



LEARNING WITHOUT LIMITS

A Private School

Student/Parent  
Handbook

2010/2011

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## Directors Message

Custom Learning Academy is a non-profit private school. We personalize learning for each student's success. Our student teacher ratios are 10-1 or less in all our learning groups. The cap is 8-1 for all small group classes for grades 7-12. "Open Learning Time" is our phrase for time when students are completing assignments from teachers and online courses supervised by teachers, this time has a ratio of 10-1 also. We judiciously advise parents when 1-1 help is needed to master a concept, and work to create independent learning skills as quickly as possible. Our commitment to you is that students will master each concept presented in their curriculum! We teach to National Standards to prepare students for the competitive college application process that awaits them in 11<sup>th</sup> and 12<sup>th</sup> grade.

Thank you for your interest in our educational services. We utilize a cooperative team approach with parents, teachers and students working together to achieve each student's potential. Along with Full Time School offered grades K-12, we also offer Courses for Credit, which also maintain an 8-1 student teacher ratio, as an option for students attending other schools.

We have created a place where learning happens without frustration. We teach how to learn. Success promotes itself. Our goal is to use research based approaches and offer high quality, personalized educational services in our community. We offer the same Literacy Remediation approach as offered at the University of Nevada-Reno's Literacy Center for students needing to improve reading comprehension, spelling or writing skills. For our literacy success, I want to express my gratitude to Dr. Donald Bear at UNR and his inspiration in my graduate work. His many years of research and excellent instruction during the pursuit of my graduate degree have proven instrumental in my effectiveness with students.

For some, our supplemental services may be what is appealing. We are happy to provide regular support or support on an "as needed" basis. Whichever the case, we are here to help your student achieve their personal academic best. We try to make our students independent of our supplemental services as quickly as possible. The goal for all students is to become independent, successful learners.

I invite you to read about our services, offered with the highest quality content experts at the most affordable prices possible. Our school is a non-profit 501-c(3) and is here to provide a community service as an educational option or supplement to your child's current school. Call or schedule a consultation; I would love to help your student reach their academic potential. Thank you for reading! Please contact me personally, or my assistant Ian Madan, as we are here to assist you in your educational needs.

Sincerely,

Lisa Crosby, M.Ed.  
Executive Director  
& Educator

Publication Date: 10/1/10

## **Custom Learning Academy's Mission Statement**

To achieve academic success for each student by providing standards-based, self-paced, customized learning opportunities utilizing a blend of state-of-the-art Internet enabled research based curriculums, traditional teaching with small student teacher ratios and support from teachers with excellent content knowledge and effective communication skills.

### **Goals for each student here at Custom Learning Academy:**

To learn how they learn best

To become independent of our support services as quickly as possible

To improve "academic self esteem"

To help all students feel the intrinsic rewards in learning well

To teach to national standards and create students with competitive college acceptance skills

To help students see their own academic potential and aspire to their personal best

## Custom Learning Academy's Contact Information

**Mailing Addresses:** P.O. Box 9133,  
Truckee, CA 96162

**Physical Address:** 12710 Northwoods, Suites 1, 2, 3  
Truckee, CA 96161

12716 Northwoods, Suites 2, 3, 6  
Truckee, CA 96161

**Phone Numbers:** (530) 587-5470 Main Office  
(530) 587-5420 K – 6<sup>TH</sup> Grade  
(530) 587-5467 Fax

### Location

We are located in Tahoe Donner on Northwoods Blvd., between Trout Creek Recreation Center and the Tahoe Donner Golf Course. Our main office and 6<sup>th</sup> -12<sup>th</sup> programs are in the Dream Mountain Complex across from to Z Marketplace in the adjacent building. Our K – 5<sup>th</sup> programs are offered in the same building as Z Marketplace.

### Facility

The kindergarteners have a 900 sq. ft. classroom with a fenced yard that has grass and a patio. The space is light, bright and cheerful for the students to learn!  
Grades 3-6 have an 800 sq ft that provides a 2 room classroom, and is down the hall from Grades 1 and 2 have 1500 sq. ft. with 5 segmented learning areas, including a Music Room. Grades 7 -12, enjoy a spacious 2000 sq ft facility with two state of the art technology classrooms and plenty of open learning space.

