

FOREST RANCH CHARTER SCHOOL

2008 / 2009
School Handbook

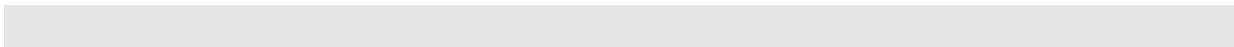
Approved by Board on 8/14/08

Forest Ranch Charter School
15815 Cedar Creek Road
Forest Ranch, California 95942

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SCHOOL DIRECTORY

Executive Director:

Christia Marasco, M.A.

Teachers:

Teri Kelly – Kindergarten / 1st Grade
Theresa Palmarini – 2nd Grade / 3rd Grade
Lisa Matoes – 4th Grade through 6th Grade
TBA – Office Manager

Staff:

Stephanie Mock (Teacher Aide / After-School Teacher)
Alex Smith (Teacher Aide / Before-School Teacher)
Joe Ball (Teacher Aide)
Pat Cameron (Teacher Aide)

Forest Ranch Charter School Board of Trustees:

Community Representatives:
Kiersten Morgan – Chair
Dave Foreman – Vice Chair
David Eldridge

Parent Representatives:
Mel Fune – Secretary
Lisa Speegle – Chief Financial Officer
Diana Burgon
Shelly Whipple

Community Volunteering:

Finance
Fundraising
Grant writing
Curriculum Development
Environmental Studies
Hiring
Enrollment
Recruitment

Publicity / Marketing
Charter
Policies and Procedures
Transportation
Before / After School Program
Computer Technology
Library
Furnishing and Equipment

Contact Information:

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Board Meets at 6:30pm on scheduled Tuesdays at FRCS

INTRODUCTION

Vision

The vision of the Forest Ranch Charter School (FRCS) is to inspire our students and community through a sustainable, comprehensive, academic environment. In order to meet the needs of our community as well as the families who have chosen to become part of FRCS, we have implemented a flexible philosophy that allows us to meet the needs of the whole child while still striving to meet high learning standards.

We have chosen to use methods from the Highly Effective Teaching (HET) model. This model is used with an emphasis on differentiated learning, recognizing that students learn through multiple modalities. We have adopted a multi-age, rather than a combination class emphasis, allowing children to move through the standards in a way that challenges each student at the optimal level for their own growth. Our 2008-2009 academic year provides class instruction for kindergarten/first grade, second/third grade, and fourth through sixth grade. It is our intention to move next year toward kindergarten, first/second grade, third/fourth grade, and fifth/sixth grade classrooms.

Forest Ranch Charter School's Program:

- Uses developmental research to guide decision making,
- Provides adequate training and practice for children to learn and master the basics, embedding this “training/practice” in a meaningful context whenever possible,
- Has environmental partnerships with the CSU Chico Institute for Sustainable Development & Big Chico Creek Ecological Reserve
- Uses innovative approaches to make children's work interesting and engaging,
- Uses differentiated instruction to meet the needs of children who learn in different ways and are at different levels,
- Is goal focused both at group and individual levels, using incidental and formal assessments to guide instruction,
- Provides character education and mentoring activities allowing students to work together with adults to create a positive learning environment in which every child feels safe, necessary, and respected,
- Uses the arts to make core curriculum more satisfying and meaningful (speech, drama, dance, music, journalism, visual arts).

Mission

To provide a community school that encourages each student to maximize their learning potential in a safe and supportive environment. FRCS prepares students for the future by creating exceptional opportunities for them to learn. We equip our children with strong academic skills that will help them begin the lifelong process of learning and will enable them to find paths that make their lives – and the lives of others – sustainable, productive, and enjoyable.

Philosophy

In an effort to cultivate high standards of excellence in our curriculum, FRCS has developed distinctive programs in environmental studies, social studies, science, technology, and the arts. The FRCS philosophy is based on the premise that children are most successful and motivated to learn when offered a balance between traditional education and an open structure environment. As a result of participation in this exciting, new, state-of-the-art instruction, we expect our students to score high on standardized state-mandated assessments and show a zest for learning.

