
Harvest Ridge Cooperative Charter School (HRCCS)

AN INNOVATIVE EXPLORATORY INDEPENDENT STUDY
PROGRAM



RESPECTFULLY SUBMITTED TO NEWCASTLE ELEMENTARY SCHOOL DISTRICT
MARCH 3, 2010

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PETITION FOR THE ESTABLISHMENT OF
Harvest Ridge Cooperative Charter School
(HRCCS)

AN INNOVATIVE INDEPENDENT STUDY
CHARTER PROGRAM

We, the undersigned believe that the attached Charter merits consideration and hereby petition the Board of the Newcastle Elementary School District to grant approval of the charter pursuant to Education Code Section 47605 to enable the creation of a dependant charter school known as Harvest Ridge Cooperative Charter School, pursuant to the terms of The Charter Schools Act of 1992. Harvest Ridge Cooperative Charter School intends to staff two-three Education Specialists for the 2010-2011 school year. The petitioners listed below certify that they are Education Specialists who are meaningfully interested in teaching in the Charter School and/or parents who are meaningfully interested in enrolling their students in Harvest Ridge Cooperative Charter School for the 2010-2011 school year.

BY THE LEAD PETITIONER:

Janel Catalano/Lead Petitioner, Education Specialist

Date

The petitioners, comprised of Education Specialists who are meaningfully interested in teaching at the Harvest Ridge Cooperative Charter School and/or parents who are meaningfully interested in enrolling their children at Harvest Ridge Cooperative Charter School, authorize the Lead Petitioner to negotiate any amendments to the attached charter necessary to secure approval by the Newcastle Elementary School District/District Office this 3rd day of March, 2010.

BY THE PETITIONERS:

Andrea Sardella, Education Specialist/Parent

Janet Sutton, Education Specialist, /Parent

Monica Rogers, Parent/Charter Council Member

Jill Angove, Parent/ Charter Council Member

Rebecca Stanphill , Parent/Charter Council Member

Parent

Parent

Parent

CHARTER SCHOOL INTENT

It is the intent of the Legislature, in enacting the Charter Schools Act of 1992, to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure, as a method to accomplish the following:

- ◆ Improve pupil learning
- ◆ Increase learning opportunities for all pupils, including personalized learning experiences for pupils who are identified as academically low and high achieving
- ◆ Encourage the use of different and innovative teaching methods
- ◆ Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site
- ◆ Provide parents and pupils with expanded choice in the types of educational opportunities that are available within the public system
- ◆ Hold the schools established under this part accountable for meeting measurable pupils outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems
- ◆ Provide vigorous competition within the public school system to stimulate continual improvements in all public schools

As detailed in this Charter, Harvest Ridge Cooperative Charter School will make important contributions to the legislative goals outlined above. By granting this Charter, Newcastle Elementary School District will help fulfill the intent of the Charter Schools Act while providing the students with an additional quality public school educational option.

The Charter Schools Act (Education Code Sections 47600 et seq.) requires each charter school to have a “charter” that outlines at least the sixteen (16) mandatory items of the Act. The following provisions of this charter coincide with the requirements of Section 47605 of the Act.

LEGAL AFFIRMATIONS AND ASSURANCES

As the authorized lead petitioner, I, Janel Catalano, hereby certify that the information submitted in this application for a charter for the creating of a California public charter school to be named Harvest Ridge Cooperative Charter School and to be located in Newcastle, California, is true to the best of my knowledge and belief; I also certify that this application does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School:

- ◆ Shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code 60605 and 60851, and any other statewide standards authorized in statute or student assessments applicable to students in non-charter public schools [Ref. Education Code Section 47605(c)(i)]
- ◆ Shall be non-sectarian in its program, admissions policies, employment practices and all other operations. Shall adhere to applicable state and federal employment laws [Ref. Education Code 47605(d)(1)]
- ◆ Shall not charge tuition [Ref. 47605(d)(1)]
- ◆ Shall admit all students who wish to attend the Harvest Ridge Cooperative Charter School. Admission to the Charter School shall not be determined according to the place of residence of the pupil, or of his or her parent or guardian. However, if the number of students who wish to attend the charter school exceeds the School's capacity in any given grade, attendance except for existing students of the school, shall be determined by a public random drawing. If a drawing is necessary, preference will be given to siblings of students currently attending HRCCS or residing within the Newcastle Elementary School District and as approved within this charter in accordance with 47605(d)(2)(b) and 47605.3. [Ref. Education Code 47605(d)(2)(A)-(B)]
- ◆ Shall not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, perceived sexual orientation, home language, or disability. [Ref. Education Code 47605(d)(1)]
- ◆ Shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1974, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004
- ◆ Shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations 11967.5.1(f)(5)(c)]
- ◆ Shall ensure that Education Specialists in the Charter School hold a certificate from the California Commission on Teacher Credentialing, permit, or other documents equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to non-core, non-college preparatory teachers. [Ref. Education Code 47605(l)]
- ◆ Shall at all times maintain all necessary and appropriate insurance coverage
- ◆ Shall, for each fiscal year, offer at minimum, the work compliant with independent Study [Ref. Education Code 51745-51749.3]
- ◆ If a pupil leaves the Harvest Ridge Cooperative Charter School without graduating or completing the school year for any reason, Harvest Ridge Cooperative Charter School shall notify the superintendent of the school

district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. [Ref. Education Code 47605(d)(3)]

- ◆ Will follow any and all other federal, state and local laws and regulations that apply to the Harvest Ridge Cooperative Charter School including but not limited to:
 - Harvest Ridge Cooperative Charter School shall maintain accurate and contemporaneous written and/or digital records that document all pupils' attendance and make these records available for audit and inspection
 - Harvest Ridge Cooperative Charter School shall comply with any jurisdictional limitations to the locations of its facilities
 - Harvest Ridge Cooperative Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment
 - Harvest Ridge Cooperative Charter School shall comply with all applicable portions of the No Child Left Behind Act and if applicable Race to the Top (RTTT)
 - Harvest Ridge Cooperative Charter School Council shall comply with the Brown Act and the Public Records Act
 - Harvest Ridge Cooperative Charter School shall comply with the Family Educational Rights and Privacy Act (FERPA)
 - Harvest Ridge Cooperative Charter School shall meet or exceed the legally required minimum of school days

Janel Catalano, Lead Petitioner

CHARTER DOCUMENT

OVERVIEW

Location	Within Newcastle Elementary School District At 9050 Old State Highway Newcastle, CA 95658 Placer County, California
Educational Focus	Harvest Ridge Cooperative Charter School will offer curriculum aligned with the California Standards, supporting students in achieving their maximum potential, preparing them to be successful students of the 21 st Century, while concurrently developing a strong sense of civic and environmental stewardship
Students Served	Students residing in Placer, Nevada, and El Dorado Counties in Grades Kindergarten through 8, and possibly 9-12 if a future need develops.
Flexible Instruction	All students will be provided with curriculum that meets the California Standards for their grade level with an experiential and interest driven focus in a hybrid model, combining classroom instruction with virtual and experiential enrichment opportunities and independent study, within the parameters of SB 740 for Independent Study Charter Schools
Mission of School	Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development through an integrated and thematic curriculum. Harvest Ridge Cooperative Charter School and its community partners enable students to become self-motivated, competent, lifelong learners and active contributors to the community, while pursuing academic excellence. Our dynamic, personalized learning program emphasizes 21 st Century Learning Skills imbedded in experiential instruction, social, civic and environmental consciousness, and an awareness of each student's unique potential. Students are empowered to become positive contributors to society through partnerships with Education Specialists, parents, peers and within the community while maintaining high academic achievement.
Schools like Harvest Ridge Cooperative Charter School	The Harvest Ridge Cooperative Charter School model will be similar to Creekside Cooperative Charter School within the Newcastle Elementary School District and Forest Charter School (a WASC accredited personalized learning charter school located in Nevada County), both which educate the individual student through personalizing education, nurturing the development of high achievement with strong social and environmental consciousness.

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Table 1. Overview of Harvest Ridge Cooperative Charter School

INTRODUCTION

Harvest Ridge Cooperative Charter School for Innovative Exploratory Studies seeks to operate as a K-8 Charter School of the Newcastle Elementary School District.

The need to offer an alternative high-quality educational choice is vitally important in the Newcastle area. Newcastle Elementary School District (“NESD”), currently operates only one site with classroom based instruction for all families in the Newcastle area. Although this is an excellent program which currently enjoys the status of a California Distinguished School, it does not meet the needs of all students and families. As a result, the need to open an alternative charter school in the Newcastle community has become imperative. The ability of Harvest Ridge Cooperative Charter School to offer a variety of unique and personalized services to its students within a framework of high academic standards will ensure that the school is locally supported. Harvest Ridge Cooperative Charter School (HRCCS) will be a voluntary public educational choice for parents with students in grades K-8 who choose to have their children educated in an alternative hybrid independent study learning environment. Harvest Ridge Cooperative Charter School will provide high quality educational instruction and guidance, curricular support and access to technology and virtual instruction with selected resource equipment and materials to ensure that students progress toward achievement of the school-wide and student-level outcomes as laid out in this charter document. Harvest Ridge Cooperative Charter School will offer an additional educational opportunity and choice for students and families in the Newcastle and surrounding area by providing a school that is:

- ◆ Independent Study hybrid model offering core through project based classroom instruction; technology and virtual instruction combined with an innovative enrichment program
- ◆ Open to all families/students committed to our mission/educational vision, without tuition or academic entrance requirements
- ◆ Offering a rigorous standards-based academic curriculum to all its students
- ◆ Committed to maintaining high expectations for academic, social and personal performance
- ◆ A small and supportive school environment
- ◆ Operating in contractual partnership with parents

In accordance with the California Charter Schools Act of 1992, as amended (the “Charter Schools Act”), the Harvest Ridge Cooperative Development Council members and education specialists of Harvest Ridge Cooperative hereby petition the Newcastle Elementary School District to grant this charter petition for Harvest Ridge Cooperative Charter School for three years from the date of the school first serving students (the “Charter”). This three-year term will enable Harvest Ridge Cooperative Charter School to be eligible for Start-Up Grant opportunities offered by state and federal agencies.

HARVEST RIDGE COOPERATIVE CHARTER SCHOOL CHARTER COUNCIL

There will be six voting members (five parents and one education specialist selected by the charter staff) of the Harvest Ridge Cooperative Charter School Council with up to three additional non-voting members (Education Specialist, Director/Education Specialist, Community Member). In case of a tie, the Director/Education Specialist will cast the deciding vote. The outstanding academic success, strong and stable management, five successive years of unqualified audits, and healthy fiscal reserves exemplified by Newcastle Elementary School District are reflective of the type of leadership that will guide the implementation and operation of Harvest Ridge Cooperative Charter School.

Example Charter Council

NAME
Jill Angove –Voting Member/Parent
Janel Catalano- Nonvoting Member Director/Education Specialist
Monica Rogers-Voting member/Parent
Andrea Sardella –nonvoting Education Specialist/Parent
Rebecca Stanphill-Voting Member/Parent
Janet Sutton-Voting Member/Education Specialist
Kathleen Daugherty-Nonvoting Member/Community
TBA-Voting Member
TBA-Voting member

Table 2.

CHARTER SCHOOL POLICY AND OPERATIONS SUPPORT

Harvest Ridge Cooperative Charter School will benefit from the leadership provided by its mentor, Creekside Cooperative Charter School, The leadership provided by the Charter Council, the leadership of the Newcastle Elementary School District Board and Superintendent, and statewide organizations representing charter schools including the California Charter Schools Association (CCSA), of which Harvest Ridge Cooperative Charter School is a member, and from support provided by its qualified administrative and support staff.

The Harvest Ridge Cooperative Charter School Council, administrative and faculty team, combined with the aforementioned professional groups, will have the skills and expertise in education, management and finance needed for the successful development and operation of Harvest Ridge Cooperative Charter School. It is an excellent complement to the educational efforts at Newcastle Elementary School District.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development. Harvest Ridge Cooperative Charter School and its community partners enable students to become self-motivated, competent, lifelong learners and active contributors to the community, while pursuing academic excellence. Our dynamic, collaborative learning model emphasizes experiential instruction, social, civic and environmental consciousness, and an awareness of each student's unique potential. Students are empowered to become positive contributors to society through partnerships with education specialists, parents, peers and within the community while maintaining high academic achievement.

VISION

The educational vision of Harvest Ridge Cooperative Charter School rests in the belief that partnerships build communities. Founded on the teacher/student/parent partnership, we will cultivate a cooperative community, celebrating the unique contributions of each individual and promoting cognitive, imaginative, physical, emotional, social, civic and creative growth and development of all students. Our pledge is to provide high quality educational services intended to enhance the joy of learning for all and to inspire a commitment to lifelong learning.

Through personalizing the educational experience of each child, we seek to enable students to make relevant connections between the curriculum and the world around them. Environmental stewardship, National/Global citizenship and service learning will be woven into the fabric of our curriculum in order to promote a strong social ethic in our student population. Multi-grade classrooms and strong mentoring programs further develop a sense of community, encouraging all members of the school to work together to promote the success of each learner. Enrichment classes organized through parent-teacher partnerships, take students further outside the classroom and into their

community and environment, exchanging ideas, sharing discoveries and making connections with peers in other educational programs, locally and globally.

Our staff members will be highly skilled, life-long learners and will be supported in their endeavors to refine their craft. A team leadership approach encourages strong professional ethics, monitors progress toward achieving our goals and ensures that we are effectively utilizing available financial and human resources to maximize student performance.

TARGETED SCHOOL POPULATION

Located in the rural foothill community of the Sierra's, Harvest Ridge Cooperative Charter School surrounds students with the resources best suited for their individual academic needs. Harvest Ridge Cooperative Charter School will accept all students with supportive parents/guardians in the grades it serves who have completed the requisite paperwork, including but not limited to the Student Master Agreement, allowing individuals a unique, focused learning experience. Independent study students of Harvest Ridge Cooperative Charter School will be those who seek an alternative to traditional site-based education, flexibility in scheduling and personalization in educational offerings, and will reflect the diversity of the Newcastle region, Placer, Nevada and El Dorado Counties, and the State of California.

ELEMENT ONE: DESCRIPTION OF EDUCATIONAL PROGRAM

A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners. (California Education Code Section 47605(b)(5)(A))

REPLICATION OF SUCCESSFUL PROGRAM

Harvest Ridge Cooperative Charter School maintains a clear vision of educating all students as they come to the school by improving their learning skills, academic knowledge, and civic and environmental awareness. This notion was successfully implemented originally by Forest Charter School located in Nevada City, California, and serving students in Nevada, Placer, Yuba and Sierra Counties and most recently Creekside Cooperative charter School located in Tahoe City and serving students from the surrounding area. Harvest Ridge Cooperative Charter School has formed its model after Creekside Cooperative Charter School with highly qualified certificated education specialists who are currently serving as certificated teachers in both independent study and classroom based programs. Applying the practices and structures of Creekside Cooperative Charter School within the nuances of the local Newcastle Community, building specific programs around the students, engaging them in meaningful

educational experiences in the classroom, in the community and nationally/globally, Harvest Ridge Cooperative Charter School provides students with access to academic growth through core academic classes, familial involvement for a positive school environment at home, and enrichment programs specific to the community and environment of the foothills and beyond.

AN EDUCATED PERSON IN THE 21ST CENTURY

An educated person in the 21st century will have a combination of academic knowledge, life skills of practical application, and a strong sense of civic and environmental stewardship for their local, regional, national and global communities. In order to be considered an educated person in the 21st century, students must have:

- The curiosity for knowledge and drive to sustain life-long learning
- The ability to read, write, speak and problem solve with clarity and precision
- The ability to access, evaluate and use information from a variety of sources.
- The ability to identify and use historical, current and emerging resources around them, including digital technology and communication tools
- The ability to think critically
- The ability to work well in both individual and collaborative settings
- A highly developed self-esteem and the self-confidence to celebrate his or her strengths, set goals and succeed
- The awareness that each individual is interdependent with others including family and community.
- The willingness to take risks as a learner.
- Personal integrity, self-motivation and pride.
- Appreciation for the diversity of all people.
- A willingness and ability to be a responsible citizen.
- Solid, fundamental academic skills.

HOW LEARNING BEST OCCURS

Harvest Ridge Cooperative Charter School believes learning best occurs when a variety of modes and methods of instruction are implemented, holding all students to high academic and behavioral standards. Through California adopted standards, inquiry-based and experiential core curriculum, students are received at their current level and nurtured through mastery of concepts and skills. Parents/guardians enroll their students at Harvest Ridge Cooperative Charter School for its foundational beliefs that learning best occurs when:

- ◆ Each student's diverse learning styles, backgrounds, and needs are considered in the curriculum selection and instruction process.
- ◆ Students experience tasks that challenge them and require perseverance, fitness, craftsmanship, imagination, self-discipline, and achievement.

- ◆ Students are actively engaged in learning experiences that are integrated across curriculum areas and are meaningful within the context of their present and future lives.
- ◆ Students are engaged in real-life studies, exposed to experts and work on authentic projects.
- ◆ Learning opportunities provide information to ponder, experiment with, and time to assimilate.
- ◆ Learning opportunities include a variety of environments including classroom, outdoor, home, and global/virtual and in the community.
- ◆ Classroom management practices align with the Positive Discipline tenant fostering kindness and respect for all while holding each student to a high standard of integrity and ethics.
- ◆ Parents/guardians and family are an integral part of a pupil's education (Projects and performance).
- ◆ Learning and real-life experiences are considered teaching and learning tools (Projects, Communication and performance).