We are fortunate to be located next to Trout Creek Recreation Facility to utilize for the many recreation and P.E. opportunities, including year-round swimming. We also are fortunate to have Z Deli in our complex for the many food options offered there. A lunch program is also available, with a variety of sandwiches, drinks and snacks. Please contact our main office to inquire about the lunch program.

### Transportation:

We expect parents to pick up and drop of their full time student in accordance with the times planned with the director. These times change during the seasons of the year, and each student maintains a Weekly Plan.

There is a TTUSD bus stop right in front of our facility for students coming from a public school. Our stop is Northwoods and Julian. The bus driver comes out and holds the stop sign for students to come across the street.

The bus is very convenient for Homework Club and Course for Credit Students

## **Custom Learning Academy's Expectations**

### **For Students**

Students are expected to try their best

Students are expected to be respectful to all members of our learning community

Students are expected to ask for help when needed

Students are expected to share learning experiences with teachers, and other students

Students are expected to be courteous and encouraging to others studying around them

Students are expected to clean up after themselves, thoroughly

Students are expected to have voice levels that are appropriate so as to not to disturb others

Students are expected to communicate to teachers if there is a health issue or other pertinent concern. Our staff handles delicate issues with sensitivity and discretion.

Students need to be able to abide by these expectations and to be able to self monitor to be able to attend CLA so as to not disrupt the learning atmosphere.

### **For Parents**

Parents are expected to encourage children about learning

Parents are expected to be respectful to all members of our learning community

Parents are expected to be willing to talk with staff when concerns about students arise

Parents are expected to make sure students have slept enough and have access to appropriate nutritious food

Parents are expected to make sure their children are following through with assigned work

Parents are expected to encourage higher education

Parents are expected to pay tuition in a timely manner

### **For All Staff**

Staff is expected to provide a positive learning environment

Staff is expected to assist students with any questions that may arise

Staff is expected to keep a sanitary and safe learning environment

Staff is expected to challenge the students to make them excel

Staff is expected to work with students with patience, creativity and a nurturing approach

Staff is expected to maintain their professional education in their content areas

Staff is expected to be respectful to all members of our learning community

Staff is expected to encourage higher education and motivate students to excel

## **Custom Learning Academy's Kindergarten**

Welcome to Custom Learning Academy's Kindergarten program. Each child will engage in active learning that involves singing, movement, and kinesthetic learning experiences. Each student will acquire the necessary skills for proper literacy development that will be overseen by the director, who is a CA Credentialed Literacy Specialist, ensuring that your student begins their education with a very strong and sound foundation. Students will have Science Labs weekly, Spanish instruction, a Music class twice a week, an Art Class each week and PE every day, and, of course, time for imaginative play! There is a 10-1 student teacher ratio. We invite you to check out this very special learning environment for your child.

Our program runs from 9am-3pm daily.

There are several afterschool options for kids to participate in Monday-Thursday until 5:30.

### **Transportation:**

We expect parents to pick up and drop of their full time student in accordance with the times planned with the director. These times change during the seasons of the year, and each student maintains a Weekly Plan.

There is a TTUSD bus stop right in front of our facility for students coming from a public school. Our stop is at Northwoods and Julian. The bus driver comes out and holds the stop sign for students to come across the street.

### **Facility:**

Our cheerful location for this program used to be a preschool facility originally. There are cubbies in the room so each child has their own, and hooks for backpacks and coats and a fenced yard with grass and a patio, and plenty of windows for natural light. The Kindergarten room has their own Kinder-sized restroom, exclusive for them.

## **Custom Learning Academy's Full Time School Grades 1-6**

Parents participate in the design of their student's customized education plan with the director!