Forest Ranch Charter School's educational program also emphasizes a balance between the intellectual, physical, and social/emotional development of its students. The uniqueness of each child is honored and respected as our community works together to fulfill the vision and mission of our school. We give attention to every aspect of student health, safety, and welfare and we provide a community that celebrates diversity and tolerance.

Forest Ranch Charter School relies on community involvement and support in order to achieve the success that we expect. Families and community volunteers are actively involved in every aspect of FRCS, and as a result the school is responsive to the needs of the community. FRCS also prides itself on a strong relationship with surrounding communities.

School Handbook Objective

This handbook is designed to ensure that we achieve all of the objectives of FRCS vision and mission. Policies and procedures are guidelines that we rely on for consistency and clarity, but are expected to be revised and updated on a regular basis, or as needed. FRCS is dedicated to fairness and equity for our students, parents, staff, director, board and volunteers. We look forward to facilitating student success in our community for many years to come.

SCHOOL HISTORY

Forest Ranch Charter School, located in the mountain community that shares its name, is about 13 miles northeast of Chico on the edge of pine, fir, and cedar forests along Highway 32. The current school site is relatively new, built in 1991, but follows a succession of five schoolhouses starting in 1878. There is a strong, historic connection between Forest Ranch and its school.

From the first makeshift school built lower in the canyon, to the next, held in a converted barn, each succeeding school building grew larger and more suitable to the quality education that the community was determined to provide. Today, the beautiful school site is comprised of well-planned buildings and spacious grounds that are welcoming, conducive to learning and a source of pride for the entire community.

Currently, Forest Ranch Charter School serves over fifty students. Strong parent involvement and participation is characteristic of the school and parents contribute in a variety of ways throughout the year. An active parent teacher organization meets monthly to support the school's activities and needs. It is evident by their willingness and enthusiasm that every parent possesses a strong desire to support their children's education.

FACILITIES

The school grounds are landscaped, complete with an automatic sprinkling system. There are currently six classrooms, and there is adequate land space available to add six more. The rest of the school: library, multipurpose room, health room and office complex, were built with expansion in mind. The play areas include grass fields and play equipment. The school's perimeter is fenced. Two backstops on the grass field and a school garden were erected with help from parent volunteers.

Forest Ranch Charter School currently has daily access to the classroom / library building and all outside areas, including the playfields, playground, and parking areas. Our goal is to obtain access to the entire facility in the near future.

CALENDAR

School starts daily at 8:15 am and runs through 2:45 pm
(8:15 am to 12:00 noon for half-day K)

Academic Year 2008/2009			
Students	Teachers		
First Day of School September 2, 2008	First Teacher Work Day August 12, 2008		
Last Day of School June 10, 2009	Last Teacher Work Day June 17, 2009		
School Holidays			
September 1, 2008	Labor Day		
November 11, 2008	Veteran's Day		
November 17, 2008	Parent Teacher Conference		
November 24 - 28, 2008	Fall Recess		
December 22 - 31, 2008	Winter Recess		
January 1 – 2, 2009	Winter Recess		
January 19, 2009	Martin Luther King's Birthday		
February 9, 2009	Lincoln's Birthday		
February 16, 2009	Washington's Birthday		
April 6 - 10, 2009	Spring Recess		
May 25, 2009	Memorial Day		
Grading Periods			
	Trimester	# Days	Report Cards
1 st	September 2 - November 14	53	November 17, 2008*
2 nd	November 18 – March 13	66	March 16, 2009
3 rd	March 16 - June 10	57	June 10, 2009

* Parent Conferences will be held on November 17, 2008

SCHOOL PROFILE

Forest Ranch Charter School is currently composed of three classes: kindergarten / first grade, second grade / third grade, and fourth through sixth grade combinations. We expect to add another teacher in the near future as our enrollment increases. There are over fifty students enrolled for the 2008-2009 school year so the class sizes will be small, between fifteen and twenty-five students. Our teachers are well trained in the differential instruction techniques used to teach combined grade levels and are excited about the opportunity to teach small, individualized classes.