BENEFITS OF INDEPENDENT STUDY

Harvest Ridge Cooperative Charter School supports the fluidity and adaptability of an independent study program to personalize the elementary educational experience and meet the individual needs of each student. The flexibility of independent study programs enables students to seek additional educational and enrichment opportunities outside the classroom. Students can take advantage of community based opportunities such as visual and performing arts performances, sports competition, experiencing different cultures through travel, and other activities based upon the interests of the students as supported by their families.

HARVEST RIDGE COOPERATIVE CHARTER SCHOOL PROGRAM OVERVIEW

Harvest Ridge Cooperative Charter School is a Cooperative Learning model, blending independent study, personalized classrooms, virtual learning and community-based public educational experiences in a manner that is tailored to the needs and interests of each individual contributing student. Cooperative Learning is an approach to public education that honors and recognizes the unique gifts, skills, passions, and attributes of each community member, and brings those resources and passions to the forefront of the students' educational experience. Cooperative Learning is dedicated to developing individualized learning partnerships for each child. The intent is to engage each child in the learning process making it productive, relevant and meaningful. The goal is to optimize the student's learning potential and success. The key attributes that comprise the Cooperative Learning model are based upon a solid foundation of the latest educational research findings as to how students learn most successfully. These attributes include but are not limited to the following:

- ◆ Teacher developed inquiry based projects, and technology imbedded activities:
- ◆ A strong emphasis on parent/guardian involvement in the core classroom as well as through the parent/guardian driven HRCCS Enrichment Program
- ◆ Smaller class sizes
- ◆ Attention to differences in learning styles
- ◆ Student-driven participation in developing the learning process
- ◆ Shared learning experiences with local, national and global communities
- ◆ Teacher and parent development programs

Harvest Ridge Cooperative Charter School is a school that offers the following educational program, overseen by highly qualified California credentialed education specialists:

- ◆ Hybrid Model – 79% core classroom instruction, taking place Monday through Thursday provides the scaffolding and support students need while 21% independent study, including enrichment class options on Fridays, providing flexibility and experience necessary to teach the whole child
- ◆ Cooperative classes – multi-grade classroom instruction provides opportunity for collaborative learning experiences and student mentoring to reinforce academic and social development
- ◆ Small group instruction – small class sizes foster the collaborative and personalized learning aspect of our program
- ◆ Virtual Learning experiences to address individualized needs and collaborative skills
- ◆ Field studies and service learning – partnerships with local businesses, county, state and national organizations and other community organizations bring students’ emerging knowledge and skills into the community
- ◆ Enrichment programs – partnership with our parent organization and volunteers enhance our program with enrichment opportunities for the students including monthly (or more often) family field trips, classes that could include gardening, fitness, art, yoga, music, computer technology, alpine and downhill skiing, drama.
- ◆ Inter-school shared experiences, athletics, clubs and activities – by reaching out to district programs, community and global classrooms, students are able to share their knowledge, ideas and perspectives with peers outside their classroom communities

- ◆ Opportunities to move into the traditional classroom based District middle school program on the NES campus for 7th and 8th grade as space allows for non-residents.

The HRCCS Enrichment Program will offer independent study enrichment classes in sessions to students in subjects ranging from fitness, gardening, environmental science, music, art, drama, foreign language, snowboarding, Alpine and Nordic skiing, family field trips, Destination Imagination or other enriching experiences. These offerings are intended to take HRCCS students out into their community and environment in order to nurture enriched development of the entire student.

By encouraging students to discover and pursue their interests, talents, and passions, Harvest Ridge Cooperative Charter School and its community partners enable students to become self-motivated, competent, and lifelong learners and active contributors to the community, while pursuing academic excellence.

A typical 20-day learning record period in the life of an HRCCS student might include the following schedule of core instruction Monday-Thursday, with optional enrichment activities during independent study Fridays (note Kindergarteners will be dismissed earlier):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Independent Study: Friday Family Field Trip
Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Independent Study: Enrichment Workshops 9:00-12:00
Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Independent study: Enrichment Workshops 9:00-12:00
Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Core classroom instruction 8:30-2:30	Independent Study: Enrichment Workshops 9:00-12:00

Table 3. Typical 20-day Learning Record Period

HRCCS students arrive on core instruction days at 8:20 with classroom instruction beginning at 8:30 am. Education specialists at Harvest Ridge Cooperative Charter School take every opportunity to find “teachable moments.” Meals and recesses are no exception. At 10:15 am, all students may break for a 30-minute morning snack and recess, eating and playing together to build social skills and physical development. Classes may resume at 10:45 am until the mid-day break at 12:15 pm. Again, students eat and play together and at 12:00 pm the Kindergarteners may be dismissed for the day while remaining students return to their classrooms for instruction until they are dismissed at 2:30m.

In the multi-grade classrooms, student seating, activities and assignments reflect a collaborative approach, integrating direct instruction with inquiry-based, experiential and virtual learning. Education specialists support individual learning styles and levels through one-on-one and small group instruction, personalized projects and activities and regular assessment.

CURRICULUM MODEL

The Harvest Ridge Cooperative Charter School curriculum model is designed to nurture optimal learning through a California state standards-based, inquiry and experiential core curriculum, on a cooperative learning level, utilizing the collaborative education resources of education specialists, students, parents and community members. The program's structure begins with the Student Master Agreement (Appendix 2), which outlines the personalization, expectations and responsibilities of each arm of the teacher/parent/student team (TPS). Student progress is documented throughout the year via the Student Learning and Attendance Report (Appendix 3) and Student Portfolios. The school year is divided into two semesters, each having five learning record periods. The TPS team is responsible for completing the Student Learning and Attendance Reports for each learning record period and Student Portfolios for each semester, as specified in the student's Master Agreement, constituting a record of the student's attendance.

Due to the unique nature of our program, Harvest Ridge Cooperative Charter School fosters strong communication and seeks to educate its parents and students on the rigorous expectations and responsibilities of its participants. To that end, each parent/guardian attends orientations, learning record conferences and is provided with a Parent/Student Handbook.

California State Standards-Based Core Curriculum: A high quality curriculum based on California Content Standards is used for all students. Highly qualified education specialists use their extensive professional knowledge to appropriately adapt curriculum materials to be accessible to all students and allow them to meet or exceed the state standards. Education specialists use a variety of tools to analyze and design curriculum focus and emphasis. Intervention materials are research-based proven strategies and materials.

Social and Study Skills Development: Students at Harvest Ridge Cooperative Charter School develop social and study skills along with their academic skills such as selecting, developing, completing, self-assessment and presentation of projects within the classroom and in service learning activities. Interpersonal skills will be developed through collaborative learning opportunities, physical education and enrichment programs and within the core classroom instruction environment.

Enrichment Program: Enhancement of the California content standards is provided for Harvest Ridge Cooperative students through the Harvest Ridge Cooperative Enrichment Program, established, funded and organized by the HRCCS Parent Teacher Cooperative (PTC). The optional classes provided within the Enrichment Program

enhance students' educational experiences in the areas of visual and performing arts, physical education, technology, distance learning, environmental stewardship, civics and other relevant areas. Alpine skiing in partnership with local mountain resorts, service learning projects, teamwork activities through Destination Imagination, improvisation and drama with McLaughlin Studios, and various field trips and assemblies through local and extended groups are examples of potential immediate and extended community interactions as available. All parent and community volunteers and vendors undergo Live Scan fingerprinting to ensure the safety of HRCCS students.

A typical fifth grade Enrichment Friday schedule might look like the following:

TIME	CLASS
9:00-10:15	Lego's Engineering
10:15-10:45	PE/Movement activity
10:45-12:00	Visual/Performing Arts

Table 4. Sample Enrichment Friday Schedule

Core Curriculum and Implementation

The Language Arts Core Curriculum prepares students to meet the California State Standards demands. The curriculum may include textbooks such as Houghton Mifflin, Words Their Way, Handwriting Without Tears and Zoo Phonics (some of which have been adopted by Newcastle Elementary School District). This curriculum, combined with a literary rich environment, assists students to read, write and interpret literature in preparation for the demands of high school and beyond. Students in each grade level will complete periodic embedded standards based benchmark assessments to determine proficiency and target areas.

The Math Core Curriculum relies on benchmark assessment sources from the California State Standards and focusing on individual standards and global application of the standards. All students will be assessed through such software as Datawise, or other assessment resource to measure standards mastered by each student. The program may incorporate Harcourt, Saxon, and McGraw Hill and Math Their Way elementary curriculum along with various online mathematic study supplement resources. Students will have access to a variety of student-centered activities agreed upon by the student, highly qualified education specialist and the parent. The standards-based assignments allow students to focus on a combination of interest and ability levels, ensuring that the work promotes proficiency in the core subject area.

The Science Core Curriculum spans Kindergarten through Grade 8, with students having access to a variety of science programs, which may include digital, video and print curriculum sources focusing on the California State Standards and publishes such as Delta-Foss Science and Harcourt Science. Science instruction is experientially driven and includes environmental science. Students will have access to a variety of experiential science activities in earth science, life science, chemistry, space and weather science, and physical science. Students in each grade level will complete periodic embedded assessments to determine proficiency and target areas.

The Social Studies/History Core Curriculum is also experiential in nature and may include online, video and print curriculum sources such as Pearson-Scott Foresman Bill Nye, McGraw-Hill, Harcourt and Prentice Hall, focusing on the California State Standards. Students engage in interaction, small group and whole group activities, and in-depth projects which bring personal relevance, engagement with and meaning to the curriculum.

Foreign Language Site based instructors and Rosetta Stone focus on foreign language for students, who will engage in conversational elements and be supported through classroom instruction supplemented with online programs to maximize technology as a venue for learning. Students will become proficient in Spanish or another language of choice as a tool to engage the global community, allowing students exposure to cultures other than their own, and in some cases, augmenting their current understanding of the language. Students will meet in small groups with the instructor to learn the in-depth fundamentals of the language and culture, including history, cultural practices, visual arts, and idioms. Digital lab opportunities via the internet will be made available to students at school and at home.

Fine Arts will be an avenue for students to engage art in a variety of mediums, coupling the application of art with practical and historical perspectives. Students will engage in fine arts activities integrated as a complement to core curriculum instruction and may also participate in fine arts independent study and enrichment activities through the Newcastle and Harvest Ridge Cooperative Enrichment Programs. Through this partnership, students participate in small classes and local and global competitions, with access to music, art and drama instruction, and attend professional performances in a variety of venues to develop an appreciation for the arts.

Physical Education instruction may be guided according to Project Fit America and The President's Challenge, incorporating elements into on site instruction, recesses Newcastle Enrichment Program classes and students' personal endeavors. Students in grades 5 and 7 will complete the physical fitness assessment through the State of California in the spring of each year. Through partnerships with Harvest Ridge Cooperative Enrichment Program, students are able to participate in small group classes spanning various PE disciplines, nutrition and health. The school and Newcastle Enrichment Program use elements outlined in the California standards for physical education to instill a positive self-image to the students with an internal motivation for fitness and a healthy lifestyle.

21st Century Skills will be an area of focus as we develop strategies to ensure every child's success as citizens, communicators, collaborators and workers in the 21st century. Staff will use a variety of tools to enable students to achieve mastery in core subjects, be critical thinkers (inquire), problem solvers, good communicators, good collaborators, information and technology literate, flexible and adaptable, innovative and creative, and nationally/globally competent, and environmentally literate. They will engage in guided and independent student chosen activities which imbed the academic core with the application of the arts, literacy, sciences, mathematics, and technology.

Students will engage teacher directed activities integrated as a complement to core curriculum instruction and will also participate in independent study and enrichment activities through the Harvest Ridge Cooperative Charter Schools.

The HRCCS Enrichment Program

The HRCCS Enrichment Program firmly subscribes to the practice of cultivating community and educational partnerships. It welcomes participation from Newcastle Elementary School and Newcastle Charter School in further developing its Enrichment Program by extending its experiential classes to the Newcastle Elementary School District's student body. Such a partnership would allow students at all Newcastle District locations to expand their perspective, learn and grow through mutual sharing and discovery, and establish connections and relationships beyond their respective neighborhoods. Enrichment activities will be developed based upon parent expertise, student and parent interest, and classes/programs available through the community and other local school districts.

Inspiration, Communication and Creativity with Technology

Computers and other emerging technologies will be used to provide access to information, a means of organizing and storing information, a means of communication and presentation, and tool for creativity and to give students the tools to produce and publish their works. Technology resources and tools are integrated into selected core curriculum and inquiry based projects. Students develop their technology skills, based upon the National Educational Technology Standards with the help of their peers, parents/guardians, community volunteers, teachers and technology staff.

Identity Building

Underlying and utilized throughout each of the subject areas will be other life long learning skills such as study skills, planning, initiating and completing a project, and the ability to evaluate one's own learning. The planning and implementing of community service and the ability to work effectively with cooperative groups demonstrate citizenship and leadership. Interpersonal skills are developed with activities from such curricula as TRIBES as well as classroom experiences, the physical education program, inter-school partnerships and community involvement.

SPECIAL NEEDS

It is the full intention of Harvest Ridge Cooperative Charter School to serve the academic needs of all its students. The goal of Harvest Ridge Cooperative Charter School is to have one hundred percent of its student body performing at or above proficiency, as measured by CSTs and other multiple measures. Therefore, establishing an effective intervention system is a critical component of a sound educational program.

Academically Low Achieving: All students will have access to the standards based state adopted curriculum along with the support services throughout the school. Students at academic risk will be identified, targeted for additional resources, and tracked for progress through the use of the RTI process. The core of these indicator may include, school benchmarks, CST results, CELDT, publisher tests, software assessments, Datawise, DIBELS, and content area exams, among others.

Students requiring further modifications other than additional instruction and re-teaching will be identified through RtI and trigger the Student Study Team (SST) process in order to ensure a systematic, problem-solving approach to assist students with concerns that are interfering with success. Many students can benefit from an SST, including but not limited to, those students achieving below or above grade level and students who have experienced emotional trauma, behavioral issues or language issues. After implementation of an SST plan and follow up, if the problem continues, revisions to the plan may be discussed, or if necessary, a referral for special education for Section 504 assessment might be deemed necessary by the SST. Students participating in an SST plan undergo regular assessment and are supported through the process of entering their grade's mainstream activities in a personalized manner.

Harvest Ridge Cooperative Charter School student intervention services include small group classroom-based instruction, additional instruction from specialists (e.g., speech or RSP resources) instructional assistants and cross age tutoring, targeted to the individual student's identified needs

Harvest Ridge Cooperative Charter School recognizes the importance of the home/school connection in implementing academic interventions. It is Harvest Ridge Cooperative Charter School's goal that families understand benchmarks for the identified at-risk student as well as the due process before a student is considered for retention. Retention policies and procedures will be aligned with those of the Newcastle Elementary School District.

Academically High Achieving: Differentiated instruction creates opportunities for all students to be engaged at their ability level. Education specialists use projects, performance, cooperative grouping, and individual contracts to continually meet the academically high achiever's needs. Harvest Ridge Cooperative Charter School will utilize the teacher/student/ parent/community team to seek and cultivate opportunities within the school as well as in the greater community to further meet these needs (e.g., Harvest Ridge Cooperative Enrichment Program and local and regional academic competitions.). In addition, Harvest Ridge Cooperative students will participate in collaborative activities and shared learning experiences within the Newcastle Elementary School District G.A.T.E. program.

English Language Learners: Harvest Ridge Cooperative Charter School will be committed to all students, including English Language Learners (ELL) and will meet all applicable legal requirements for ELL as it pertains to annual notification to parents, student identification, placement program options, ELL and core content instruction, teacher qualifications, and training, re-classification to fluent English proficient status,

monitoring and evaluating program effectiveness, and standardized testing requirement. Before commencement of the 2010-2011 school year, Harvest Ridge Cooperative Charter School will work with Newcastle Elementary School District to design policies and procedures to assure proper placement, evaluation, and communication regarding the rights of ELL students and parents.

Home Language Survey: Harvest Ridge Cooperative Charter School will administer the home language survey at the student's initial enrollment.

California English Language Development Test (CELDT) Testing: All students who indicate that their home language is other than English will be CELDT tested within thirty days of the initial enrollment, if entering a California public school for the first time, or never having taken a CELDT test for another reason, and at least annually thereafter between July 1 and October 31 until re-designation as fluent English proficient. Harvest Ridge Cooperative Charter School will notify all parents of its responsibility for CELDT testing and of CELDT results within thirty days of receiving results from publisher. The CELDT will be used to fulfill the requirements under the No Child Left Behind Act for annual English proficiency testing.