This unique educational opportunity allows students and families to plan learning around their schedule. Support is available in our open learning environment from 8-5:30pm Mon-Fri and 4-7pm on Sundays. School hours can maintain traditional school hours, or be worked around an athlete's schedule or the family's travel plans. (Non traditional hours will incur additional fees.) The curriculum meets national standards and every student receives the needed instruction to master every concept! Each student is given a comprehensive assessment to learn their strengths and weaknesses so that a curriculum can be designed around their specific needs. Grades 1& 2 are taught primarily with direct instruction and grades 3-6 are primarily taught with small group teaching and online components. All grades enjoy a weekly science lab that engages students in discovering the concepts most students just read about! Each student will receive private music instruction weekly and learn a foreign language of their choice.

### **Tuition & Fees**

\$9500/ year

\*prorated monthly options available depending on space

General Time requirements: (based on a 9 month traditional school year)

Students should plan on attending Monday through Friday from 9am to 3pm

There is a Homework Club Option available to parents who desire a 3:00 -5:30pm after school option. This time is used for follow up work recommended by the teachers.

P.E. time planned daily for each student's lifestyle and sport preferences. Physical education excursions to include: x country skiing at Tahoe Donner, Swimming at Trout Creek Rec. Center, dry land training classes, hiking, tennis, golf and more. (The cost may be in addition to tuition.)

Parents will receive weekly progress notes each Friday detailing your student's week and their current grades. Quarterly report cards will be issued. Report cards are calculated with actual percentages on all assignments and assessments. Students are expected to master all work and will be allowed to opportunity to "redo" work until that goal is achieved.

Note: All students pay an \$800 registration fee\* and the cost of curriculum upon sign up. Registration fee includes a complete standardized assessment in literacy and math skills. The purpose of these assessments is to allow us to meet every student's academic needs .

\*Note: \$700 for returning students

\*Tuition may be subject to change and is not final until publication date of this handbook is beyond Sept. 1<sup>st</sup>, 2010

Schedule a consultation with  
Executive Director Lisa Crosby, M.Ed.  
online at [www.customlearning.org](http://www.customlearning.org)  
Or call the main office: 530 587-5470

## **Custom Learning Academy's Full Time School Grades 7-12**

Design your student's customized education plan:

This unique educational opportunity allows students and families to plan learning around their schedule. We build in support and help in our open learning environment that is open from 8-6 Mon-Fri and 4-7pm on Sunday. School can maintain traditional school hours, or be worked around an athlete's schedule, or the family's travel plans. The curriculum meets national standards and every student receives the needed instruction to master every concept!

### **Tuition & Fees**

\$13000/ year

\*prorated monthly options available depending on space

1. All students must schedule Math and English courses choosing either small group or individualized courses. Grades 7&8 must plan on doing the online English and meet for weekly class for 2 hours with English Teacher.
2. All students must schedule Science Courses online that will include weekly small group labs with a Science Teacher.
3. All students must schedule online courses for History, Foreign Language & Electives. We will have open learning times with teacher support Monday-Friday 8am-7pm, Sundays 3-7pm.
4. All students must plan P.E. time using guidelines set forth by CLA and document time outside of CLA to be counted towards PE time.
5. Parents will receive a weekly report on their student's progress by subject.

See our Courses taught by Staff on Page 14 and our Online Course Offerings on Page 19

Note: All students pay \$800 registration fee, to include a math and literacy assessment. Assessments enable us to plan for success by learning about your student's skills.

\*Note: \$700 for returning students

\*Tuition may be subject to change and is not final until publication date of this handbook is beyond Sept. 1<sup>st</sup>, 2010.

Schedule a consultation with  
Executive Director Lisa Crosby, M.Ed.

Email: [office@customlearning.org](mailto:office@customlearning.org)

Call: (530) 587-5470

Or try our online scheduler at [www.customlearning.org](http://www.customlearning.org)

## Custom Learning Academy's Tutoring Services

Private Tutoring	\$50/hr
SAT, ACT, Calculus or Chemistry Tutoring	\$55/hr

### Scheduled Group Tutoring\*:

Price for 2 students (each)	\$30/hr
Price for 3 students (each)	\$20/hr
Price for 4-7 students (each)	\$15/hr
Price for 8-10+ students (each)	\$10/hr