CURRICULUM

It is critical to the success of our school that we offer a high-quality education that provides our students with the necessary knowledge base and skills (both academic and social) for them to be successful in their future academic and life endeavors. To meet this goal we will use a variety of methods paired with the Highly Effective Teaching (HET) model to provide teachers with the necessary support as they move towards integrating and developing more of their own curriculum.

Highly Effective Teacher (HET) Model

The HET model emphasizes the use of teaching practices that are aligned with current research surrounding learning and the brain. This model also incorporates the use of Howard Gardner's work surrounding multiple intelligences which recognizes there are a variety of ways to problem-solve or produce a product and these ways utilize different areas of the brain.

The model is based around four primary elements. First, it promotes the theory that while genetics may set certain parameters for intelligence, enriched environmental input can "significantly increase the development of one's potential". Second, it focuses on a brain/body connection making the points that, "emotion drives attention, which drives learning, memory, problem solving and just about everything else" and that movement enhances learning. Third, it discusses individual differences in learning styles and how use of "multiple intelligence" information and applications in the classroom can enhance student learning. Finally, it makes the point that learning is a two-step process: first searching for patterns to enhance understanding and then acquiring a skill set for utilizing our knowledge and embedding it into our long-term memory.

Materials

Teachers use a combination of traditional texts, supplementary curricula, and teacher-designed materials to teach language arts, science, social studies and math standards. Foreign language, physical education, journalism, environmental studies, and visual and performing arts will be added to the curriculum. Additionally, movement, visual and performing arts and environmental studies are integrated into the core academic subjects throughout the year to enhance learning.

Daily practice of math, spelling, and critical thinking skills are taught with an emphasis on integrated and conceptual learning where connections are made across the subjects as much as possible. Teachers create learning opportunities that include a range of experiences and incorporate aspects of multiple intelligences. Lesson plans begin with the state standards and then incorporate a variety of enriching materials which could include, but are not limited to, traditional texts. A wide range of rich fiction and nonfiction literature as well as hands-on activities, field trips, technology, video and supplementary materials are encouraged.

Science Lab and Outdoor Classroom

Forest Ranch Charter School offers a weekly science laboratory and an outdoor classroom with lessons on environmental studies. The science lab is facilitated by the teachers in conjunction with the California State University, Chico Institute for Sustainable Development and Big Chico Creek Ecological Reserve. Volunteer scientists from the community, including CSU, Chico professors and staff, teach thematic units in science designed to meet grade level standards. Plans for environmental studies on campus include sustainable projects such as the school garden, composting, recycling, and planned alternative energy projects.

Social Studies

Social Studies content is integrated throughout the curriculum with students acquiring skills in reading, writing, math, visual, and fine arts. An emphasis is placed on living history experiences, hands-on activities, and historical re-enactments. Moreover, students gain an understanding of history from exposure to local, cultural, and global perspectives.

Special Education

FRCS does not discriminate against students on the basis of disability or handicap per Section 504 of the U.S. Rehabilitation Act. FRCS has contracted with Chico Unified School District (CUSD) to provide appropriate accommodations to ensure that all students with handicaps have

equal access to a free and appropriate public education. Parents, teachers, or other individuals who suspect that a student may require special education services may refer the student for assessment for eligibility for special education services by contacting the FRCS Director.

Special education and related services are provided by CUSD under the Individuals with Disabilities Education Act pursuant to Education Code 47641 (b). We have developed a Memorandum of Understanding (MOU) with CUSD that specifies the District provides services to the students of FRCS in the same manner as other students of the District. Services can include but are not limited to: assessment, speech, resource services, intervention services, and any other services laid out in the student's Individualized Education Plan (IEP).