Strategies for ELL Instruction and Intervention: All Harvest Ridge Cooperative Charter School education specialists are highly qualified and CLAD certified. As such, the collaborative learning model they use places emphasis on differentiated instruction, meeting the needs of the ELL population based on academic language readiness. Through a professional development plan that accompanies the collaborative learning model, education specialists will be trained on a variety of instructional strategies to be used specifically with ELL students, including SDAIE, support materials from state adopted materials, scaffolding and individualized student support. The cooperative learning model also offers students at the school the opportunity to learn and teach strategies regarding the curriculum to each other. This powerful tool enables students the opportunity to increase their academic skills in a safe environment, while also building learning skills. Beyond that, the ELL students are provided with supplementary materials to create extensions and scaffolding to the curriculum for better understanding of the materials.

Special Education: Harvest Ridge Cooperative Charter School will comply with all applicable provisions of the Individuals with Disabilities Act (IDEA) and other federal laws concerning children with disabilities. Harvest Ridge Cooperative Charter School is committed to working with Newcastle Elementary School District to ensure that each student's special education needs are being met as outlined in a student's individualized education program (IEP), and in accordance with applicable laws. Harvest Ridge Cooperative Charter School intends to pursue a memorandum of understanding with Newcastle Elementary School District to address SELPA services for qualifying Harvest Ridge Cooperative Charter School students who reside in the NESD region. Harvest Ridge Cooperative Charter School will work through the Newcastle Elementary School District staff to provide special education services to pupils and to identify and refer students as needed. The MOU will define the responsibilities for provisions of special education services and the manner in which special education funding will flow to the

students of Harvest Ridge Cooperative Charter School, following the language and intent of Education Code Section 47646 and 20 U.S. C. 1413.

SDAIE STRATEGIES

Use of visuals and manipulatives	Repetition
Activating prior knowledge	Limited use of idioms
Focus on meaning	Limited use of teacher-centered lectures
Cooperative learning	Use of media
Graphic organizers	Multicultural Activities
Gestures and facial responses	Total Physical Response (TPR)

Section 504 of the Rehabilitation Act: Harvest Ridge Cooperative Charter School will work with Newcastle Elementary School District to comply with Section 504 and the ADA. All facilities of the school will be accessible for all students with disabilities in accordance with the ADA. Harvest Ridge Cooperative Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the school. Any student, who has an objectively identified disability that substantially limits a major life activity such as learning, is eligible for accommodation by Harvest Ridge Cooperative Charter School and shall be accommodated in accord with the policies and procedures of the Newcastle Elementary School District.

Services for Students Under the IDEA: Harvest Ridge Cooperative Charter School is committed to high levels of academic success for all students, including students with disabilities, and will comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act (Section 504) the Americans with Disabilities Act (ADA) and the Individuals with Disabilities in Education Improvement Act (IDEA). Harvest Ridge Cooperative Charter School will follow the District and Placer County SELPA policies and procedures and will use Placer County SEPLA forms in seeking out, identifying and serving students who may qualify for special education programs and services, for responding to record requests and maintaining confidentiality of pupil records. Harvest Ridge Cooperative Charter School shall work with Newcastle Elementary School District to remain in compliance with the IDEA, Section 504, and the ADA. The facilities to be utilized by Harvest Ridge Cooperative Charter School shall be accessible for all students with disabilities.

ELEMENT TWO: MEASURABLE STUDENT OUTCOMES

The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. (California Education Code Section 47605(b)(5)(B))

Harvest Ridge Cooperative Charter School outcomes are aligned with the mission, curriculum and assessment of the school and are designed to help all students achieve a high level of academic success appropriate to grade level and proficiency, and become contributing citizens within their respective neighborhood and global communities. Objectively, students attending Harvest Ridge Cooperative Charter School will demonstrate proficiency in core academic, organizational, and 21st Century learning skills as identified by the 21st Century Partnership, which are appropriate to age and grade level mastery and which have been developed to align with the California State Content Standards for: Language Arts, Math, Social Science and Science.

Harvest Ridge Cooperative Charter School will meet all statewide standards and conduct all required state mandated student assessments as required by the charter school legislation. This includes STAR, CEDLT and any other requirements of NCLB and RTTT if appropriate. Classroom teachers also measure progress in the traditional manner, including quizzes, essays, projects, performances, portfolios, exhibitions, tests, benchmark assessments and exams. Progress will be discussed on a regular basis with parents and students. Datawise will be used as the database for storing and retrieving the immediate as well as longitudinal data.

GOAL 1 - PROFICIENCY IN ENGLISH/LANGUAGE ARTS

Students meet or exceed grade level state content standards K-8, the measures of which are set forth in Element Three, below. Students will demonstrate their ability to communicate effectively through reading, writing, listening, speaking and presentation using multiple forms of expression (i.e., written, oral, and multimedia). Communication skills will be appropriate to the setting and audience. Students will read and interpret information from a variety of sources to gain useful and applicable knowledge as measured by CST and education specialist assessments including quizzes, essays, projects, performances, portfolios, exhibitions, tests, benchmark assessments and exams. .

GOAL 2 - PROFICIENCY IN MATHEMATICS

Students will meet or exceed grade level state content standards K-8, the measures of which are set forth in Element Three, below, demonstrating their ability to reason logically, calculate and solve problems with clarity and precision by applying mathematical principles and operations, as measured by CST and teacher assessments including quizzes, essays, projects, performances, portfolios, exhibitions, tests, benchmark assessments and exams. Skill areas will include those within arithmetic,

algebra, geometry, personal finance, and/or other mathematical subjects and will be aligned with the state content standards.

GOAL 3 - PROFICIENCY IN HISTORY-SOCIAL SCIENCE

Students will meet or exceed grade level state content standards K-8, the measures of which are set forth in Element Three, below. Students skills, measured by CST and teacher assessments, will include an understanding of civic, historical and geographical knowledge and how it relates to their roles as meaningful citizens in the national/global community by:

- ◆ Identifying relationships between past and present events, situations, diverse peoples, governments, finances and world politics.
- ◆ Drawing conclusions about the future using evidence from the past.
- ◆ Applying physical and cultural geography to his/her understanding of diverse societies.
- ◆ Identifying the founding principles, structures, operations, and relationships of the government of the United States. Identifying community and community relationships

GOAL 4 - PROFICIENCY IN SCIENCE

Students will meet or exceed grade level content standards K-8. Students will utilize scientific research inquiry, and the scientific method, appropriate to grade level, to understand and apply the major concepts underlying various branches of science, including physics, chemistry, biology, astronomy, and earth sciences as measured by CST and teacher assessments including quizzes, essays, projects, performances, portfolios, exhibitions, tests, benchmark assessments and exams.

GOAL 5 - LIFE SKILLS

Students will demonstrate their ability to sufficiently understand and function in the world around them by knowledge of the following:

- ◆ Their personal involvement/interaction in the local and greater community
- ◆ Their personal consciousness to the environment
- ◆ Their personal role as a selective (environmental and material) consumer
- ◆ The importance of physical fitness and healthy lifestyles
- ◆ Competent use of technology in the pursuits of life

GOAL 6 - VISUAL & PERFORMING ARTS, COMMUNITY SERVICE AND SPECIAL INTERESTS

At all grade levels, assessments are based on effort, willingness to take creative risks, and active participation in the artistic process. The process of creating is given priority over the product. Students will cultivate their special interests, talents and abilities by integrating opportunities within the community.

GOAL 7 - PHYSICAL EDUCATION

Students will be physically fit, nutritionally aware and develop healthy habits that will last a lifetime, making healthy and active lifestyle choices as guided by the California Physical Education and Health Framework.

Additionally, the curriculum and education program will meet state standards and will comply with all state standardized testing requirements (e.g., STAR).

GOAL 8 – 21ST CENTURY SKILLS

At all grade levels, assessments will be imbedded into all projects, and activities and will be based upon the National Technology Standards and performance skills identified in the areas of :21st Century Themes, Learning and Innovation, Information-Media-Technology, and Life and Career Skills.

ELEMENT THREE: METHOD OF MEASURING PUPIL OUTCOMES

The method by which pupil progress in meeting those pupil outcomes is to be measured. (California Education Code Section 47605(b)(5)(C))

The independent study structure adopted by Harvest Ridge Cooperative Charter School effectively incorporates periodic measures of pupil outcomes through its Student Master Agreement, Student Learning Records and Attendance Report and Portfolios. Mandatory learning record conference attendance ensures that all arms of the education team (teacher, parent, student or TPS) are engaged, monitoring and actively supporting the student's academic goals.

To support academic goals of Harvest Ridge Cooperative Charter School, students' performance will be measured through the following means:

GOAL 1 - PROFICIENCY IN ENGLISH/LANGUAGE ARTS

Students will meet or exceed grade level state content standards K-8. Students will develop and demonstrate strong reading, writing, speaking and presentation skills, with communication skills appropriate to the setting and audience. They will comprehend and critically interpret multiple forms of expression.

Proficiency in the core area of English/Language Arts will be measured through:

- ◆ Teacher Observation
- ◆ Demonstration/Performance
- ◆ Individual or cooperative project assignments (e.g., a play)
- ◆ Assessments (i.e., writing prompts, publisher themed units, projects and appropriate DATAWISE assessment samples)
- ◆ Homework/assignments and teacher created assessments
- ◆ Written work graded by teacher and/or student-developed rubrics
- ◆ Statewide standardized assessment (CST, CELDT, Direct Writing assessment)

GOAL 2 - PROFICIENCY IN MATHEMATICS

Students will meet or exceed grade level content standards K-8 and will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within arithmetic, algebra, geometry, and other mathematical subjects aligned with the state content standards.

Proficiency in the core area of Mathematics will be measured through:

- ◆ Teacher Observation
- ◆ Demonstration/Performance
- ◆ Individual or cooperative project assignments (e.g., a play)
- ◆ Assessments (i.e., writing prompts, publisher themed units, projects and appropriate DATAWISE assessment samples)
- ◆ Homework/assignments and teacher created assessments
- ◆ Written work graded by teacher and/or student-developed rubrics
- ◆ Statewide standardized assessment (CST, CELDT, Direct Writing assessment)

GOAL 3 - PROFICIENCY IN HISTORY-SOCIAL SCIENCE

Students will develop understanding in civic, historical and geographical knowledge and how it relates to their roles as meaningful citizens in the global community.

Proficiency in the core area of History-Social Science will be measured through:

- ◆ Teacher Observation
- ◆ Demonstration/Performance
- ◆ Individual or cooperative project assignments (e.g., a play)

- ◆ Assessments (i.e., writing prompts, publisher themed units, projects and DATAWISE)
- ◆ Homework/assignments and teacher created assessments
- ◆ Written work graded by teacher and/or student-developed rubrics
- ◆ Statewide standardized assessment (CST, CELDT, Direct Writing assessment)

GOAL 4 - PROFICIENCY IN SCIENCE

Students will progress toward grade level content standards K-8 and will utilize scientific research and inquiry methods, appropriate to grade level, to understand and apply major concepts underlying various branches of science which may include physics, chemistry, biology, astronomy and earth sciences.

Proficiency in the core area of Science will be measured through:

- ◆ Grades 5 and 8 CST statewide assessments
- ◆ Assessments And Teacher Observation
- ◆ Publisher assessments
- ◆ Teacher Created Assessments And Homework Assignments
- ◆ Individual Or Cooperative Project Assignments/Presentations
- ◆ Demonstration/Performance

GOAL 5 - LIFE SKILLS

Students will develop life skills which promote teamwork, leadership, environmental and community stewardship and responsible behavior through a variety of activities and programs in both the core and enrichment aspects of our program which may include programs such as: Tribes, DARE concepts, Destination Imagination, etc.

Life skills development will be measured through teacher observation of students':

- ◆ Engaging in and reporting on at least one service learning activity each school year
- ◆ Ability to organize and manage responsibilities and materials
- ◆ Ability to work collaboratively to solve problems
- ◆ Technology skills as identified by NETS appropriate for each grade level
- ◆ Grade Appropriate theme skills as identified in 21st Century Partnership

GOAL 6 - VISUAL & PERFORMING ARTS, COMMUNITY SERVICE AND SPECIAL INTERESTS

Assessments are based upon effort, willingness to take creative risks and active participation in the artistic process of creating, which is given priority over product.

Student skills in the areas of Visual and Performing Arts, Community Service and Special interests will be measured through teacher observations of student projects and activities:

- ◆ Participating in community and school events
- ◆ Environmental stewardship
- ◆ Educating others through presentations, plays, or the arts
- ◆ Student-initiated community service projects
- ◆ Teacher observation

GOAL 7 - PHYSICAL EDUCATION

Students will be physically fit, nutritionally aware and develop healthy habits that will last a lifetime. Student Physical Education skills and knowledge will be measured through:

- ◆ 5th and 7th grade physical fitness test
- ◆ Teacher observation
- ◆ Grade level presidential physical standards assessments
- ◆ Project Fit

GOAL 8 – 21ST CENTURY SKILLS

Students will be active collaborators in the teaching and learning process (e.g., students act as co-creators of knowledge along with other students, teachers and education leaders; students help identify, craft and complete meaningful capstone projects and other inquiry-based learning experiences).

Every student will be encouraged to create and manage his/her progress in an age-appropriate personal learning plan that includes his/her goals for content knowledge and skill acquisition inside school (classes and class work) and outside school (afterschool, extracurricular). Student skills and knowledge will be measured through:

- ◆ Projects and presentations
- ◆ Teacher observation
- ◆ Grade level standards assessments
- ◆ Parent/Guardian participation logs
- ◆ Rubrics

ASSUMPTIONS ABOUT ASSESSMENT

Our choice of methods to assess pupil progress is based on the following four beliefs about assessment:

- ◆ In order to have a complete picture of a student's growth, different types of assessments must be used. Assessments should focus on a student's growth toward proficiency standard rather than comparing a student's performance against other students.
- ◆ There should be a close relationship between a desired student outcome and the means used to assess it.
- ◆ Assessing what students do with knowledge is as important as assessing what knowledge they have.
- ◆ Assessment should promote and support reflection and self-evaluation on the part of students, staff and parents.
- ◆ Assessments should support continued academic improvement by individual student and continued instructional improvement by Education Specialists.

ASSESSMENT METHODS

While all students will achieve the required standards by graduation, not all progress at the same rate. Evaluation of that progress is based on individual abilities, interests, and talents. Based on the above beliefs and in addition to the aforementioned measurements, methods by which student progress is assessed will be through a variety of the following:

- ◆ Ongoing and periodic review of work at learning record conferences
- ◆ Annual portfolios (minimum of 2 samples per subject area per semester)
- ◆ Parent and Education Specialist observation
- ◆ Current state mandated and standardized assessment
- ◆ Criterion referenced assessment aligned with the California State Standards
- ◆ Student work samples
- ◆ Student grades
- ◆ Student demonstrations
- ◆ Student projects/presentations
- ◆ Student self assessment
- ◆ Field studies
- ◆ Participation in enrichment activities

We will comply with the requirement to inform parents about the transferability of our math and foreign language courses to other public high schools. We will accomplish this through parent orientation and/or meetings and through our school's accompanying student/parent handbook that will be given to each family.

USE AND REPORTING OF DATA

Typically, the first week of school is designated Independent Study and is a time when Education Specialists meet with students to conduct one-on-one academic and learning styles assessments. The Education Specialists use this information, combined with prior

year assessments, to personalize each student's curriculum for the year and as a means to more effectively support student success. Student progress assessment will be available to students and parents through conferences, and will be reported and stored through electronic excel style program for ease of immediate and longitudinal retrieval, including:

- ◆ Report cards
- ◆ Learning records
- ◆ Portfolios
- ◆ Electronic data storage software such as Datawise and DIBELS
- ◆ Electronic communication (web based)

ELEMENT FOUR: GOVERNANCE STRUCTURE

*The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement.
(California Education Code Section 47605(b)(5)(B))*

SHARED GOVERNANCE STRUCTURE

The Harvest Ridge Cooperative Charter School Charter Council, consisting of Harvest Ridge Cooperative Charter parents, education specialists and interested community members, serves as the local governing entity of Harvest Ridge Cooperative Charter School in partnership with the Newcastle Elementary School District Board. The initial Charter Council members shall include those members on the development committee. Harvest Ridge Cooperative Charter School will exist as a legally and operationally dependent entity of the Newcastle Elementary School District, governed by the bylaws of the Charter Council and of the District Board and operated under a mutually agreed upon shared governance structure, as defined in an MOU. It is the goal of Harvest Ridge Cooperative Charter School to develop a culture of its own while taking full advantage of the flexibility and opportunities provided under Charter law. Harvest Ridge Cooperative Charter School will operate under the shared leadership of its Director and Charter Council to maintain and operate an academically enriched charter school with oversight from the Newcastle Elementary School District Superintendent and Board. Harvest Ridge Cooperative Charter School Charter Council and Director will formulate major educational and operational policies, approve all contracts, prepare the school's annual budget and coordinate with the district on the school's fiscal affairs. Harvest Ridge Cooperative Charter School's operations, policies, contracts and budgets will be subject to the review and approval of Newcastle Elementary School District Board, which will also serve as the school's judicial and appeals body. The District Board of Trustees and Superintendent will also be responsible for evaluating the top administration staff and certificated staff.

It is the intent of Harvest Ridge Cooperative Charter School that the composition of its Charter Council be diverse in ethnicity, gender, and background. The Charter Council will strive to consist of members who have expertise in school, business, law, nonprofit

management, and/or youth development. (See proposed Charter Council proposed Bylaws for member selection, composition, terms and responsibilities.) Current members of the Development Committee will serve as the school's initial Charter Council for a term of two years.