### Elementary Tutors:

Katie Bloom	Elem. Math, Language Arts, Literacy Remediation
Mike Wyreman	Elem. Math, Language Arts, Literacy Remediation
Lisa Crosby	Elem. Math, Language Arts, Literacy Remediation
Katie Bloom	Elem. Math, Language Arts, Literacy Remediation
Stacey Luna	Elem. Math, Language Arts, Literacy Remediation
Jenn Peyser	Elem. Math, Language Arts, Literacy Remediation & Private Art Instruction

### Secondary Tutors:

Lisa Crosby	Math through Calculus, SAT/ACT, Literacy
Shannon Bratt	Spanish, 6-12th Grade English, SAT English
Janicke Stramer	German, French, Spanish, History
Mike Bensley	Math through Calculus
Marc Smith	Math through Pre-Calculus, SAT/ACT Math
Sue Xaoquin	All Science

\*Group tutoring is effective only for students studying for the same exam or coursework.

Check out our teacher/tutor profiles online @ [customlearning.org/staff](http://customlearning.org/staff)

To make a tutoring appointment:

Email: [office@customlearning.org](mailto:office@customlearning.org)

Call: (530) 587-5470

Or try our online scheduler at [www.customlearning.org](http://www.customlearning.org)

## **Custom Learning Academy's Elementary Homework Club**

K-5th grade Homework Club students will have full use of the space designated to our younger students in Suites 2, 3, and 6 at 12716 Northwoods Blvd., the same building as Z Marketplace. The public school bus brings the students to the Northwoods and Julian bus stop, which is directly opposite our site at 12710 Northwoods Blvd, Suites 1 & 2. Call for details. We are also a community resource for charter and home school students as a teacher-supported "study hall". We offer a nurturing environment with online computers and many educational resources.

Our newly expanded facility offers a comfortable, motivating, academically rich environment with a library of resources including high school Math, Science, History, English and more. We also have online computers for doing research, typing papers, and using interactive CD curriculum programs. There are supplies for student use, and a teacher will be there to answer questions and give personalized help and attention. Teachers will look over homework to make sure that it is a best effort. This is a complete one stop homework facility!

Time: Monday-Thursday 3:00-5:30pm\*

\*Note: Homework Club will not operate on TTUSD snow days or school holidays.  
Monthly rates will remain constant throughout the school year.

Teachers: Alex Gauvain, Jenn Peyser, Lindsay Kaye

### **Elementary Homework Club Tuition**

\$200 / month for unlimited use

\$25 daily drop in

### **Other After-School Programs\***

K-5 Drama                      Mondays' 4-5pm  
K-3 Science                    Wednesdays 4-5pm  
K-5 Art                          Thursday's 4-5pm  
\$15 daily drop in or \$135 for a 10-pack

### **Teacher:**

Marissa Campbell  
Mike Wyreman  
Jenn Peyser

\* These Programs will begin following the arrival of the TTUSD Elementary Bus at 3:40pm

To sign-up your student for Homework Club or another elementary after-school program:

Email: [office@customlearning.org](mailto:office@customlearning.org)

Call: (530) 587-5470

## **Custom Learning Academy's Secondary Homework Club**

7-12<sup>th</sup> Grade Homework Club students have full access to our 2000 sq ft main building. With a tutor proficient in Math, Science, History, Spanish and English skills up to high school levels, and a student-tutor ratio of 10-1 or less, we offer a convenient, highly effective option for students and parents! The public school bus brings the students from Truckee High School to the stop at Northwoods and Julian, which is directly opposite our site at 12710 Northwoods Blvd., Suites 1 & 2. We are also a community resource for charter and home school students as a teacher-supported "study hall". We offer a nurturing environment with many educational resources.

ALL C.L.A. course-for-credit math students may attend Homework Club at no additional cost! See our course offerings on line or in our student handbook, and note that math classes can begin and end on flexible dates. We offer traditional 9-month courses, and 12-week courses for repeated classes (to improve the grade and GPA).

The Secondary Homework Club offers a comfortable, motivating, academically rich environment with a library of resources including high school Math, Science, History, English and more. We also have computers for doing online research, typing papers, and doing other school related activities. We have SAT and ACT practice materials and programs too! There are supplies for student use, and a teacher will be there to answer questions and give personalized help and attention. This is a complete one-stop homework facility!