ASSESSMENT

Grading Policy

Children are assessed in relation to state grade level standards by use of multiple measures. These include, but are not limited to: portfolios, projects, in-class quizzes, in-class writing, textbook-generated exams, and various other teacher designed performance assessments. Additionally, computer based assessment that provides detailed information surrounding progress in each of the standards are administered regularly. Assignments will be graded based on the following grade scale:

Assignment Grade	
100% – 90%	A
89.9% – 80%	B
79.9% – 70%	C
69.5% – 60%	D
59.9% – Below	F

In addition, Forest Ranch Charter School has adopted a grading policy that is divided up into three categories: Standards, Expectations, and Behavior. The Standards grade is based strictly on test scores students receive on content-based standards tests. The Expectations grade is based on the teacher's assessment of a student's potential in each area of academic study. The Behavior grade is based on the Lifeskills table below which identifies ten characteristics that our students are encouraged to demonstrate. The following is an outline of our report card grading guidelines:

REPORT CARD GRADE	
STANDARD	EXPECTATION
Not meeting	Not meeting
Approaching	Approaching
Meeting	Meeting
Exceeding	Exceeding
LIFESKILLS	
1 Participates in Class	6 Follows Instruction
2 Communicates well	7 Helps Others
3 Demonstrates Initiative	8 Demonstrates Effort
4 Solves Problems	9 Cooperates w/ Others
5 Active Listening	10 Personal Accountability

STAR testing

All 2nd through 6th graders participate in State mandated standardized testing (STAR) annually. This test is administered by qualified personnel in the spring of each school year.

English Language Learners (ELL) Test

California English Language Development Test (CELDT) is administered each fall to students classified as ELL and is used to determine whether students graduate from ELL to Fluent English Proficiency.

STUDENT

Responsibilities

Forest Ranch Charter School students strive for excellence in education, both personally and as a group. FRCS is a community school and we promote the success of all students. Students will be afforded a significant amount of independence and self-direction in their education, but with this freedom is responsibility. Active participation and productivity are expected and students will receive recognition for their contributions.

A Student Council composed of student representatives from each class will be selected to hold regular meetings. Under supervision of a teacher students will develop educational projects, help make school decisions, perform peer-counseling, and conflict resolution. In addition students will have a variety of other roles and responsibilities involving the daily function of Forest Ranch Charter School.

HEALTH

Health and Fitness

Children generally learn better when they get adequate sleep and healthy nutrition. We strongly urge parents to take an active role in preparing students for each school day by keeping a consistent daily routine of homework, eating a nutritious dinner, and getting an adequate amount of sleep (at least 8 hours). Regular exercise is also an important element of healthy students.

Nutrition and Lunch

Children should eat a nutritious breakfast before coming to school, or if attending the Before School Program, they may bring their breakfast and eat before school begins. We are planning to provide lunch options on campus in the future. Until then we ask that students bring a nutritious lunch to school including a non-perishable drink. Nutrition is an essential element of health, so we encourage parents to visit the FDA's food pyramid for lunch and snack ideas (www.mypyramid.gov). Candy, gum, and carbonated sodas, are not allowed at FRCS and may be confiscated. There are no kitchen facilities accessible to FRCS at this time, therefore foods requiring additional heating or refrigeration should not be brought on campus. Children participating in the After School Program should also bring snacks for the afternoon.

Medical Conditions

Parents must notify the FRCS Director and Lead Teacher if a student with a medical or health condition requires accommodations. The Director will arrange a meeting with the parent/guardian of the child to develop an accommodation plan for the student's medical or health condition. In addition, if your child has diabetes, severe asthma, or severe allergies please notify the Director and Lead Teacher to develop an accommodation plan at the school.

Illness

If your child is ill and cannot attend school, please call and inform the office before 8:45am. For your child's well-being and the safety of others please do not send a sick child or a child with a fever to school. If, while at school, your child complains of feeling sick, depending on the severity of their symptoms, you may be contacted to pick him or her up from school.