The Harvest Ridge Cooperative Charter School Director and education specialists at the school will carry out the day-to-day operations of the school. The Harvest Ridge Cooperative Charter School Charter Council will set school policies. The Newcastle Elementary School District Superintendent and Board will have the authority to review and approve the Charter Council policies and procedures. Together, Newcastle Elementary School District Board and Harvest Ridge Cooperative Charter School Council will work to maintain a fiscally sound budget, provide fiscal accountability, and assure that the school maintains high academic standards.

The Charter Council will be responsible for, among other things, the following:

- ◆ Establishing general policies of the charter school
- ◆ Establishing the charter school's annual budget
- ◆ Approving all contracts and expenditures
- ◆ Solicitation and receipt of grants and donations consistent with the mission and independent study nature of the charter school
- ◆ Establishing and implementing the school's personnel policies, including hiring, dismissal and disciplinary procedures as outlined in the MOU

The Newcastle Elementary School District Board of Trustees will be responsible for, among other things, the following:

- ◆ Approving and monitoring of the charter school's annual budget
- ◆ Receipt of funds for the operation of the charter school in accordance with the charter school laws
- ◆ Approving the school's personnel policies and monitoring their implementation, including all hiring, dismissal and disciplinary procedures
- ◆ Ensure all provisions of Charter School Legislation will be adhered to and that the California Department of Education directives regarding Charter Schools will be followed
- ◆ Request waivers under the Education Code
- ◆ Monitoring audit trail process
- ◆ Provision of legal services and compliance with state and federal laws
- ◆ Provision of insurance (Harvest Ridge Cooperative Charter School reserves the right to secure additional insurance coverage as provided for in the school's budget)
- ◆ All other responsibilities as set forth in the Education Code, this charter, or other statutes or regulations, as necessary to ensure the proper operation of the charter school

The Newcastle Elementary School District Board of Trustees will oversee operation of the Harvest Ridge Cooperative Charter School with the goal of supporting it as a school of choice for students whose parents choose an alternative, independent study and, flexible learning environment for their children.

The Board of Trustees will designate the current Superintendent of the Newcastle Elementary School District to oversee and work with the Harvest Ridge Cooperative Charter School Director to oversee and implement the policies of Harvest Ridge Cooperative Charter School as outlined herein. The Director and Education Specialists will implement the day-to-day activities of the Charter School. The District Board will approve Harvest Ridge Cooperative Charter School's policies and budget, and will work in partnership with the Charter Council to assure that the school maintains high academic standards.

Newcastle Elementary School District Board Responsibilities: The NESD Board of Trustees, in consultation with the NESD Superintendent, Harvest Ridge Cooperative Charter School Director and Harvest Ridge Cooperative Charter School Charter Council, will also be responsible for the following activities:

- ◆ Approving the annual goals for the school and long range plans with input from the NESD Superintendent, Harvest Ridge Cooperative Charter School Director and education specialists, and the PTC members.
- ◆ Receiving reports from, and providing recommendations to, the NESD Superintendent, Harvest Ridge Cooperative Charter School Director and staff.
- ◆ Assessing Harvest Ridge Cooperative Charter School goals, objectives, academic achievements, student progress, financial status, and any need for redirection within the independent study parameters of its program.
- ◆ The Newcastle Elementary School District Board is the responsible agent for the accountability requirements established by the California Charter Schools Act of 1992 and the Charter itself. As a part of this responsibility, the Board will prepare a yearly performance report of Harvest Ridge Cooperative, including assessment of the school's educational performance and its administrative and financial fitness.
- ◆ This report will also assess how well the school is fulfilling the program outlined in the charter, specifically regarding student progress.
- ◆ Include Harvest Ridge Cooperative Charter School in any CDE or USDOE grant or entitlement programs for which NESD applies, which Harvest Ridge Cooperative would also qualify for.

The Harvest Ridge Cooperative Charter School Charter Council will make all recommendations for additions, deletions or modifications to this charter based upon a majority vote of the Charter Council. It will also be the responsibility of the Charter Council to evaluate the charter school program to determine the effectiveness and to

provide continual direction for the improvement of the program. Prior to implementation of any amendment to the Charter Petition, the Newcastle Elementary School District Board of Trustees must ratify the amendment in accordance with the Charter Schools Act of 1992.

VOLUNTEERS

The independent study aspect of Harvest Ridge Cooperative Charter School requires that students' families are actively involved not only in their child's education, but in the school, including classroom volunteering and participation in the Charter Council, Harvest Ridge Cooperative PTC and Enrichment Program. Harvest Ridge Cooperative Charter School is responsible for screening of volunteers for the protection of students, including fingerprinting and criminal background checks. Registered sex offenders under Penal Code section 290 may not serve as volunteers on campus or anywhere or at any time students are present. Volunteers working on campus or when students are present who will be unsupervised by certificated personnel at any time must submit to a criminal background check pursuant to Education Code 45125.

SPECIAL EDUCATION GOVERNANCE

Harvest Ridge Cooperative Charter School and the Newcastle Elementary School District pledge to work in cooperation to ensure that a free and appropriate education is provided to all students with exceptional needs in accordance with all state and federal laws regarding provision of special education services.

Harvest Ridge Cooperative Charter School intends to function as a dependent public charter school of the Newcastle Elementary School District for purposes of providing special education and related service pursuant to Education Code Section 47641(b). Harvest Ridge Cooperative Charter School and Newcastle Elementary School District shall annually, and in good faith, negotiate and enter into a written agreement, via a memorandum of understanding or MOU, to clearly specify the desired mix of special education funding and services to be provided and to detail the specific terms of such services and funding. It is the intent of both Newcastle Elementary School District and Harvest Ridge Cooperative Charter School to contract with NESD for special education services for its students residing in the Newcastle area.

ELEMENT FIVE: EMPLOYEE QUALIFICATIONS

*The qualifications to be met by individuals to be employed by the school.
(California Education Code Section 47605(b)(5)(E))*

CERTIFICATED STAFF

Each certificated employee at Harvest Ridge Cooperative Charter School will meet the state licensing requirements for the position that he/she holds. No state licensing

requirements exist for most classified positions. For all positions, certificated and non-certificated, the employee, at minimum, needs to satisfactorily meet the performance specifications required for the position and must possess the qualifications required to perform the essential functions of the position, as determined by the Harvest Ridge Cooperative Charter School Director and Council, as approved by the Newcastle Elementary School District Board and Superintendent.

Education Specialists: The skills and responsibilities of an Education Specialist in an Independent Study program require a unique set of skills and commitment. Harvest Ridge Cooperative Charter School will recruit teaching staff that hold appropriate California teaching certificates, permits, or other documents issued by the Commission on Teacher Credentialing. These Education Specialists will teach the “core” academic classes of mathematics, language arts, science, history/social studies, and will be responsible for overseeing the students’ academic progress and for monitoring grading and matriculation decisions as specified in the school’s operation policies. Education Specialists working with English language learners must possess a Bilingual Cross-cultural Language Acquisition Development certificate (CLAD) or equivalent.

Pursuant to the teacher qualification requirements under the No Child Left Behind Act (NCLB), as of July 1, 2006, all Harvest Ridge Cooperative Charter School Education Specialists teaching core subjects will be “highly qualified” teachers as that term is defined under NCLB and further defined by California state regulations implementing the NCLB requirements, unless such requirements are not deemed by the federal or state government to apply to charter schools such as Harvest Ridge Cooperative Charter School.

Harvest Ridge Cooperative Charter School may also seek to hire non-certificated instructional support staff in any case where a prospective staff member has an appropriate mix of subject matter expertise, professional experience, and the capacity to work successfully in an instructional capacity. Instructional support staff will not assign grades or approve student work assignments without the approval of a education specialist unless they are instructing non-core or non-college preparatory courses and activities.

In addition to appropriate NCLB qualifications, the key qualifications of Harvest Ridge Cooperative Charter School Education Specialists include:

- ◆ The requisite teaching credential and demonstrated expertise within the content area and grade-level taught
- ◆ In-depth knowledge of and successful application of current teaching/learning theory to improve the success of children
- ◆ In-depth knowledge of and successful experience with the unique aspects of an independent study program is strongly preferred
- ◆ Ability to plan instructional units using developmentally appropriate instructional materials and strategies

- ◆ Ability to collaboratively plan instructional units with other Education Specialists, teachers and specialists
- ◆ Willingness to work with parent, student, and community groups
- ◆ Belief in and have worked to implement an educational philosophy that supports 21st Century core skills and success for all students
- ◆ Enthusiasm for teaching and continued professional growth and development
- ◆ In-depth knowledge and experience in technology integration and technology tools
- ◆ Knowledge and experience with principals and application of Positive Discipline classroom management practices.
- ◆ In-depth knowledge of and successful experience with the unique aspects of a multi-grade classroom is strongly preferred

Education Specialists teaching within the Harvest Ridge Cooperative Charter School Independent Study program will be subject to the Newcastle Elementary School District policies for certificated teachers and will be deemed to be employees of the HRCCS. They will be represented by terms developed in collaboration with the HRCCS Council and identified in an MOU to be developed jointly and with mutual agreement between the NRCCS Council and teaching staff

Director: In addition to the qualifications listed above for Education Specialists, the Director will have demonstrated experience or expertise in the school site administrative responsibilities and oversight issues required of him or her, and will be provided professional development opportunities to ensure that they remain abreast of all relevant changes in laws or other operational requirements.

CLASSIFIED STAFF

All classified staff will possess experience and expertise appropriate for their position within Harvest Ridge Cooperative Charter School, as outlined in the Newcastle Elementary School District's and Harvest Ridge Cooperative's adopted personnel policies, including:

Teachers Aide: Harvest Ridge Cooperative Charter School may seek to employ non-certificated instructional assistants, aides and paraprofessionals that have demonstrated experience or expertise in the tasks required of them. Key qualifications of instructional aides and paraprofessionals include, but are not limited to:

- ◆ Competency in administering assessments
- ◆ High School Diploma or equivalent
- ◆ AA degree or 48 units
- ◆ Ability to read, write and speak English

- ◆ Ability to perform the following functions:
 - Assist students in reading, spelling, math, and other content areas
 - Use on site technology tools and programs
 - Perform a variety of routine clerical and recordkeeping activities
 - Observe activities of children on the playground or during lunch
 - Prepare materials used in the classroom
 - Explain lessons and activities in English and/or Spanish or other native language, depending on placement

Key Administrative and Support Staff: Harvest Ridge Cooperative Charter School may seek to hire administrative and operational staff who have demonstrated experience or expertise in the issues and work tasks required of them and will be provided professional development opportunities, as provided for school's annual budget, to ensure that they remain abreast of all relevant changes in laws or other operational requirements.

Knowledge of:

- ◆ Public school clerical operations and functions;
- ◆ Proper office methods and practices including filing systems, receptionist and telephone techniques, and letter and report writing;
- ◆ Communication skills; general office procedures and correct use of English punctuation, spelling, and grammar. Technology programs and tools appropriate to school site
- ◆ Attendance Accounting and reporting

Ability to:

- ◆ Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- ◆ Analyze situations and take appropriate action in a variety of procedural matters without immediate or direct supervision;
- ◆ Learn and effectively use required computer software programs and related word processing, data or student attendance programs;
- ◆ Understand and apply successfully a variety of complex directions to specific situations;
- ◆ Proofread accurately;
- ◆ Type accurately at a rate required for successful job performance;
- ◆ Communicate effectively and tactfully in both oral and written forms;
- ◆ Establish and maintain a variety of record keeping, reference, and data collection systems;

- ◆ Operate a variety of office equipment such as calculator, transcriber, copy machine, and computer with speed and accuracy;
- ◆ Prioritize, coordinate, and monitor the work of others in a positive, productive, and timely manner;
- ◆ Establish and maintain effective work relationships with those contacted in the performance of required duties.

REQUIRED

All staff and personnel of Harvest Ridge Cooperative Charter School shall be in possession of a valid First Aid Certificate and Live Scan fingerprinting submitted to the California Department of Justice for the purposes of obtaining a criminal record summary.

GENERAL REQUIREMENTS, HIRING AND PERFORMANCE REVIEW

All employees of the Harvest Ridge Cooperative Charter School or Newcastle Elementary School District teaching at the Charter School will be able to demonstrate an understanding and ability to effectively perform services that contribute to the primary goals of the Charter School. Employees will be able to operate within all learning programs and be willing to expand professionally. Prior to employment and within thirty (30) days of hiring, each employee will submit to a criminal background check as required by Education Code §44237. Harvest Ridge Cooperative Charter School will adhere to California laws including fingerprinting, drug testing, and prohibitions regarding the employment of persons who have been convicted of a violent or serious felony. Harvest Ridge Cooperative Charter School will comply with the provisions of the No Child Left Behind (NCLB) Act as they apply to certificated personnel and paraprofessionals. Prior to employment, each employee must furnish medical clearance, as appropriate (including proof of medical exam), and tuberculosis (TB) testing, as well as documents establishing legal employment status. The Newcastle Elementary School District Superintendent and/or administrative designees will be responsible for monitoring and maintaining documentation of medical and criminal investigation clearances, as required by California and federal laws. All approved policies and procedures of the Newcastle Elementary School District and of Harvest Ridge Cooperative Charter School will be used in the employment of Harvest Ridge Cooperative Charter School employees.

The Harvest Ridge Cooperative Charter School Charter Council and Director will have the authority to create additional formal job descriptions for each position, recruit, interview and recommend candidates. The Newcastle Elementary School District Superintendent and the Harvest Ridge Cooperative Charter School Director will have the shared responsibility of evaluating the performance of the teaching and administrative staff according to Newcastle Elementary School District policies and standards.

ELEMENT SIX: HEALTH AND SAFETY PROCEDURES

The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237. (California Education Code Section 47605(b)(5)(E))

Harvest Ridge Cooperative Charter School will adopt and implement a comprehensive set of health, safety, and risk management policies in alignment with those used by the Newcastle Elementary School District. These policies will be established prior to the commencement of classes for the 2010-2011 school year, and at a minimum will include:

- ◆ A requirement that each employee of the school submits to a criminal background check and furnishes a criminal record summary as required by Education Code Section 44237. The school will comply with the provisions of the California Education Code, Section 44237.
- ◆ A requirement that all enrolling students and staff provide records regarding immunizations to the extent required by law, including mandatory tuberculosis screening for staff and volunteers expected to have prolonged contact with students.
- ◆ Policy requiring all employees to serve as child abuse reporters and to follow all applicable reporting laws.
- ◆ Policies and procedures for school wide training and response to natural disasters and emergencies, including fires and earthquakes (Emergency Preparedness Plan).
- ◆ Policy regarding the administration of medication in school, adhering to Education Code 492423.
- ◆ A policy requiring that all employees be CPR/First Aid trained before the end of their first year of employment.
- ◆ Policies meeting state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace
- ◆ A policy that the school will be housed in facilities that are in compliance with the Field Act or local building codes and have received Fire Marshal approval
- ◆ Policies and procedures for the immediate reporting of suspected child abuse, acts of violence, or other improprieties and the role and obligation of staff in the reporting of child abuse pursuant to CA Penal Code Section 11164.
- ◆ A policy establishing that the school functions as a drug, alcohol, and tobacco free workplace.

- ◆ A policy and schedule for screening student's vision and hearing to the extent required for students attending a non-charter public school
- ◆ A policy requiring students to comply with all oral health examinations pursuant to Education Code section 49452.8

Health and Safety issues will be dealt with in accordance with Newcastle Elementary School District Board Policies. These policies will be incorporated as appropriate into the student and staff handbook and reviewed on a regular basis.

ELEMENT SEVEN: RACIAL/ETHNIC BALANCE REFLECTIVE OF THE COUNTY

The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted. (California Education Code Section 47605(b)(5)(G))

Harvest Ridge Cooperative Charter School will implement a student recruitment strategy that includes, but is not necessarily limited to, the following elements or strategies to ensure a racial and ethnic balance that is reflective of Newcastle Elementary School District:

- ◆ An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process
- ◆ The development of promotional and informal material that appeals to all major racial and ethnic groups represented in the district
- ◆ The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups represented in the district
- ◆ A random selection process will be used each school year (as described below) and a ranked waiting list created to fill openings as they occur.

ELEMENT EIGHT: ADMISSION REQUIREMENTS

Admission requirements, if applicable. (California Education Code Section 47605(b)(5)(H))

ADMISSION

Harvest Ridge Cooperative Charter School will actively recruit a diverse student population. Students residing in Placer, Nevada and El Dorado Counties, who understand and value Harvest Ridge Cooperative Charter School's mission and are

committed to its instructional and educational philosophy, will be encouraged to apply. Students shall be considered for admission without regard to ethnicity, national origin, gender, religious affiliation, income level, disability or achievement level. Current legislative law regarding Independent Study Program charter schools shall determine admission according to place of residence of student's parents or legal guardians.

The students and parents interested in an independent study education option will participate in individual and group orientation meetings to educate them on the unique features and responsibilities involved in independent study and personalized learning at Harvest Ridge Cooperative Charter School. If there is not an open seat in the child's grade, the child will be placed on the Harvest Ridge Cooperative Charter School's waiting list.

