about my school, my family, or myself without first asking permission from my teachers/parents/guardians.
- ☐ I will not use any articles, stories, or other works I find online and pretend it is my own.
- ☐ I will not make use of materials or attempt to locate materials that are inappropriate in a school setting, or that may offend others.
- ☐ I will only locate and use school appropriate content in my digital work.
- ☐ I will not use screensavers, backgrounds, and/or pictures with offensive language and/or materials.

- ☐ I understand that my laptop is subject to inspection (physical or virtual) at any time without notice and remains the property of the Upward International Schools, Inc.
- ☐ I will follow the expectations outlined in this handbook, by school codes of conduct, and my teachers at all times.
- ☐ I agree to return my laptop and other peripherals provided to me in good working condition.

Parent or Guardian Agreement:

- ☐ I acknowledge that I will be responsible for any damages to the laptop. Optional insurance is available. Incidents that occur at school involving multiple parties will be investigated by district administration.
- ☐ I acknowledge that my child and I are to follow the expectations outlined in this handbook and that a violation of these guidelines could result in the student facing disciplinary action.
- ☐ I will be responsible for monitoring my child's use of the Internet when he/she is not at school, and that my child's use of the school network and device may be monitored for compliance with school policies and applicable laws.
- ☐ I acknowledge that fraudulent reporting of theft will be turned over to law enforcement and result in prosecution.
- ☐ I acknowledge that my child must return the laptop and other peripherals provided to him/her in good working condition.
- ☐ I acknowledge that my child will have access to web-based tools, digital resources, and applications that support curricular objectives, and that these online services may collect, use, and disclose personal information (such as student names and email addresses), but only for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information, and I will instruct my child not to provide any other personal information. I will contact my child's teacher and/or school if I need additional information about the applications and online services that are used for learning in my child's classes.

I agree and accept the terms of this agreement.

Student Signature: _____ Date: ____/____/____

Parent/Guardian Signature: _____ Date: ____/____/____

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F. Remote Learning Program

Please use the link provided for our Remote learning handbook, or ask one of our school staff to provide it for you. [REMOTE LEARNING PROGRAM HANDBOOK](#)