Speech, Hearing, and Eye Examinations

FRCS recommends that children undergo a yearly speech, hearing, and eye examination. Screenings for hearing and vision are conducted by a school nurse for specified grade levels, per CUSD guidelines.

ENROLLMENT

Immunization Requirement

Forest Ranch Charter School strictly complies with the California State Health Standards. The immunization status of all students will be reviewed regularly and those students who do not meet the state guidelines will be excluded from school until the necessary requirements are met. All FRCS students are required to provide the following immunization documents prior to enrollment. Please check with the school for details on possible exemptions/exclusions.

All students:

- Proof of birth (copy of birth certificate, passport, or state-issued ID)
- Health Examination Report for School Entry
- Student Medical Form
- Emergency Data Card

Kindergarten, all of the above and:

Immunization Record (this record must be complete and include the date your child was given each required shot and be stamped or signed by the attending physician or clinic). The list below lists the immunizations set forth by the state of California, which are required for students to enroll at FRCS:

- **Polio (OPV/IPV)** There should be **four (4)** dates and stamps.
- **DTP/DTaP** There should be **five (5a)** dates and stamps.
- **MMR** There should be **two (2c)** dates and stamps.
- **Hepatitis B** There should be **three (3)** dates and stamps.
- **Varicella Chickenpox** There should be **one** date and stamp (or verification of the having had the disease)

6th Grade Students, all of the above and:

- A record that proves that the rising 6th grade student has received all three (3) shots of the Hepatitis B series. This series is administered over a four (4) month period
- A record that proves that the rising 6th grade student has received all three (3) shots of the Hepatitis B series. This series is administered over a four (4) month period
- A second mumps, measles and rubella (MMR)
- A chickenpox vaccine or documentation of the disease is now required
- A tetanus containing vaccine (Td) is recommended, if the last one is five years or older

If your student’s record is missing some doses, or you do not have a legal record of the immunizations, please contact your child’s physician or clinic as soon as possible. If your student recently received immunizations and needs a subsequent immunization, your student will be allowed to attend FRCS with the understanding that the parent/guardian adheres to the protocol of having the child receive the remaining doses when they are due. Once the child has received the remaining doses, the parent/guardian must bring the record to the school office. A copy of the necessary immunization requirements for each child will remain on file with the FRCS.

TB Clearance

All new students from out-of-state and kindergarten students must present written Mantoux test results for tuberculosis (TB) performed within one year prior to their enrollment in school (see immunization record).

SCHEDULE

Forest Ranch Charter School begins daily at 8:15AM with most classes concluding at 2:45PM. The school day schedule is as follows:

TIME	ACTIVITY	NOTES
6:45am- 8:00am	Supervised before school care offered to children enrolled in Forest Ranch Explorers Club	See: Before and After School Program for details
8:00am -8:15am	Supervised outdoor play	Weather permitting
8:15am – 10:15am	Instruction	

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10:15am – 10:35am	Recess	
10:35am- 12:00pm	Instruction	Half-day Kindergarten ends at 12:00
12:00pm – 12:50pm	Lunch	Parents pick-up half-day kindergarten students by 12:30
12:50pm -1:40pm	Instruction	All-day kindergarten and 1 st -6 th graders
1:40pm – 2:00pm	Recess	
2:00pm – 2:45pm	Instruction	All-day kindergarten and 1 st -6 th graders
2:45pm – 3:00pm*	End of Day Transition	
3:00 pm -6:00pm	Supervised after school care offered to children enrolled in Forest Ranch Explorers Club After School Program	See: Before and After School Program for details

*End of day transition, including: student pick up, bus departure, and beginning of Forest Ranch Explorers Club After School Program.

Note: Children on campus before 8:00am or 3:00pm, must be enrolled participants in the Before and After School Programs.

ATTENDANCE

Excused Absences

Students are to be at school on time every day, unless they have an excused absence for a doctor, dentist, or optometrist appointment, an illness that is either contagious or that prevents them from learning, a funeral for a close family member, or a court appearance. The school expects to be notified on the day of the absence prior to 8:45AM. Then, on the first day back, the absence must be excused by providing Forest Ranch Charter School with a note from the parent or guardian of record.