Upon acceptance for admission, and each semester thereafter, all students and their parents are required to sign the Master Student Agreement (Appendix 2) and Family School Expectations Agreement (Appendix 11). This contract delineates the roll of student, parent and Education Specialist in the education of the student. Non-compliance with this document can result in a disenrollment/removal from the program.

Admission will be dependent upon parent and student signatures on Master Student Agreements signed at the beginning each semester of enrollment. Harvest Ridge Cooperative Charter School has no other requirement for admission and is committed to admitting any child that wishes to apply. Harvest Ridge Cooperative Charter School will utilize a Family-School Agreement which all parents and students will be asked to sign, and will conduct orientation meetings which parents will be asked to attend. A family cannot be turned away for refusing to sign this agreement or based on their inability to attend an orientation; however, all family members will be encouraged to meet these objectives and the school will work with them to develop viable options to demonstrate their commitment to the school's program. In no instance will a student be refused admission nor subjected to any form of discipline for failure of a parent to sign the family-school agreement.

FAMILY SCHOOL AGREEMENT

Harvest Ridge Cooperative Charter School will develop a Family-School Agreement (Appendix 11) which will include the following two main components:

- ◆ Agreement to abide by the academic and behavioral rules of the school. Parents/legal guardians will be asked to sign the Family School Agreement stating that they understand the academic and behavior policies of Harvest Ridge Cooperative Charter School and will support those policies at home and will work to ensure that their children abide by the rules of the school.
- ◆ Family Participation Plan, which outlines the volunteer agreement to complete hours of participatory services on an annual basis at the school and for submitting a plan for completion of those hours.

NO ADMISSION TESTING

Post matriculation, Harvest Ridge Cooperative Charter School may hold a grade-level knowledge-based examination, which allows the administrator or testing coordinator to assess the students' readiness for the grade of entrance; however, such assessments will not be used as a means to prohibit or discourage certain students from attending. Post matriculation, various assessments may be administered to further determine readiness or maintenance of the said grade. These instruments aid in the development of individualized learning plans for children.

HOME LANGUAGE SURVEY

Harvest Ridge Cooperative Charter School will administer the home language survey at the student's initial enrollment.

APPLICATION AND ENROLLMENT PROCESS

Harvest Ridge Cooperative Charter School will use an application form based upon the Newcastle Elementary School District's form. Included with the application form will be an information sheet detailing the educational philosophy, discipline policy, and parent participation plan of the Harvest Ridge Cooperative Charter School. Parents/legal guardians must sign the application form and will be encouraged to sign the information sheet signifying that they agree to abide by those policies should their child be admitted to the school.

TIMELINE FOR APPLICATION FOR INITIAL SCHOOL YEAR

For the 2010-2011 year, the deadline for submitting the Request for Admission form for round 1 will be 4:00 pm on March 23, 2010. The deadline for the final round will be May 15. After May 15, 2010, requests for admissions will be accepted on a space availability basis.

TIMELINE FOR SUBSEQUENT YEARS OF OPERATION

Applications for admission will be made available in accord with the enrollment schedule established by Newcastle Elementary School District. Harvest Ridge Cooperative Charter School will hold an open house/parent information meeting each late winter/early spring to educate interested parents about our unique education model and the responsibilities and expectations for participating parents and students before they apply.

PUBLIC RANDOM DRAWING

If the number of applications for admission in any grade exceeds the capacity of the school for that grade, the spaces in that grade will be filled by public random drawing.

Applicants who are not enrolled in the program will be placed on a numbered waiting list. The public random drawing will be completed by grade by pulling slips of paper with applicants' names on them out of a container, and the drawing will be held in a public forum. The public random drawing will be conducted in accord with the admission policies established by the Newcastle Elementary School District and as set forth in Education Code section 47605(d)(2)(b).

The public random drawing will be conducted with the following admission preferences being given:

- ◆ Siblings of students currently enrolled in Harvest Ridge Cooperative Charter School
- ◆ Children residing within the NESD boundaries and Children of District employees
- ◆ Students residing within Placer County
- ◆ All students residing within Nevada and El Dorado Counties

After the public random drawing, families will receive their official enrollment forms and will be informed of the enrollment process detailed above. If the number of applications to a grade does not exceed the number of spaces available in that grade there will be no drawing for that grade, and all students for that grade who have submitted a completed and signed Request for Admission Form (Appendix 13), and have participated in the pre-enrollment process, will be accepted.

ELEMENT NINE: FINANCIAL AND PROGRAMMING AUDIT

The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority. (California Education Code Section 47605(b)(5)(I))

PROGRAMMING AUDIT

A qualified auditor experienced in education finance, which shall employ generally accepted accounting practices applicable to the school, will perform an annual financial audit of Harvest Ridge Cooperative Charter School. The Newcastle Elementary School District Board will oversee the selection of an independent auditor and the completion of an annual audit of the school's financial affairs. The audit will verify the accuracy of the school's financial statements, attendance and enrollment accountings practices, and review the school's internal controls. The audit will be conducted in accordance with generally accepted accounting principles applicable to the school. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office of Management and Budget Circulars.

Harvest Ridge Cooperative Charter School will work with the business office of Newcastle Elementary School District to prepare the following:

- ◆ Preliminary budget for fiscal year by May 15, which may be satisfied by the submission of financial statements
- ◆ Interim financial report for the current fiscal year by December 15, reflecting changes through October 31
- ◆ Second interim financial report for the current fiscal year by March 15, reflecting changes through January 31
- ◆ Final unaudited report for the full prior year by September 15, including an annual statement of all receipts and expenditures for the preceding fiscal year.

It is anticipated that the annual audit will be completed by December 15 each year and that a copy of the auditor's findings will be forwarded to the chief financial officer of the Newcastle Elementary School District, Superintendent, the state Controller, the Placer County Superintendent of Schools, and the California Department of Education. The school's audit committee will review any audit exceptions or deficiencies and report to the Harvest Ridge Cooperative Charter School Director and Charter Council with recommendations on how to resolve them. The Charter Council will report to the charter-granting agency regarding how the exceptions and deficiencies have been or will be resolved. Any disputes regarding the resolution of audit exceptions and deficiencies will be referred to the dispute resolution process contained in the section of this petition herein entitled "Dispute Resolution Process, Oversight, Reporting, and Renewal."

BUSINESS SERVICES

Harvest Ridge Cooperative Charter School will contract with the Newcastle Elementary School District to run the bulk of the business needs of the school, to be memorialized in an MOU which shall be evaluated annually. Harvest Ridge Cooperative Charter School may apply for the Charter School Revolving Loan Fund. If it does so, Harvest Ridge Cooperative Charter School understands that it must comply with Ed Code section 41365 if it receives funds. Harvest Ridge Cooperative Charter School will be a locally funded charter school and anticipates keeping its funds located at the Placer County Treasurer's Office within the Newcastle designated fund for Harvest Ridge Cooperative Charter School.

INSURANCE COVERAGE

Harvest Ridge Cooperative Charter School shall coordinate with Newcastle Elementary School District to secure and maintain, as a minimum, insurance as set forth below to protect Harvest Ridge Cooperative Charter School from claims which may arise from its operations. The following insurance policies are required:

- ◆ Workers' Compensation Insurance in accordance with provisions of the California Labor Code, adequate to protect Harvest Ridge Cooperative

Charter School from claims under Workers' Compensation Acts, which may arise from its operations.

- ◆ Comprehensive Bodily Injury and Property Damage Liability for combined single limit coverage of not less than \$2,000,000 for each occurrence. The policy shall be endorsed to name the Newcastle Elementary School District.
- ◆ Fidelity Bond coverage shall be maintained by Harvest Ridge Cooperative Charter School and/or Newcastle Elementary School District to cover all charter school employees who handle, process, or otherwise have responsibility for charter school funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$50,000 per occurrence, with no self-insured retention.

OPTIONAL INSURANCE

Harvest Ridge Cooperative Charter School reserves the right to secure additional insurance coverage for damage or theft to school, employee or student property, for student accident, or any other type of insurance coverage not listed above.

ELEMENT TEN: PUPIL SUSPENSION AND EXPULSION

The procedures by which pupils can be suspended or expelled. (California Education Code Section 47605(b)(5)(J))

Harvest Ridge Cooperative Charter School subscribes to positive discipline practices and will develop and maintain comprehensive sets of behavioral expectations, including student discipline policies consistent with the policies of Newcastle Elementary School District and Education Code laws regarding suspension and expulsion. Students will not be suspended or expelled for academic failure, but only for actions which they could be suspended or expelled from a school district as defined by Education Code 48900 to 48926. Suspension and expulsion policies will be printed and distributed as part of the Student-Family handbook.

ELEMENT ELEVEN: RETIREMENT SYSTEM

The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security. (California Education Code Section 47605(b)(5)(K))

Certificated and classified employees of the Harvest Ridge Cooperative Charter School within the Newcastle Elementary School District will participate in the State Teachers Retirement System and/or Public Employees Retirement System.

ELEMENT TWELVE: ATTENDANCE ALTERNATIVES

The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools. (California Education Code Section 47605(b)(5)(L))

District students who opt not to attend Harvest Ridge Cooperative Charter School may attend other district schools or pursue an inter-district transfer in accordance with existing enrollment and transfer policies or their district or county of residence.

ELEMENT THIRTEEN: DESCRIPTION OF EMPLOYEE RIGHTS

A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school. (California Education Code Section 47605(b)(5)(M))

The Harvest Ridge Cooperative Charter School shall be considered the employer for all employees working at the charter School. Any Newcastle Elementary School District employees who are accepted to teach at the charter school will be protected by rights and guarantees provided by the Newcastle School District to all regular District employees regarding seniority and assignment/reassignment for a period of up to two (2) years. This and other contract stipulations will be memorialized in an MOU between the Newcastle Teachers Association and the NESD Board of trustees prior to any current employee of NESD moving over to the charter school. Moreover, the Harvest Ridge Cooperative Charter School shall be deemed to be the public school employer for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of the Government Code. All provisions of the Newcastle Teachers Association and the CSEA Newcastle Chapter #653 agreements are not preserved and protected under the terms of this Charter and are therefore not applicable. The Newcastle Elementary School District's personnel policies and procedures set forth personnel obligations; rights, responsibilities, complaint procedures, discipline procedures, and other pertinent policies essential to preserving a safe and harmonious work environment are protected within the charter and will be clearly defined in the MOU with mutual agreement from the HRCCS Council and NESD Board of trustees. The Superintendent shall not require any employee of Newcastle Elementary School District to be employed by Harvest Ridge Cooperative Charter School.

The Newcastle Elementary School District Superintendent, in partnership with the Harvest Ridge Cooperative Charter School Director, will work to resolve complaints and grievances and will administer any personnel discipline, with the assistance of the Newcastle Elementary School District Board when necessary, in accordance with these policies and agreements. Disputes over personnel discipline will be resolved through the current personnel policies and procedures.

Job applicants for positions may be considered through an open process, and, if hired, will enter into a contractual agreement with the Harvest Ridge Cooperative Charter School Director and Charter Council. The Director, in partnership with the Charter Council, will be responsible for the selection of faculty and staff, using the mission, philosophy, and obligations outlined in the charter petition as a recruitment tool. All hiring choices shall be subject to review and approval by the Newcastle Elementary School District. The individual contract and/or employee handbook will address, among other issues, salary, health and welfare benefits, work schedules and responsibilities, dress code, accountability measures, and standards for appraising performance. The Director and Charter Council, in consultation with the Superintendent, reserve the right to determine whether to renew or not renew any contract.

Harvest Ridge Cooperative Charter School agrees that every attempt should be made to resolve employee disputes informally before invoking a formal grievance process.

ELEMENT FOURTEEN: DISPUTE RESOLUTION PROCESS, OVERSIGHT, REPORTING, AND RENEWAL

The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter. (California Education Code Section 47605(b)(5)(N))

INTENT

The intent of this dispute resolution process is to (1) resolve disputes within the school pursuant to the school's policies, (2) identify and balance the oversight responsibilities for Newcastle Elementary School District, (3) insure a fair and timely resolution of disputes, and (4) frame a charter oversight and renewal process and timeline so as to avoid disputes regarding oversight and renewal matters.

PUBLIC COMMENTS

The staff of Harvest Ridge Cooperative Charter School and the Newcastle Elementary School District Board agrees to attempt to resolve all disputes regarding this charter school pursuant to the terms of this section. Both shall refrain from public commentary regarding any disputes until the matter has progressed through the dispute resolution process.

DISPUTES ARISING FROM WITHIN THE SCHOOL

Disputes arising from within the school, including all disputes among and between students, staff, parents, volunteers, advisors, and partner organizations of the school,

shall be resolved by Harvest Ridge Cooperative Charter School pursuant to policies and procedures developed by the Harvest Ridge Cooperative Charter School Council.

DISPUTES BETWEEN HARVEST RIDGE COOPERATIVE CHARTER SCHOOL AND THE NEWCASTLE ELEMENTARY SCHOOL DISTRICT

In the event that Harvest Ridge Cooperative Charter School and Newcastle Elementary School District have disputes regarding the terms of this charter or any other issue regarding Harvest Ridge Cooperative Charter School, both parties agree to follow the process outlined below.

In the event of a dispute between the school and Newcastle Elementary School District, Harvest Ridge Cooperative Charter School staff and Newcastle Elementary School District staff and Board members agree to first frame the issue in written format and refer the issue to the district superintendent, or his/her designee, and Harvest Ridge Cooperative Charter School Director, if applicable. In the event that the district superintendent believes that the dispute relates to an issue that could lead to revocation of the charter, this shall be specifically noted in the written dispute statement. Harvest Ridge Cooperative Charter School Director and/or Harvest Ridge Cooperative Charter School representative and the Newcastle Elementary School District Superintendent shall informally meet within ten days of the date of the written dispute statement and confer to attempt to resolve the dispute.

If this informal meeting fails to resolve the dispute, the Newcastle Elementary School District Superintendent and Harvest Ridge Cooperative Charter School Director, if applicable, shall, within three business days following the meeting, meet to jointly identify a neutral, third party mediator. The format of the mediation session shall be developed jointly. The Superintendent and Harvest Ridge Cooperative Charter School Director shall incorporate informal rules of evidence and procedure unless both parties agree otherwise. The findings or recommendations of the mediator shall be non-binding, unless the parties jointly agree to bind themselves.

OVERSIGHT, REPORTING, REVOCATION AND RENEWAL

The Newcastle Elementary School District Board may inspect or observe any part of Harvest Ridge Cooperative Charter School at any time, but shall provide reasonable notice to Harvest Ridge Cooperative Charter School Director, if applicable, prior to any observation or inspection. If the Board of the Newcastle Elementary School District believes it has cause to revoke this charter, the board agrees to notify Harvest Ridge Cooperative Charter School in writing, noting the specific reasonable time to respond to the notice and take corrective action. Harvest Ridge Cooperative Charter School understands and accepts that the Board of Newcastle Elementary School District may have legal right to revoke this charter if it has found legal and reasonable grounds for revocation specifically set forth in the law, provided however that Newcastle Elementary

School District has given Harvest Ridge Cooperative Charter School prior notice of any grounds for revocation and reasonable opportunity to cure such violation.

The Newcastle Elementary School District Board agrees to receive and review the annual fiscal and programming audit and annual performance report. Within two months of the receipt of this review, the district must notify Harvest Ridge Cooperative Charter School as to whether it considers Harvest Ridge Cooperative Charter School to be making satisfactory progress relative to the goals specified in the charter. This annual notification will include the specific reasons for the district's conclusions.

In the third year, if, in its review of the school's annual report, the District determines that Harvest Ridge Cooperative Charter School is making satisfactory progress towards its goals, this charter, and any mutually agreeable amendments, is automatically renewed for a term of no less than five years.

ELEMENT FIFTEEN: LABOR RELATIONS

A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. (California Education Code Section 47605(b)(5)(O))

The Harvest Ridge Cooperative Charter School shall be deemed the exclusive public school employer of the employees of Harvest Ridge Cooperative Charter School for the purposes of the Education Employment Relations Act.

ELEMENT SIXTEEN: SCHOOL CLOSURE PROCEDURES

A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records. (California Education Code Section 47605(b)(5)(P))

We do not expect Harvest Ridge Cooperative Charter School to close. However, in the event of Harvest Ridge Cooperative Charter School closing, it will work with the Newcastle Elementary School District and auditors to ensure the preparation of the closing audits and the disposition of net assets and liabilities. Immediate notification will be provided to Newcastle Elementary School District regarding any consideration of closure. The following procedures will apply in the event Harvest Ridge Cooperative Charter School closes, regardless for reason of closure:

- ◆ Closure will be documented by official action of the Harvest Ridge Cooperative Charter School Council.
- ◆ Promptly following the Council's decision to close Harvest Ridge Cooperative Charter School, the school will be responsible for communicating closure to students, parents and staff, insuring that such notification provides information to assist parents and students in locating suitable alternative programs.
- ◆ Upon matriculation, at the end of each school semester or term, and upon graduation, parents or guardians of students will be provided with a printed or electronic transcript of their students' academic progress at the school, along with other relevant information. Thus, in the event of a school closure, parents and students will possess an independent copy of potentially necessary pupil records.
- ◆ School resources allowing, former Harvest Ridge Cooperative Charter School staff may be retained for a period of designated weeks or months after school closure to ensure that student records are transferred to the families and/or appropriate agencies. In the event that no such willing repository is available, the records shall be disposed of or destroyed in a fashion that will ensure confidentiality of the records.
- ◆ The Newcastle Elementary School District Board members will attend to enumerating and disposing of the assets and liabilities as directed in the bylaws shall ensure that a final audit of the school's assets and liabilities is performed. Any assets remaining upon closure will first be used to satisfy Harvest Ridge Cooperative Charter School's outstanding liabilities and any remaining assets may then be distributed to Newcastle Elementary School District or a federal tax exempt 501(c)(3) organization unless such distribution is otherwise prescribed by law or district policy.