Time: Monday-Friday 1:00-5:30pm\*  
& Sunday 4:00-6:00pm

\*Note: Homework Club will not operate on TTUSD snow days or school holidays.  
Monthly rates will remain constant throughout the school year.

Teacher: Marc Smith

### **Secondary Homework Club Tuition**

\$ 275 / month for unlimited use

\$ 35 daily drop-in

To sign-up your student for Secondary Homework Club:

Email: [office@customlearning.org](mailto:office@customlearning.org)

Call: (530) 587-5470

**Custom Learning Academy's  
Courses for Credit  
Taught by CLA Staff**

**Teacher**

Shannon Bratt  
Mike Bensley  
Janicke Stramer  
Lindsay Kaye  
Sue Xiaoquin

**Subject(s)**

English  
Mathematics through Calculus  
History and Foreign Language  
American Sign Language  
Science

**Course for Credit Tuition**

- A. Semi-Independent, Traditional School Year Term, (8 hrs./mo. of instruction)    \$330/month
- B. Private Course Traditional School Year Term, (hourly, finish at own pace)    \$60/ hour

- A. This includes 2 hours per week of instruction in a setting of fewer than 8 students. This second 2 hour study time is optional IF you maintain an A in the course. All assessments provided and graded. Teacher feedback is given on all tests and quizzes. Grade calculation and updates provided following each exam. Final exams administered and graded. Retakes offered on all exams. Credit issued and transcripts mailed to students and delivered to school.
- B. All of the details of A., except course is taught to student individually and planned around their schedule.

Please inquire about all courses currently offered or For Course Descriptions

\*Note: All prices are subject to change. All fees are to be pre-paid monthly. (See Enrollment Agreement) No refunds given for missed appointments. The flexibility to reschedule up to 25% of the monthly appointments exists with 48 hours notice for teacher and student.

Schedule your course now, and experience custom learning!  
Ask for a free consultation to discuss your student's course

Email: [office@customlearning.org](mailto:office@customlearning.org)  
Call: (530) 587-5470

## **Custom Learning Academy's Grading Policies**

### **Math and Science Courses**

Students will be expected to test within one week of the assigned 2-hour study hall time to qualify for a retake opportunity; retake allowed only after test corrections are made.

Students will only be allowed to retake tests prior to the final

Students will not be allowed to retake finals.

Students will be allowed to clarify questions with the teacher during tests.

Grades weighted as follows: 40% tests, 25% final, 30% homework, 5% class activities

### **English Courses**

Teacher will provide grading policy at the onset of each course.

All papers under a grade of 80% will be allowed to be rewritten once with a different and unique attempt for a higher grade possibility.

Students will not be allowed to retake finals.

Students will be expected to purchase novels required for course.

### **Foreign Language Courses**

Teacher will provide grading policy at the onset of each course.

Class Participation is weighted more than other subjects

Each course includes a cumulative final

Grades weighted as follows: 25% tests, 25% final, 25% homework, 25% class activities

### **K12 Courses**

Each course provides a clear grading expectation.

Courses will have traditional assignments leading up to traditional assessments.

Each course includes a cumulative final.

Grades weighted as follows: 60% tests, 15% final, 15% homework, 10% class activities

## **Custom Learning Academy's Assessments**

### **Why give my child an assessment?**

- The student is struggling in a particular area and the information provided by the assessment will focus needed tutoring by identifying missing background information
- The student is advanced in knowledge and the parent wants to see how far the child's knowledge extends and make appropriate educational decisions for the student
- A parent is wondering about the grade level equivalence of their student's knowledge, wanting to identify areas where additional practice and exposure would benefit the student for future success.
- A parent is wondering how the student rates academically with other students their age in the nation.
- A parent wants to check to see that required standards from previous years have been mastered in a particular area.

### **Assessment by Subject Area**

**\$350.00 each**

Grades K-3: Literacy and Mathematics Combination

Grades 4-12: Subject area choices:

- Literacy: an in-depth look at 12 areas of literacy.
- Mathematics: assessment of all known areas as well as current expectations.
- Subject Specific Assessments: for high school students that want to prepare for exams or next level courses.