Unexcused Absences

If the school is not notified and the student does not report to school the next day with the appropriate documentation, the absence will be unexcused. In the case of more than five unexcused absences, a conference with the family and the FRCS will be scheduled to develop an attendance intervention plan to ensure that the student does not fall behind in school. Habitual absence is one of the biggest single causes of poor academic

performance. Attendance in public school is compulsory in California and there are legal consequences for multiple absences in addition to educational ramifications.

Extended Absences

If you have advance knowledge of a pending absence, please let the school know so that plans can be made accordingly. In the event a student will be absent for more than one day, homework may be requested in advance. If a planned absence exceeds 5 days, then families are strongly encouraged to enroll students in our Independent Studies Program to better meet their educational needs.

Tardiness

All students are expected to arrive at school on time. A student is considered tardy if he or she is not in their classroom by 8:15am each day. A student must report to the office if he or she arrives late. Tardiness is only excused if a student has a medical, dental, legal appointment or a death in the family. Tardies must be excused by providing Forest Ranch Charter School with a note from the parent or guardian of record.

Chronic tardiness is disruptive to a student's education as well as the learning of others. Therefore, for their protection and to help students develop life skills, chronic tardiness will result in a conference with the family and FRCS to develop an intervention plan to ensure that the problem is corrected.

BEFORE AND AFTER SCHOOL CARE

Forest Ranch Charter School offers Before/After School Programs known as the Forest Ranch Explorers Club to students enrolled in FRCS. This quality option is an integral part of a complete education for many families. Our Before/After School Program has been thoughtfully designed to be a safe, enriching environment. Recognizing the importance of quality and consistency, we offer:

- Credentialed teaching instruction during our After School Program
- Seamless transition between school and the on-site Forest Ranch Explorers Club
- Organized daily indoor and outdoor activities
- Enrichment activities such as dance, music, movement, and play
- Daily homework hour, and staff trained to assist with homework
- "Drop-in" care

- Competitive pricing
Please contact FRCS for rates and student registration

SCHOOL RULES

Guidelines

Forest Ranch Charter School has three basic school rules: **BE SAFE, RESPECTFUL, AND RESPONSIBLE**. Most students know what these words mean, and teachers will clarify the rules if they do not. Teachers will also have the responsibility of developing routines and procedures, both in their classrooms and on school grounds, which will encourage students to follow the basic school rules. School employees and volunteers will help promote these rules by modeling them at all times.

Specific

- Forest Ranch Charter School is a healthy environment and is therefore a **tobacco, alcohol, drug, weapons and violence free school**.
- Inappropriate use of **electronic devices** on campus is prohibited.
- Students take pride in their school by keeping the grounds, building, and facilities **free from litter, damage, theft, or vandalism**.

Dress Code

Students are encouraged to wear clothing that is comfortable, allowing them to fully participate in our active learning programs. Students may dress as they wish with the following exceptions:

Students may not wear:

- Clothing advertising alcohol, tobacco, drugs, violence, or sexually-explicit subject matter
- Clothing that does not adequately cover undergarments or the body
- Flip-Flop style sandals
- Hats or sunglasses in the classroom

STUDENT BEHAVIOR MANAGEMENT

Emphasis will be placed on teaching desired skills and nurturing of personal satisfaction surrounding positive social interactions and a 'job well done' rather than the use of a reward-punishment system. Whenever possible, natural and/or logical consequences will be applied for

inappropriate behavior. Students will participate in Town Hall-type meetings and collaborative learning clubs to instill the value of positive social interactions and cooperative behavior.