OPTIONAL MISCELLANEOUS CLAUSES

TERM

This charter shall be for the term of three (3) years. The start of the charter shall commence on August 23, or the first day Harvest Ridge Cooperative Charter School commences classes eligible for apportionment, whichever occurs first. Harvest Ridge Cooperative Charter School and Newcastle Elementary School District agree to work together to accomplish all tasks necessary to fully implement this charter, including but not limited to the submission of any necessary and prepared waiver requests to the State Board of Education.

As explained above, if, as a result of its annual review, the charter-granting agency determines that Harvest Ridge Cooperative Charter School is making satisfactory progress toward its goals on June 30 of the year the charter is to expire, this charter, and

any mutually agreeable amendments, is renewed for one or more five (5) year terms upon the mutual agreement of the parties.

AMENDMENTS

Material revisions of the provisions contained in this Charter may be made in writing, by the mutual agreement of the Harvest Ridge Cooperative Charter School Charter Council and Newcastle Elementary School District. Material revisions and amendments shall be made pursuant to the standards, criteria, and timelines in Education Code Section 47605; provided however that Harvest Ridge Cooperative Charter School shall not be required to obtain petition signatures prior to making material amendments to the charter petition.

SEVERABILITY

The terms of this charter contract are severable. In the event that any of the provisions are determined to be unenforceable or invalid for any reason, the remainder of the charter shall remain in effect, unless mutually agreed otherwise by the Newcastle Elementary School District and the Harvest Ridge Cooperative Charter School Charter Council. Newcastle Elementary School District and Harvest Ridge Cooperative Charter School agree to meet to discuss and resolve any issues or differences relating to invalidated provisions in a timely, good faith fashion.

FACILITIES

It is the intent of this charter committee to utilize all of the classrooms, extra portable buildings, office space and the campus of the Pineview School located on Old State Highway within the Newcastle Elementary School District at full capacity. Harvest Ridge Cooperative Charter School anticipates that its facilities needs will include a start-up minimum of two large classrooms, the portable building, as well as reasonable non-instructional areas to support the core classroom instruction and administrative responsibilities.

MISCELLANEOUS

The Newcastle Elementary School District and Harvest Ridge Cooperative Charter School shall engage in a mutually agreeable MOU, which outlines further details of the relationship between the District and Harvest Ridge Cooperative Charter School.

The MOU shall include, but not be limited to the following:

Services to be purchased by Harvest Ridge Cooperative Charter School from Newcastle Elementary School District, and the fee schedule for such services, special education

services and funding formulas, hold harmless indemnification, if required by the District, cash advances to handle cash flow issues, if necessary, Harvest Ridge Cooperative Charter School's receipt of mandated cost reimbursement, fiscal reporting requirements to the state, either independently or through the district, and school district support for Harvest Ridge Cooperative Charter School in seeking additional funding.

Harvest Ridge Cooperative Charter School will procure administrative services from the district, including site budgeting, instructional programs, development, custodial services accounting, payroll and purchasing services and some degree of personnel support. The specific terms of most of these services will be covered by MOU. The Newcastle Elementary School District will also be asked to provide oversight and performance monitoring services, including the monitoring of school and student performance data, reviewing the school's financial statement and audit reports, performing annual site visits, and considering charter amendment and renewal requests.

This MOU also will list the timing of the transfer of funding between Harvest Ridge Cooperative Charter School and Newcastle Elementary School District (e.g., the monthly timing of Newcastle Elementary School District transferring to Harvest Ridge Cooperative Charter School its per-ADA share of local property taxes).

Harvest Ridge Cooperative Charter School reserves the rights to purchase additional administrative or other goods or services from any third party as needed and as funds allow.

COMMUNICATIONS

All official communications between Harvest Ridge Cooperative Charter School and Newcastle Elementary School District will be sent via Email, First Class Mail, or other appropriate means to the following address:

Harvest Ridge Cooperative Charter School
9050 Old State Highway
Newcastle, CA 95658
916/663/3307
jcatalano@newcastle.k12.ca.us

Newcastle Elementary School District
8951 Valley View Drive
Newcastle, California 95658
916/663-3307
kdaugherty@newcastle.k12.ca.us

APPENDICES

Proposed Chart of Grades/Students Served	Appendix 1
Proposed Master Student Agreement	Appendix 2
Proposed Learning Record and Attendance Report	Appendix 3
Proposed Student Handbook	Appendix 4
Proposed First Year Budget and Five-Year Cash Flow	Appendix 5
Staff Schedules	Appendix 6
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Proposed Charter Council Bylaws	Appendix 8
Proposed Memorandum of Understanding with NESD	Appendix 9
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Family-School Agreement	Appendix 11
Request for Admission	Appendix 12

APPENDIX 1

Harvest Ridge Cooperative Charter School anticipates serving no more than the following student populations identified in each grade in the next five years:

	2010-2011	2011-2012	2012-2013	2013-2014
Kindergarten	0	0	12	12
1 st Grade	12	12	12	12
2 nd Grade	12	12	12	12
3 rd Grade	12	12	12	12
4 th Grade	12	12	12	12
5 th Grade	12	12	12	12
6 th Grade	0	12	12	12
7 th Grade	0	0	12	12
8 th Grade				12
Total:	60	72	96	108

Projected Five-Year Enrollment

APPENDIX 2

**(PROPOSED/SAMPLE) HARVEST RIDGE COOPERATIVE CHARTER SCHOOL
Master Agreement for Independent Study
2010-2011**

Student:	Contract Term: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester
Student ID Number:	Start Date: _____ End Date: _____
Address:	Age: _____ Birth Date: _____ Grade: _____
	Education Specialist: _____

Assignments: Policy allows no more than twenty school days to lapse between the date assignments are made and the date they are due for students in grades K through 8. All work assigned in relation to this independent study agreement are detailed for the Student Learning Record and Attendance Report at the beginning of each learning period and shall be completed and turned in to the assigning Education Specialist as follows:

LEARNING RECORD PERIOD	One	Two	Three	Four	Five
LEARNING RECORD CONFERENCE DATES	9/23/2010	10/21/2010	11/18/2010	12/22/2010	2/3/2011
LEARNING RECORD CONFERENCE TIMES	<input type="checkbox"/> 8:30 am <input type="checkbox"/> 9:00 am <input type="checkbox"/> 9:30 am	<input type="checkbox"/> 8:30 am <input type="checkbox"/> 9:00 am <input type="checkbox"/> 9:30 am	<input type="checkbox"/> 8:30 am <input type="checkbox"/> 9:00 am <input type="checkbox"/> 9:30 am	<input type="checkbox"/> 8:30 am <input type="checkbox"/> 9:00 am <input type="checkbox"/> 9:30 am	<input type="checkbox"/> 8:30 am <input type="checkbox"/> 9:00 am <input type="checkbox"/> 9:30 am
LOCATION	Student's Homeroom	Student's Homeroom	Student's Homeroom	Student's Homeroom	Student's Homeroom

Rescheduling of appointment times or locations by mutual agreement is acceptable with 48 hours prior notice – missed appointments constitute “missing assignments” and will be handled as such.

Manner of submitting and reporting: Manner of submitting a student’s assignment and reporting student’s progress includes at least one face-to-face meeting per school month between Independent Study Education Specialist, parent/legal guardian and student every twenty school days, either individually or in group meetings. Reporting may include other means such as fax, e-mail, and phone, when necessary and when arrangements have been made at least 48 hours in advance. These methods of reporting should have limited use and should not, except under extraordinary circumstances and after approval by school administration, replace the required face-to-face meetings between Education Specialist, parent/guardian and student.

Objectives: Learning objectives, based on California State Content and Performance Standards, are outlined in the attached Semester Learning Plan.

Resources: The school will provide appropriate services and resources to enable students to complete the assigned work. The school shall ensure the same access to all existing services and resources in the school in which the pupil is enrolled as is available to all other pupils in the school, pursuant to Section 51748. Specific resources to be made available include:

Methods of Study: Methods of study for this student will include (include at least 3 primary methods of study):

independent reading problem solving experiential learning opportunities
 study projects other methods as noted: _____
 Virtual/Distance Class

Methods of Evaluation: Academic evaluations of the work will be made on the same basis as is utilized in the regular classroom for similar work. (Indicate at least 3 primary school methods of evaluation):

teacher made tests teacher/parent observations chapter/unit tests
 student conferences work samples portfolios
 Electronic Data
 other methods as noted: _____

Optional Educational Alternative: Enrollment in charter school independent study is an educational alternative chosen by the family. Regular classroom instruction is available through the student’s local school district.

Student Agreement:
 I voluntarily request participation in this independent study agreement and have read and understand the terms of this agreement.

- If I am a student with a individualized education program (IEP), my IEP **must** specifically provide for my enrollment in Independent Study.
- I understand that I will be required to complete assessments in reading, language arts and math at the time of enrollment and thereafter twice each school year that I have enrolled at Harvest Ridge Cooperative Charter School.
- I agree to be supervised by my Education Specialist and other approved resource personnel.
- I agree to attend core instruction classes and that a Notice of Independent Study must be submitted for any core instruction classes which I will not be able to attend.
- I agree to meet for a learning record conference with my Education Specialist on a scheduled basis no less than one time per learning period.
- I understand that lack of transportation is not an acceptable reason for failing to meet with my Education Specialist to submit my completed assignments or attend learning record conferences.
- I will complete all assignments given to me during the time that this agreement is in effect by the due date stated on the face of this agreement on the Student Learning Record and Attendance Report. Furthermore, I will work each school day on a minimum of one assignment, either independently or in core classroom instruction.
- I will complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated.
- I understand that I must complete a minimum of 90% of the assignments given to me in each course and attend a minimum of 80% of the core instruction classes during a prescribed learning period (or have requested and received approved independent study for missed classes). Failure to accomplish, at least, this minimum goal will result in the following actions:
 - First occurrence: documented conference with Education Specialist, parent/legal guardian and student to discuss concerns and plan for improvement
 - Second occurrence: letter of warning from Director or designee.
 - Third occurrence: possible dismissal from the charter school.

Parent/Legal Guardian/Caregiver Agreement:

I agree to the above conditions listed under “Student.” I also understand that:

- I am responsible for the daily monitoring/instruction and verification of subjects studied with scheduled evaluation by my child’s Education Specialist.
- I understand that a face-to-face learning record conference between the parent/legal guardian, student and Education Specialist is required a minimum of every 20 school days.
- I understand that it is my responsibility to provide any needed transportation to testing, school events and special education sessions.
- If I become aware that special or extenuating circumstances will prohibit my student from turning in assigned work by the due date, I will contact the Education Specialist prior to the due date to make alternative arrangements.
- I understand that “missed assignment” protocols will be followed for missed learning record conferences (i.e., first and second notice then possible dismissal from program) and that changes to appointments require mutual consent of meeting parties.
- I acknowledge that all learning resources used, print, non-print, technology, etc., is property of the school and all material must be returned to the school upon proper notice.
- I am liable for the cost of replacement or repair or willfully damaged, lost or destroyed books, software and other school property loaned to my child. I understand that student records will not be released until all materials are returned.
- I have the right to appeal any decision about my child’s placement in accordance with the school’s policies and procedures.
- I understand that Harvest Ridge Cooperative Charter School is mandated by law to administer state standardized tests.
- I also understand that school-mandated exams cannot be waived and participation in such is deemed to be a condition of enrollment.
- I understand that my student is required to participate in standardized assessments selected by Harvest Ridge Cooperative Charter School.

Education Specialist/School Agreement:

- The Education Specialist will assign a body of work to be completed during the duration of this agreement that is comparable (but not necessarily identical) to that which would be covered in the traditional classroom.
- The Education Specialist will evaluate completed work in a timely manner.
- The Education Specialist will notify the student and parent/legal guardian of the academic credit for the work completed.
- The Education Specialist may grant extended time for an assignment to a period when circumstances justify a longer time.
- Harvest Ridge Cooperative Charter School will provide reasonable access to and loan as appropriate learning resources needed to complete assignments, which directly relate to the goals outlined in the Student Learning Record and Attendance Report.

Student: _____ Date: _____

Parent/Legal Guardian/Caregiver: _____ Date: _____

Education Specialist: _____ Date: _____

Director/Designee: _____ Date: _____

APPENDIX 3

Proposed Sample Harvest Ridge Cooperative Charter School

Student Learning Record and Attendance Report

Student Name:

Student #:

Grade:

School Month: **1**

Period: **08/24/10 - 09/17/10**

of attendance days: **18**

STUDENT ASSIGNMENTS	
Language Arts	
Social Studies	
Mathematics	
Science	
Physical Education	
Technology Skills	
Life Skills	
Special Interests / Electives	
Academic Focus	

Days in Reporting Period: **18**

Percentage of assignments completed: _____

My signature verifies that my student completed school work on the indicated days:	Total Days of Monthly Attendance <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 5px;"></div>
Parent / Guardian	Date

Education Specialist Signature

Date

APPENDIX 4

Proposed

Harvest Ridge Cooperative Charter School

STUDENT ~ PARENT HANDBOOK

2010-2011

Harvest Ridge Cooperative Charter School

THIS STUDENT HANDBOOK BELONGS TO:

FAMILY NAME: _____

PHONE: _____

ADDRESS: _____

GRADE: _____

DRAFT

Dear Parents,

We are thrilled to welcome you and your family to Harvest Ridge Cooperative Charter School. Newcastle Elementary School District has been providing quality education in the Newcastle community for over 165 years. HRCCS is dedicated to keeping that tradition going and providing every child with the best educational opportunity possible in an alternative setting. We hope this will be a successful and satisfying year for you and your student(s).

We are using this Handbook as a means of communicating between the home and school. There are policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. Don't hesitate to call your child's teacher if you have any questions or require additional information.

Sincerely,

The HRCCS staff

DRAFT

Pride In Your School

Part of any school's success is based on the attitudes of its students. The students of Harvest Ridge Cooperative Charter School have much to be proud of: An excellent faculty, an amazing parent group, and a tradition of excellence, all within the boundaries of the Newcastle Elementary School District, and community, proclaimed to the 'Gem of the Foothills'.

Don't forget YOU are the school. How you act, what you say, how you look, your respect for students and adults, represents how the community, in part, see the school. A good place to start is with the School Mission and Vision:

Mission

Harvest Ridge Cooperative Charter School is committed to nurturing the whole student by cultivating high academic achievement and strong social development. Harvest Ridge Cooperative Charter School and its community partners enable students to become self-motivated, competent, lifelong learners and active contributors to the community, while pursuing academic excellence. Our dynamic, collaborative learning model emphasizes experiential instruction, social, civic and environmental consciousness, and an awareness of each student's unique potential. Students are empowered to become positive contributors to society through partnerships with education specialists, parents, peers and within the community while maintaining high academic achievement.

VISION

The educational vision of Harvest Ridge Cooperative Charter School rests in the belief that partnerships build communities. Founded on the teacher/student/parent partnership, we will cultivate a cooperative community, celebrating the unique contributions of each individual and promoting cognitive, imaginative, physical, emotional, social, civic and creative growth and development of all students. Our pledge is to provide high quality educational services intended to enhance the joy of learning for all and to inspire a commitment to lifelong learning.

Through personalizing the educational experience of each child, we seek to enable students to make relevant connections between the curriculum and the world around them. Environmental stewardship, National/Global citizenship and service learning will be woven into the fabric of our curriculum in order to promote a strong social ethic in our student population. Multi-grade classrooms and strong mentoring programs further develop a sense of community, encouraging all members of the school to work together to promote the success of each learner. Enrichment classes organized through parent-teacher partnerships, take students further outside the classroom and into their community and environment, exchanging ideas, sharing discoveries and making connections with peers in other educational programs, locally and globally.

Our staff members will be highly skilled, life-long learners and will be supported in their endeavors to refine their craft. A team leadership approach encourages strong professional ethics, monitors progress toward achieving our goals and ensures that we

are effectively utilizing available financial and human resources to maximize student performance.

USEFUL TELEPHONE NUMBERS

Harvest Ridge Cooperative Office	916.663.3307
Newcastle Elementary School District Superintendent	530.886.4501
Auburn Library	916.663.9655
Discovery Club After School Program	

DRAFT

HRCCS Comings, Goings and General School Policies

Appointments: If you must leave the site while classes are in session at any time for any reason, you are to bring a note to your teacher **before** school starts that morning and your parent must sign you out with the administration when they pick you up.