All Assessment Fees include the time for administering the assessment to your student (2-3 hours), the assessment's write up, and a scheduled 30 minute parent conference explaining the results. Recommendations are made, if needed, upon evaluation of the results.

Schedule your assessment now!

Find out grade level equivalence of skills and compare your student to national data.

Call: (530) 587-5470

## **Custom Learning Academy's Physical Education**

Our Physical education is tailored around not only the weather, but around student's seasonal interests. We often use Trout Creek Recreation Center which is located next door. An indoor recreation room, outside playground, basketball court, and grass yard are available for use as well as recreation and lap pools. Here are some of our options:

### **Trout Creek**

Students will participate in a wide variety of skill building activities and games, depending on the season and the weather.

### **Cross-country Skiing**

Students will use Tahoe Donner X-Country center during the winter months. This will replace PE on Mondays.

### **Downhill Skiing**

Some Friday mornings are open for skiing at various local ski resorts if the student's work for the week is completed.

### **Golf**

Students will either use the driving range, or play 9 holes (depending on experience) once Tahoe Donner, Old Brockway and Ponderosa Golf Courses are open for the season

### **Hiking**

The Tahoe Donner Nature Loop offers a short 2 mile loop along Trout Creek. Students will be asked to bring athletic shoes/hiking boots, hat, backpack, and lunch for days we hike.

### **Swimming**

Students who have a swim sticker at Trout Creek Recreation Center will be able to swim laps and use the hot tubs on certain PE days. This is not recreation swim! Loud voices and horseplay is not allowed!

### **Presidential Fitness Test**

The Presidential Fitness Test consists of 5 exercises that test strength, agility, endurance, and flexibility. The exercises that are tested for are curl ups (abdominals), shuttle run, mile run, pull-ups/right angle push-ups, and the V-sit and reach. All students will participate in our base line test in May and June

### **Special Activities**

Throughout the year, special field trips and overnight events will be held. Trips are all subject to weather and cancellation. Permission slips must be signed by parent/guardian to attend

\*For all outdoor physical education activities students should bring appropriate attire for the activity as well as a water bottle and sunscreen.

## **Custom Learning Academy's Health and Safety Policies**

### **Only Healthy Students Should Attend**

Students who are experiencing a fever, excessive coughing, or an unclear runny nose should not attend Custom Learning Academy. If a student becomes sick while at Custom Learning Academy, then a parent or authorized adult will be contacted to come and pick them up.

### **Immunization Cards**

Full Time Students, Course for Credit Students and Kindergarteners must have an Immunization Card on file and will have 30 days after enrollment to provide it. If it is not on file after 30 days, the student may not be permitted to attend.

### **Snow Days**

Custom Learning Academy will not teach courses for credit, open learning, or tutoring on snow days. Homework club may be offered. We will reschedule classes and tutoring sessions missed. Snow Days will be posted online (if power is not out) and a recording will be posted on our main office line: (530) 587-5470

### **Storm Days**

Teachers will stay late if there is a storm preventing a parent/guardian from picking up the student until all students are picked up safely. Students with driver's licenses will not be allowed to drive in a severe storm without parent permission. There are supplies for teachers and students if they are stranded in a storm situation. There are no additional charges associated with these common sense safety policies. We are here for your student's safety!

### **Pick-up/Release**

Students will only be released to parents, legal guardians or approved adults. If there is a custody arrangement by the courts, please provide the most recent decision for clear definition of which parent or guardian is able to pick up the student on any given day.

### **Z Marketplace**

All Students Grade 8 and under will only be allowed to go to the Deli with Parent Permission. Many students will have money and want to go to the Deli for snacks. Without the staff to escort the student, we cannot allow students to go to the Deli unattended without parent permission and a release of liability. Please sign attached form if that is your intention. All students who have this permission slip signed, going to the deli, will be advised to "take a buddy". No Kindergarteners will ever be allowed to go to the Deli unsupervised under any circumstances.

\*Lunch Program Offered; please contact main office for details or to order