Teachers, students, volunteers, and administrators are expected to create a positive environment conducive to high-level learning. In the unfortunate event that a child demonstrates a pattern of disrespectful or irresponsible behavior or behaves in an unsafe manner, consequences will result based on the following intervention continuum:

INTERVENTION CONTINUUM	
Recovery	A student sometimes needs a cooling off period when they are angry, hyperactive, or disruptive. Removing the student from the group within the room, outside the room, or in another classroom provides this cooling off period. A teacher should be documenting the date, time, and description of events that require recovery.
Call Home	A call home from a teacher is usually all that is necessary to resolve behavior problems at school. Collaboration with the families and consistency are often the keys to a successful remediation of inappropriate behavior.
Conference	A meeting with the student, family representative, teacher, and director may be necessary to discuss the possible causes of the behavior and to develop positive solutions.
Student Study Team (SST)	A student study team is a formal intervention to be used in extreme cases that contractually obligate the student to make more productive behavior choices. Consideration of professional evaluation for learning disabilities may occur.
Suspension*	In a case of harassment, lack of response to prior interventions, or dangerous behavior; a student can be suspended. A behavior contract with consequences possibly including expulsion will be created.
Expulsion*	Some students adopt behaviors that are so chronically disruptive or dangerous that they can no longer participate in a particular educational environment and have to be removed for their wellbeing and/or the wellbeing of others.

* FRCS will closely follow all related state and federal guidelines.

PARENT/GUARDIAN

Parental involvement within the school is highly encouraged and expected. Student performance improves dramatically when parents and teachers work together as a team. Therefore, Forest Ranch Charter School invites parents to meet regularly with faculty, and/or board members, to organize their participation in school activities and events. We also encourage families to discuss academic, social, and emotional issues regarding their children's school day.

While it is important that students feel the support of their families in education, it is also important that families receive the support of Forest Ranch Charter School. Therefore, our teachers offer assistance to families in the development of techniques and strategies that may be utilized to improve their children's academic success and assist children in learning at home.

Events

Back to School Night and Open Houses are annual events which showcase our students' work and accomplishments. These events are a chance for students and their families to meet one another and learn more about Forest Ranch Charter School's philosophy and expectations. Fundraising events will also be held periodically to help the FRCS meet our fiscal needs.

COMMUNITY

Forest Ranch Charter School was created by enthusiastic community and parent volunteers working hard together for the benefit of Forest Ranch Charter School families and the community of Forest Ranch. In order to continue our success, community support is not only welcomed, it is necessary. We envision all factions of our community coming together to contribute what they can to this significant endeavor.

We frequently involve community professionals in the instruction of students in their field of expertise. There is also a need for drivers with verified insurance requirements to transport our students for field trips. Volunteers are also welcome to help with facility maintenance and there is always a need for people to read to the children. Various other volunteer opportunities are available as well. For the safety of our students, all volunteer activities are under the direction of our staff.

Volunteers should make an appointment with the staff/faculty and report directly to the office to sign in and get a name tag. Volunteers will be directed to their destination. Volunteers are required to have TB clearance on file in the Forest Ranch Charter School office.

TEACHERS

Teachers are selected by the hiring committee and are held to the highest professional standards. Professional Development will be provided by Forest Ranch Charter School as is necessary and appropriate. Training opportunities include: Highly Effective Teaching training, safety training, and strategies for curriculum development. Professional development of teachers and administrators will also include training to help them communicate effectively with parents. Educational opportunities related to our Environmental theme are also offered.

We believe our faculty is the most important on-campus component of our students' academic success. Therefore academic quality assurance visits are made periodically by the administration to observe teachers in practice.

Teachers are responsible for the management of their class and student safety. Teachers are expected to guide students to safety in the event of an emergency and protect them from danger until the situation is resolved, as outlined in the Comprehensive School Safety Plan.

It is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, nationality, race or ethnicity, religion, or sexual orientation, equal rights and opportunities in the educational institutions of the state. Forest Ranch Charter School fully complies with both state and federal statutes regarding discrimination in public schools.