Arrivals & Dismissal: Our doors open at 8:20. Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin at 8:30. Because there is no morning yard supervision, students should not be dropped off prior to 8:20, or left in the yard without an adult to supervision. If there are special circumstances requiring an early drop off, arrangements must be made with the school administrator. Once you have arrived at school, you must remain on school grounds and not go out into the parking area. If you arrive after the 8:30 am starting time, go directly to the office to get a tardy slip before entering your classroom. At 2:30 pm, students will be brought to the parking lot for pick-up. Any student who is to be picked up by someone other than a parent/guardian, must have specific written permission from the parent/guardian to do so.

HRCCS Enrichment Program: Enrichment classes are lead by parents and community members and are considered part of the school's independent study enrichments curriculum. Attendance and behavior expectations during enrichment classes are the same as all other classes held at HRCCS.

Attendance: When a child is absent for ANY reason, parents are required to send a NOTE on the day of the child's return to the school office or call the office at _____ prior to 9:30 am on the day of absence.

If your child is ill and you wish to pick up independent study or homework, please call the school. The teacher will need time to get homework and books together. You may pick up assignments after school the day following your call. If independent study does not take place on a day when a child does not attend classes, the day is considered an absence. **The school receives no funding for any type of absence.**

Celebrations: HRCCS birthday and holiday celebrations are a special time where traditions and individuals are honored. HRCCS asks that these special occasions not include any food items unless otherwise organized as part of one of the HRCCS feasts, an Enrichment class or other teacher or administrative organized event. Birthday invitations are not to be distributed during the school day.

Bicycles, Skateboards, Roller Blades, Scooters:

- All students who ride bicycles to school must wear a certified helmet.
- Bicycles must be walked on campus.

- Bicycles must be secured in the bicycle parking area with an appropriate lock.
- Harvest Ridge Cooperative Charter School is not responsible for lost or damaged bicycles
- Bicycles, skateboards, scooters, roller blades and wheelies are not allowed in school buildings and will be confiscated.
- If you are leaving school by bicycle, you must walk your bicycle on campus before beginning your ride home.

Change of Address: You need to immediately inform the office of any changes in address, telephone number or other emergency number information.

Closed Campus: Harvest Ridge Cooperative Charter School is a closed campus. Once you have arrived at school, you must remain on campus until the end of the school day, unless your parents check you out of school. You must be picked up from your classroom if you are leaving before the end of the school day.

Complaints Regarding the District, School or Personnel:

(1st level) Teacher; (2nd level) Director; (3rd level) Charter Council;
 (4th level) Superintendent

We hope that most complaints can be resolved by contacting the person with whom you have a concern. Most times it is a simple misunderstanding and can be handled directly. If this does not occur, then you should make an appointment to meet with the Director or person(s) involved, and provide a written complaint so the matter can be easily understood. Unresolved complaints will be handled by the Superintendent.

Discipline: We at HRCCS subscribe to the tenants of positive discipline, creating a safe, nurturing environment for learning not only academics but social and civic responsibilities and graces where opportunities to learn and grow are embraced. We believe that discipline is a SHARED RESPONSIBILITY, which includes the student, all staff members at the school and the parent(s).

Discipline is training that enables students to make appropriate choices in an environment of warmth and support, always with clear, concise limits and with follow-up consequences.

Part of everyone's education is learning how to behave responsibly in society. At Harvest Ridge Cooperative Charter School, one of our goals is to develop in students a personal responsibility for their actions. HRCCS students are responsible and will be held accountable for their choices.

It is our feeling that every student has the right to be at school without being disrupted by other students. We also believe each student has the right to know what is expected of him/her and to be in an environment, which is safe and supportive.

Discipline will be handled primarily at the classroom and activity site level, administered by the classroom teacher or the aide assigned on duty. The approach and procedure will be as follows:

1. A school-wide set of rules, beliefs and agreements will be in effect this school year. These will be posted in each classroom and around the school.
2. Each classroom teacher may lead the class in developing and posting additional rules for their classroom.
3. Teachers and aides will incorporate the following into their disciplinary procedures:
 - a. A time-out period where students and teachers have a chance to calm their emotions before they work on the discipline problem with an attitude of mutual respect.
 - b. Common progressive discipline when appropriate. This means that as a problem recurs or develops, the response and consequences will intensify based upon school policies and procedures.
 - c. Logical consequences wherein students learn to be responsible for their actions by developing and experiencing the logical consequences of their actions.
4. The Director will provide support in disciplinary matters when:
 - a. Progressive discipline has escalated to the point where it is necessary to go beyond the classroom or duty supervisor.
 - b. Misbehavior is so serious as to warrant bypassing the normal progressive steps.
 - c. A time-out period is needed and normal ways of providing this are unavailable.
 - d. An emergency exists.

If suspensions or expulsions are deemed necessary, they will be administered in accordance with established school and district policy. All students and adults will be treated with mutual respect, encouragement and friendliness.

School Rules: At Harvest Ridge Cooperative Charter School, there are only three school rules. They are:

- Be Safe
- Be Responsible

- Be Respectful

Behaviors in violation of our rule, “**Be Safe,**” include:

- Inappropriate use of equipment;
- Running in restricted areas;
- Being in restricted areas;
- Throwing objects;
- Pushing, shoving, tripping, hitting or kicking (physical contact);
- Threatening or violent behaviors (physical or verbal);
- Possession of tobacco products, lighter, and/or matches; and
- Possession of tobacco products, weapon, alcohol, other drugs, or drug paraphernalia.

Behaviors in violation of our rule, “**Be Respectful,**” include:

- Negative or disrespectful attitude;
- Destruction of property;
- Disruptive behavior;
- Dress code violation;
- Not following directions;
- Offensive/inappropriate language;
- Put-downs or teasing
- Harrassment (verbal or physical).
- Bullying

Behaviors in violation of our rule, “**Be Responsible,**” include:

- Being tardy to class;
- Cheating;
- Failure to turn in homework or class work;
- Not telling the truth;
- Stealing.

Disciplinary Consequences: Inappropriate choices lead to consequences, which are progressive in nature (i.e. consequences will become more severe if certain behaviors continue). These include but are not limited to:

- Time out in the classroom or on the playground;
- Recess detention spent in the classroom or office;
- Phone call to parents
- Referral to the Director;
Parent Conference and/or Loss of Privileges (e.g., field trips, enrichment classes and events, attending classes on site, etc.)

Electronic Devices: To prevent disruptions and also to prevent loss and/or theft of

personal property, any electronic devices are not to be used on school grounds unless requested by the classroom teacher. Students bringing devices to school do so at their own risk. Damage or stolen devices are the responsibilities of the owner. Electronic devices must be turned off during the school day and remain in the backpacks. Any equipment used at school will be confiscated and parents will need to retrieve them. Students may also have a behavioral consequence.

Emergency Drills: Emergency drills are required by law and are important to your safety. When the alarm is first sounded, you must immediately follow instructions and leave the building as directed as quickly as possible. You will form a single line in the grassy field below the school, facing the school so you can hear any instructions that might be given.

Grades: Creekside students will receive periodic progress reports and grades at the end of each learning record period, which must be signed by your parents and returned to the classroom teacher. Final grades will be given at the end of each semester.

Gum: Our school has a three-part policy which governs the use of gum at school:
1.) NO GUM 2.) NO GUM 3.) NO GUM! Students are expected to comply with all aspects of this policy.

Insurance: Student insurance is available at a nominal cost and is optional. Harvest Ridge Cooperative Charter School does not carry accident insurance or health insurance for our students. It merely supplies the insurance forms and assumes no liability, either for the injury or subsequent negotiations with the company. If you are involved with after school/district sports, you must have insurance coverage, either through the school, or from your parent.

Lost and Found: If you find articles such as clothing, books, jewelry, etc., please bring them to the school office. Lost clothing may be retrieved from the box inside the common area. Items not claimed will be donated to charity twice yearly.

Lunch Time: We believe that taking meals together is an important part of social development and a great opportunity to learn social graces. Play is also an important part of the lunch break. Lunches are not provided and students must bring their own lunch. At times, students may be able to purchase lunches from Newcastle Elementary School. In order to honor both aspects of the lunch break, we reserve the first 20 minutes for eating and digesting and the second 25 minutes for play.

Pets: No pets, of any kind, are allowed at school. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no other circumstances is a pet to be brought onto the school grounds.

Physical Education: The staff at Harvest Ridge Cooperative believes that physical

education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education program. Physical education classes are two or more times a week for all grades.

Playground: Students are expected to play in the general areas designated by their respective teachers. Students are to refrain from physical contact games (cherry drops, tackle football, etc.), unnecessary roughhouse, interfering with on-going games, exclude others, throw anything, leave the playground to go inside without first checking in with their teacher or yard supervisor.

Teacher Expectancies: Each teacher has his/her own outline regarding subjects taught, grades, etc. Your child's teacher will cover these items at Back to School Night and during each Learning Record conference. A copy of the Teacher Expectancies will be handled out to parents at that time and posted on the website. If you desire a copy before then, please check the website or see your child's teacher.

Telephone Use: You must check with your classroom teacher to use the telephone. The telephone is for emergencies only.

Textbooks/Electronic Equipment: The school may issue textbooks or electronic equipment to some students and you are held accountable for the care and safekeeping of books and/or equipment assigned to you. You will be billed for the replacement cost of lost or unduly damaged books or equipment. Books must have a book cover on them at all times.

Volunteering: Parent volunteers are vital part of the spirit and education at Harvest Ridge Cooperative Charter School. Every minute spent volunteering is worthwhile. Harvest Ridge Cooperative charter School requires 30 hours of volunteer time annually. There are many ways to volunteer and these will be posted in newsletters, on the website and in classroom announcements. Please contact your child's teacher if you can volunteer in a way that is not listed. Volunteers are required to be fingerprinted and to sign in before going to the classrooms.

Daily Schedule Monday through Thursday

First-Fifth Grades:	8:30-2:30
Doors Open:	8:20
Classes Begin:	8:30
Morning Recess:	10:15 - 10:45
Lunch Recess:	12:15 – 1:00
School Dismissed:	2:30

Fridays are Independent Study Days with no core classroom instruction

Proposed 2010-2011 Edition of
Harvest Ridge Cooperative Charter School Student/Parent
Handbook

Please sign and return this slip indicating
that you and your student have read and
understand the school handbook.

Student

Teacher

Parent/Guardian Signature

Date

Appendix 5: Proposed Budget and Cash Flow Worksheets for Harvest Ridge Cooperative Charter School

Revenues:

Prepared by Nancy McKenzie, NESD CBO, Feb. 26, 2010

Assumptions: Based on 60 students (K-5).
Using the most current SSC Financial Projection Dashboard for 2010/11

Calculations:	<u>enrollment</u>	<u>99% ADA</u>	<u>\$/ADA</u>	<u>Total</u>	
General Purpose Block Grant					
K-3	36	35.64	\$4,792	\$170,787	
4-5	24	23.76	\$4,867	<u>\$115,640</u>	State Aid portion: \$184,796
			<u>Total</u>	<u>\$286,427</u>	In lieu tax trans: \$101,631

Categorical Block Grant				
Lottery - unrestricted	60	59.4	\$399	\$23,701
Lottery - restricted	60	59.4	\$110	\$6,534
	60	59.4	\$11	<u>\$653</u>
Total categorical funding				\$30,888

Total estimated revenues	\$317,315	*Revenue estimate does not include any potential start-up funding
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Expenses:

Assumptions:

Salaries:	2.5 FTE certificated classroom teachers + .5 fle program director @ avg. salary of \$54,000/yr	\$162,000
	3.5 hrs/day (.4 FTE) aide/clerical/secretary @ \$12.25/hr for 200 days -	\$8,575 does not include vacation accrual if applicable
	3.0 hr/day (.38 FTE) classroom aide @ \$11.00/hr for 180 days	\$5,940 does not include vacation accrual if applicable
Benefits:	Employer statutory benefits calculated at 18% H&W using current NESD certificated CAP at \$599.40/mo/1.0 fle	\$31,773 reflective of amounts above
	Life Insurance premiums at \$1.40/mo/EE	\$84
Supplies:	Classroom using \$100/student/year	\$6,000
	Office/Administration	\$1,000
Other Services:	Facility expense (rent/upkeep/landscape) estimated at \$3000/month	\$36,000
	Utilities (phone, garbage, water sewer @ \$300/mo)	\$3,600
	Copier lease & monthly maint fee	\$2,760
	Aeries support/computer Internet fees	\$1,000
	Liability insurance	\$2,400
	Annual audit fee	\$2,000
	Custodial @ \$100/wk	\$3,500
Ancillary Serv:	Budget Support	\$6,000
	Attendance support	\$2,000
	Administrative & Tech support	\$10,000
	Payroll support	<u>\$2,500</u>
	Subtotal	\$314,105 **
	1% oversight fee (based on total revenues)	<u>\$3,173</u>
	Total Estimated Expenditures	\$317,278
	Revenue	\$317,315
	<u>Expenses</u>	<u>\$317,278</u>
		\$37

**** Expense estimates do not take in to account any start up expenses for computers, desks, chairs, textbooks, supplies, technology services, etc.**

Sample/Estimated start up expenditures:		
Start - up support (admin, payroll, clerical, budget)		\$15,000
Student desk/chairs	60	\$15,000
Student netbooks + wireless hub	15 + 1	\$6,120
Admin desk/chair	1	\$400
Teacher desk/chair	3	\$1,200
Teacher Laptops	4	\$4,800
Textbooks		\$3,600
Printers	4	<u>\$400</u>
Total Sample/Estimated start up expenditures:		\$48,520

Appendix 5 cont.

Harvest Ridge Cooperative Charter - Placer County
 Cashflow Worksheet - 2010/11
 Proposed Budget 2010/11

		C	D	E	F	G	H	I	J
	Object	July	August	September	October	November	December	January	February
		5%	5%	9%	9%	9%	9%	9%	9%
A. BEGINNING CASH	9110	\$0.00	\$6,635.75	-\$5,214.41	-\$4,371.97	-\$3,529.53	-\$2,687.09	-\$3,430.65	-\$2,588.20
B. RECEIPTS									
State									
Revenue Limit	8015	\$9,239.80	\$9,239.80	\$16,631.64	\$16,631.64	\$16,631.64	\$16,631.64	\$16,631.64	\$16,631.64
In-lieu tax transfer	8096	\$5,081.55	\$5,081.55	\$9,146.79	\$9,146.79	\$9,146.79	\$9,146.79	\$9,146.79	\$9,146.79
Categorical Block Grant	8480	\$1,185.05	\$1,185.05	\$2,133.09	\$2,133.09	\$2,133.09	\$2,133.09	\$2,133.09	\$2,133.09
Lottery - unrestricted	8560	\$326.70	\$326.70	\$588.06	\$588.06	\$588.06	\$588.06	\$588.06	\$588.06
Lottery - restricted	8560	\$32.65	\$32.65	\$58.77	\$58.77	\$58.77	\$58.77	\$58.77	\$58.77
Sub-Total State		\$15,865.75	\$15,865.75	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35
Federal									
Title 1									
Spec Ed.									
Sub-Total Federal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Loans & Fundraising		\$0.00							
Charter School Revolving Loan Fund			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS		\$15,865.75	\$15,865.75	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35
C. DISBURSEMENTS									
Certificated Salaries - Teachers		\$0.00	\$12,272.73	\$12,272.73	\$12,272.73	\$12,272.73	\$12,272.73	\$12,272.73	\$12,272.73
Certificated Salaries - Admin.		\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00
Classified Salaries - Instructional		\$0.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00	\$540.00
Classified Salaries - Non-Instructional		\$0.00	\$779.55	\$779.55	\$779.55	\$779.55	\$779.55	\$779.55	\$779.55
Statutory Benefits/H&W/other		\$1,000.00	\$5,257.27	\$5,257.27	\$5,257.27	\$5,257.27	\$5,257.27	\$5,257.27	\$5,257.27
Books & Supplies		\$0.00	\$636.36	\$636.36	\$636.36	\$636.36	\$636.36	\$636.36	\$636.36
Other Services		\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67
Ancillary Services		\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33
1% oversight fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,586.00	\$0.00	\$0.00
TOTAL DISBURSEMENTS		\$9,230.00	\$27,715.91	\$27,715.91	\$27,715.91	\$27,715.91	\$29,301.91	\$27,715.91	\$27,715.91
E. NET INCREASE/DECREASE (B-C+D)		\$6,635.75	-\$11,850.16	\$842.44	\$842.44	\$842.44	-\$743.56	\$842.44	\$842.44
F. ENDING CASH (A+E)		\$6,635.75	-\$5,214.41	-\$4,371.97	-\$3,529.53	-\$2,687.09	-\$3,430.65	-\$2,588.20	-\$1,745.76