BOARD OF TRUSTEES

The Board of Trustees is composed of four parents, three community members, one classroom teacher, and one educational professional. Those serving in the community positions will be elected by the Forest Ranch Community Association and those serving in the parent position will be elected by parents/guardians of FRCS pupils. Teachers will elect one classroom teacher as their Board representative and the educational professional is elected by the Board.

The Board is responsible for making decisions about the school's governance through the establishment of policies and procedures. The Board selects and evaluates the director, approves contracts, fundraising, budgets, and other management responsibilities. Student achievement and implementation of the school vision is the focus of Board decisions.

Students, teachers, parents, and community members are encouraged to attend meetings and provide input. Agendas and approved meeting minutes are posted on our website. A majority of board members (a quorum) must be present in order to hold any official meetings. A majority vote is needed to pass a motion. All meetings of the Board of Trustees of Forest Ranch Charter School are held in compliance with the Brown Act.

SAFETY

School Safety Committee

The California State Legislature recognizes a student's inalienable right to attend classes on public school campuses that are safe, secure, and peaceful. The annual organization of the school safety committee, composed of teachers, community members, parents and the school director, will convene within the first 30 days of each school year.

Communicable Diseases

Communicable diseases are easily and quickly spread through a school environment where students, teacher, administrators, and volunteers work in close proximity. Communicable diseases will dramatically affect our students' attendance and learning capabilities, especially in a small school such as FRCS. Therefore, if your child has symptoms of a communicable disease or is suspected of having a communicable disease, he or she may be excluded from school activities, until guidelines for readmission are met. Examples of common communicable disease are: ringworm, conjunctivitis (pink eye), lice, chicken pox, strep throat, or various strains of the influenza virus. We suggest that all parents/guardians air on the side of caution where illness(es) and communicable disease(s) are concerned.

Medications at School

A student who needs to take medication during school hours must have a written statement on file with the school, signed by a physician, or clinic representative, and a parent/guardian. Approved medication must be kept in the school office at all times and students must report to the office to self-administer their medication.

If a child is taking medication, FRCS asks that the parent/guardian arrange a schedule so that they may administer the medication for those children unable to do so for themselves. School administrators will not administer medication to students.

School-related Injuries

Forest Ranch Charter School can treat most minor injuries such as scrapes or cuts. We also have a school nurse assigned to our school, who will assist with student health issues. Injuries will be reported to the parents at the director/lead teacher’s discretion. Should a more serious illness or injury occur, school staff will contact the on-call school nurse (if appropriate), along with parents, and if required, transport the student to the nearest hospital or call 911.

COMPREHENSIVE SCHOOL SAFETY PLAN		
Health	Communicable Diseases	If students have a contagious disease or condition they should be treated by a doctor. We ask that they do not attend school.
	Medical Condition	If students have any medical condition that could seriously endanger themselves, or others, both the condition and its possible symptoms should be disclosed to the teacher and the director.
	Medication	If a student is on any medication we request that the director is notified of their condition and medication needs. A student who needs to take medication during school hours must have a written statement on file with the school.
Safety	Dangerous Activity	Students are expected to behave in a safe and peaceful manner. Teachers are responsible for the establishment and maintenance of safe interaction among students.
	Dangerous Condition	Students, teachers, parents, and community members are to immediately report any dangerous situation or condition on campus to administration.
	Child Abuse / Illegal Activity	Anyone with knowledge of child abuse or illegal activity must immediately report it to the administration (or authorities, if applicable).
	First Aid	Forest Ranch Charter School employees are not authorized to provide any medicine or medical treatment outside of reasonable First Aid.

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Emergency	Violence	If violence occurs on the campus, teachers are to diffuse the volatility of a situation, if possible, and then immediately call for help. Parents of involved students are to be promptly notified. A student involved in a violent incident may be suspended and a parent/teacher conference scheduled to determine appropriate consequences.
	Intrusion/Threat	An outside threat may result in a facility lock-down. Students will be released when conditions are safe.
	Natural Disaster	In the event of a natural disaster, such as lightning storm, floods, earthquakes, and fires, students are to follow the direction of the school employees.