K	L	M	N	=SUM(C-N)	P
March	April	May	June	Total	Approved/Revised
9%	9%	9%	9%	July-June	Budget
-\$1,745.76	-\$903.32	-\$60.88	-\$805.44		Total
\$16,631.64	\$16,631.64	\$16,631.64	\$16,631.64	\$184,796.00	\$184,796.00
\$9,146.79	\$9,146.79	\$9,146.79	\$9,146.79	\$101,631.00	\$101,631.00
\$2,133.09	\$2,133.09	\$2,133.09	\$2,133.09	\$23,701.00	\$23,701.00
\$588.06	\$588.06	\$588.06	\$588.06	\$6,534.00	\$6,534.00
\$58.77	\$58.77	\$58.77	\$58.77	\$653.00	\$653.00
				\$0.00	
\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$317,315.00	\$317,315.00
				\$0.00	\$0.00
				\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$28,558.35	\$28,558.35	\$28,558.35	\$28,558.35	\$317,315.00	\$317,315.00
\$12,272.73	\$12,272.73	\$12,272.73	\$12,272.73	\$135,000.00	\$135,000.00
\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$27,000.00	\$27,000.00
\$540.00	\$540.00	\$540.00	\$540.00	\$5,940.00	\$5,940.00
\$779.55	\$779.55	\$779.55	\$779.55	\$8,575.00	\$8,575.00
\$5,257.27	\$5,257.27	\$5,257.27	\$5,257.27	\$58,830.00	\$58,830.00
\$636.36	\$636.36	\$636.36	\$636.36	\$7,000.00	\$7,000.00
\$4,271.67	\$4,271.67	\$4,271.67	\$4,271.67	\$51,260.00	\$51,260.00
\$1,708.33	\$1,708.33	\$1,708.33	\$1,708.33	\$20,500.00	\$20,500.00
\$0.00	\$0.00	\$1,587.00	\$0.00	\$0.00	\$3,173.00
\$27,715.91	\$27,715.91	\$29,302.91	\$27,715.91	\$314,105.00	\$317,278.00
\$842.44	\$842.44	-\$744.56	\$842.44		
-\$903.32	-\$60.88	-\$805.44	\$37.00		

Exhibit 5

Worksheet to Calculate General Purpose funding for Charter Schools funded through Block Grants

2010-11 ___X_ Budget ___ 1st/2nd Interim ___ Unaudited Actuals

County: 31 - Placer
Approving Agency: 66852 - Newcastle Elementary School District
Charter School: Harvest Ridge Cooperative Charter
Charter Number :

A. Block Grant (General Purpose Entitlement) for Resident Pupils:

Grade Level	Enroll	Resident ADA	Block Grant \$ ADA	Block Grant Funding
K-3	0	0.00		\$0.00
4-6	0	0.00		\$0.00
7-8	0	0.00		\$0.00
9-12	0	0.00		\$0.00
Totals	0	0.00		\$0.00

Need to be aware of resident vs non-resident status

B. Block Grant (General Purpose Entitlement) for Non-Resident Pupils:

Grade Level	Enroll	Non-Resident ADA	Block Grant \$ ADA	Block Grant Funding
K-3	36	35.28	\$4,792	\$169,061.76
4-6	24	23.52	\$4,867	\$114,471.84
7-8	0	0.00	\$5,012	\$0.00
9-12	0	0.00	\$5,809	\$0.00
Totals	60	58.80		\$283,533.60
	60	58.8		

C. TOTAL GENERAL PURPOSE BLOCK GRANT: \$283,533.60

D. Local Revenue (In lieu of Property Taxes):

	Tax \$/ADA	Total ADA	Total Taxes
D-1:		58.80	\$101,631.68

per RL calculation
Fund 09
 object code 8096

E. State Aid Portion of Block Grant (Line C - D1): \$181,901.92

object code 8015

Charter School Funding Worksheet

Page 2

Worksheet to Calculate the Categorical funding for Charter Schools funded through Block Grants

A. Categorical ADA Block Grant

<u>Grade Level</u>	<u>ADA</u>	<u>Block Grant \$/ADA</u>	<u>Block Grant \$\$</u>	
Gr K-12	58.80	\$399	\$23,461	
Total ADA Block Grant			\$23,461	object code 8480

B. Educationally Disadvantaged Students (EDS) Block Grant:

<u>Amt/disadvantaged student</u>	<u>Total disadvantaged students</u>	<u>Preliminary Block Grant Amount</u>
\$115	0	\$0
Total EDS Block Grant		\$0

C. Total Categorical Block Grant **\$23,461**

A. Calculation of Unrestricted Lottery Funding

<u>Prior Year ADA</u>	<u>entitlement</u>	<u>Total funding</u>	
158.24	\$109.50	\$17,327.28	resource 1100 object code 8560

B. Calculation of Restricted Lottery Funding

158.24	\$11.50	\$1,819.76	resource 6300 object code 8560
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Summary of Newcastle Charter School Funding

General Purpose Block Grant	\$283,533.60
Categorical Block Grant	\$23,461.20
Lottery Funding	\$19,147.04
Total Funding	\$326,141.84

APPENDIX 6 – STAFF SCHEDULES

The hybrid model of Harvest Ridge Cooperative Charter School not only allows flexibility to our families but also to our teachers. Education Specialists provide classroom core instruction Monday – Thursday and are on site from 8:00 am to 3:00 pm. On Fridays and independent study days, when students are engaged in independent study activities through the Enrichment Program or otherwise, the HRCCS staff is able to turn its focus on the considerable paperwork required for independent study reporting, including Learning Records, preparing independent study packets for students who have provided notice of plans to study away from the classroom for a period of time, and reviewing completed student work. Fridays also include teacher development activities and bi-weekly staff collaboration meetings to coordinate on curriculum, school planning and operation matters and to maintain the vital team connection that will help HRCCS continue to develop and enhance its successful model.

Appendix 7 NESD SCHOOL CALENDAR 2010-2011

Harvest Ridge Cooperative Charter School

Independent Study Days/Minimum Days/LRP/LRC/Holidays

Proposed

Holiday Observances

<p>Sept. 6, 2010 Nov. 11, 2010 Nov. 25, 2010 Nov. 26, 2010</p>	<p><input type="checkbox"/> Labor Day <input type="checkbox"/> Veteran's Day <input type="checkbox"/> Thanksgiving <input type="checkbox"/> Day after Thanksgiving</p>
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<p>Dec. 24, 2010 Jan. 3, 2011 Jan. 17, 2011 Feb. 7, 2011 Feb. 21, 2011 May 30, 2011</p>	<p><input type="checkbox"/> Christmas <input type="checkbox"/> New Years Day <input type="checkbox"/> Martin Luther King Jr. Day <input type="checkbox"/> Lincoln's Birthday <input type="checkbox"/> President's Day <input type="checkbox"/> Memorial Day</p>
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Regular School Opening and Closing Dates

<p>Aug. 24, 2010 2011 June 10 No School End of 1st semester <u>Student Holidays</u> Nov. 22-26, 2010 Dec. 23-Jan 7, 2011 April 18-22, 2011</p>	<p><input type="checkbox"/> First Day of School <input type="checkbox"/> Last Day of School <input type="checkbox"/> 1/21/2011 <input type="checkbox"/> Thanksgiving Recess <input type="checkbox"/> Winter Break <input type="checkbox"/> Spring Break</p>
--	---

Minimum Conference Days =	<input style="background-color: #ADD8E6;" type="checkbox"/>
Independent Study Days =	<input style="background-color: #F08080;" type="checkbox"/>
End LRP =	LRP
LRC =	<input style="background-color: #FF8C00;" type="checkbox"/> LRC
Teacher Contract Day	8/23/2010



July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	LRP	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	LRP	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	LRP	13
14	15	16	17	LRC	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	LRP	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

January						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	LRP	29
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	LRP	26
27	28					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	LRP	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	LRP	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	LRP	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	LRP	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APPENDIX 8

(Proposed)

BYLAWS

of

HARVEST RIDGE COOPERATIVE CHARTER SCHOOL

CHARTER COUNCIL

A Public Charter School of the Newcastle Elementary School District

Article I. Organization

- A. The name of the organization shall be Harvest Ridge Cooperative Charter School.
- B. The organization may at its pleasure by a majority vote of the Charter Council change its name.

Article II. Purposes

The following are the purposes for which this organization has been organized:

- 1) the specific purpose is to establish and operate a school.

Article III. Charter Council

A. Number of Trustees. The number of trustees shall be not less than three (3) nor more than nine (9) with the exact number of trustees to be fixed, within the limits specified, by a resolution adopted by the Charter Council.

B. Term of Office. Except as noted below, the term of office for members of the Charter Council shall be two years. Insofar as possible, trustees' terms shall be staggered so that each year approximately one-half of the trustees' terms shall expire. No voting Council member may serve more than two consecutive three year terms, provided, however, that a Council member who is serving as an officer may continue on the Council for so long as that member is an officer.

One member of the Charter Council shall be HRCCS faculty members, elected by the HRCCS staff. This faculty member shall serve on the Council for a term of two years, but may be reelected, provided, however, that no faculty member shall serve more than three consecutive two-year terms.

In addition the Director of Harvest Ridge Cooperative Charter School shall serve as a ex officio voting member of the Charter Council.

C. Compensation. The Charter Council shall serve without compensation.

D. General Powers. Subject to the provision and limitations of the Newcastle Elementary School District and any other applicable laws, the Charter Council shall have the control and management of the affairs and business of the organization.

E. Specific Powers. Without prejudice to the general powers set forth in paragraph D above, the council shall have the power to:

- 1) Recommend appointment and removal of all employees with final approval from Newcastle Elementary School district
- 2) Fix employee compensation
- 3) Oversight of the management and the activities of the Director under the ultimate direction of the Council.
- 4) Determine who shall be authorized on the Charter Council's behalf to sign satisfactions, contracts and documents.
- 5) Raise funds for operation of the Harvest Ridge Cooperative Charter School in furtherance of its public purposes and serve as liaison to the community served by the Council.

F. Quorum. A majority of the authorized number of voting Charter members shall constitute a quorum for the transaction of business, except to adjourn.

G. Regular Meetings. The Council shall meet regularly at least ten (10) times per year, at any place that has been designated by resolution of the Council or in the notice of the meeting, or if not so designated, at the Harvest Ridge Cooperative Charter School facilities. Any meeting may be held by conference telephone or similar communication as long as all council members participating in the meeting can hear one another and it meets the requirements set forth in the Brown Act. All such Council members shall be deemed to be present in person at such meeting.

H. Special Meetings. Special meeting of the Council for any purpose may be called at any time by the chairman of the Council or any vice president or the secretary or any two trustees.

I. Notice. Notice of the time and place of all meetings shall be given to each Charter member by fax, personal delivery or email of written notice or by telephone at least 72 hours before the time set for the meeting. The notice shall state the time and place of the meeting. It shall list the items to be discussed and or for which action is required.

J. Action. Any action that the Council is required or permitted to take must be taken at a regularly published meeting. All such consents shall be filed with the minutes of the proceedings of the Council.

K. Vacancies. A vacancy or vacancies on the Council shall exist on the occurrence of the death or resignation of any council member or the declaration by Council resolution of a vacancy of a trustee who has been declared of unsound mind by order of court,

convicted of a felony. Vacancies on the Charter Council shall be filled by a vote of the majority of the remaining members of the Council, whether or not less than a quorum, for the balance of the term of the trustee whose seat has been vacated, except that a vacancy in the faculty member positions shall be filled by a vote of the HRCCS faculty and staff.

L. Resignation. Any council member may resign by giving written notice to the chair of the Council or the secretary of the Council. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a Charter member's resignation is effective at a later time, the Council may elect a successor to take office as of the date when the resignation becomes effective. Except on notice to the Attorney General of California, no council member may resign if the council would be left without a duly elected member/members in charge of its affairs.

M. Reduction of Number of Charter Members. No reduction of the authorized number of members shall have the effect of removing any trustee before that member's term of office expires.

N. Committees. The Council, by resolution adopted by a majority of the members then in office, provided a quorum is present, may appoint such standing and / or ad hoc committees as it deems appropriate and necessary to serve at the pleasure of the Council. Any such committee, to the extent provided in a Council resolution, shall have all the authority of the Council, except that no committee, regardless of Council resolution may:

- 1) Fill vacancies on the Council or on any committee that has the authority of the Council.
- 2) Amend or repeal bylaws or adopt new bylaws.
- 3) Amend or repeal any resolution of the Council.
- 4) Create other committees of the Council or appoint the members of committees of the Council.

O. Standing Committees. The Council may develop standing committees including the following: Educational Policies Committee, Finance Committee, Development Committee and the Committee on Members. At its discretion, the Council may add or delete standing committees. Each committee shall consist of two or more members, one of whom shall chair the committee.

Article IV. Officers

A. Authorized Officers. The officers of the council shall be a chair of the Council, and a secretary. The council may also have, at the Council's discretion, one or more vice presidents, one or more assistant secretaries, and such other officers as may be appointed by resolution of the Council. The Council may authorize the chair to appoint officers. Any number of offices may be held by the same person, except that the Secretary may not serve concurrently as the Chair of the Council.

B. Election of Officers. The officers of the council shall be chosen annually by the Council and shall serve at the pleasure of the Council. Without prejudice to any rights of an officer under any contract of employment, any officer may be removed with or without cause by the Council and also, if the officer was not chosen by the Council, by any officer on whom the Council may confer that power of removal.

C. Resignation. Any officer may resign at any time by giving written notice to the council. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the council under any contract to which the officer is a party.

D. Chair of the Council. The Charter Council shall elect a chair of the Council that shall preside at meeting of the Council and shall exercise and perform such other powers and duties as the Council may assign from time to time. The Chair shall have all of the powers and shall perform all of the duties normally inherent to the office of the Chair of the Council.

E. Vice Chair. The vice chair, if any, shall, in the event of the absence or inability of the chair to exercise the office, become acting chair of the organization with all the rights, privileges and powers as if s/he had been the duly elected chair.

F. Secretary. The secretary shall keep the minutes and records of the organization in the appropriate books; shall file any certificate required by any state or federal statute; and shall be the official custodian of the records of the organization; shall submit to the Charter Council all communications which shall be addressed to her/him as secretary of the organization; shall attend to all correspondence of the organization; and shall exercise all duties incident to the office of secretary.

Article V. Director of School

The Director of School shall be recommended by the Council with final approval from Newcastle Elementary School District and shall be the chief executive officer of the council subject to the direction and approval of the Council. The Director shall, subject to the control of the Council, supervise and direct the council's activities and affairs.

Article VI. Indemnity

To the fullest extent permitted by law, this council shall indemnify its trustees, officers, employees, and other persons described in §5238(a) of the California Corporations Code, including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements and other amounts actual and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the council, by reason of the fact that the person

is or was a person described in that Section.

Article VII. Insurance

The council shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, trustees, employees and other agents, against any liability asserted against or incurred by an officer, trustee, employee or agent in such capacity or arising out of the officer's, trustee's, employee's, or agent's status as such.

Article VIII. Amendments

Except as otherwise provided herein, new bylaws may be adopted or the bylaws may be amended by the affirmative vote of a majority of the Council.

Article IX. Records and Reports

- A. Council Records. The council shall keep:
- 1) Adequate and correct books and records of account.
 - 2) Written minutes of the proceedings of its Council and committees of the Council.
 - 3) The original or a copy of the bylaws, as amended to date.
- B. Inspection. Every trustee shall have the absolute right at any reasonable time to inspect the council's books, records, documents of every kind, physical properties and the records of each of its subsidiaries, if any. The inspection may be made in person or by the trustee's agent or attorney. The right of inspection includes the right to copy and make extracts of documents.
- C. Annual Reports. The council shall send to all trustees copies of such annual reports as are required by law.

Article X. Construction and Definitions

Unless the context requires otherwise, the general provision, rules of construction and definitions of the Charter Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

Article XI. Certificate of Secretary

CERTIFICATE OF SECRETARY

I certify that I am the duly executed and acting Secretary of Harvest Ridge Cooperative Charter School charter Council , a California Charter School, that the above bylaws, consisting of 8 pages, are the bylaws of the Charter School as adopted by the Charter Council on _____ and that they have not been modified since that date.

Executed on _____, at Newcastle, California.

DRAFT

APPENDIX 9
(Proposed)
Memorandum of Understanding (MOU)
between
Newcastle Elementary School District
and
Harvest Ridge Cooperative Charter School (CCCS)

To be developed upon authorization by the Newcastle Elementary School District and approval by the State Board of Education

Appendix 10

Signatures of Meaningful Interested Parents

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

Email

Name

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Name

Email

Appendix 11

(Proposed)
**Harvest Ridge Cooperative Charter School
2010-2011
Family School Agreement**

We understand that the following are the behavioral expectations of Creekside Cooperative Charter School. We will support these expectations at home and will work to ensure that our children abide by the rules of the school.

1. Students will arrive on time and depart in a timely fashion.
2. Students and parents/guardians will follow all guidelines for independent study.
3. The student will be responsible for completing all school and/or classroom curriculum assignments to the best of their ability.
4. The parent/guardian and student will maintain open and honest communication with the school and the child's Education Specialist.
5. Students will respond in a positive and responsible manner to the direction or request of all staff members and adults.
6. Students are responsible for contributing toward a neat and orderly school environment.
7. The student will be a contributing member of the class and school, and will exhibit positive behavior.

We further understand that attending classes is a privilege and that each instructor has the right to have a student removed from class for the remainder of the term for failure to live up to the school's behavioral expectations. Students who violate the above will receive appropriate attention from the Director, Education Specialist or staff member, including but not limited to:

- A reprimand
- A personal conference
- Rearrangement of seating
- Conference with parents
- Special assignments
- Removal of privileges
- Development of contract of expected future behavior
- Removal from classes

Date

Parent/Guardian Signature

Date

Student Signature

