

Welcome to The Ranches Academy

We would like to take this opportunity to formally welcome you to The Ranches Academy. Together, we can make this year a rich and happy learning experience for everyone. We believe the education of our children is the major hope for improving the future. Our mission statement identifies key areas, which will enable students to accomplish these goals.

We believe in our school and ask you to support us in our quest to provide the best educational opportunities for all of our students as they prepare themselves to be productive citizens in our global community. We are here to assist each child in reaching his/her potential. We ask for your support and cooperation. Should you have any additional questions or concerns, please feel free to contact the school.

Board of Trustees



Stephanie Colson, President; Katie Allen, Secretary; with members: Amber Baker, Dave Hadlock, Jennifer Maroney, Valerie Mattson, Joe Peck, Jennifer Rawlings, Linda Tuttle, and Bridgette Reall.



School Council

Stephanie Colson, President; Amber Baker, VP; Jason Haskell, Treasurer; Jen Morrison, Secretary; with members: Trish Johnson, Marley Orton, and Tausha Petersen



Director

Susie Scherer



Business Manager

Angie Rasmussen



Administrative Assistant

Julie Bell

TABLE OF CONTENTS

| ITEM | PAGE | ITEM | PAGE |
|----------------------------|-------------|-------------------------------------|-------------|
| Attendance | 5 | Schools Closing – Inclement Weather | 29 |
| Calendar | 7 | School Day Arrival and Departure | 30 |
| Change of Address | 9 | School Directory | 3 |
| Communication | 10 | School Pictures | 30 |
| Computer/Internet Access | 10 | School Pride | 30 |
| Conflict Resolution | 10 | School Supplies | 30 |
| Curriculum & Instruction | 11 | Special Dress Days | 8 |
| Daily School Schedule | 12 | Special Events | 9 |
| Discipline | 12 | Student Records | 30 |
| Discipline Procedures | 13 | Table of Contents | 2 |
| Dress Code | 17 | Tardy's | 6 |
| Dress Code Procedures | 18 | Telephone Usage by Students | 31 |
| Drop-Off and Pick-Up | 19 | Textbooks | 31 |
| Drug Free Schools | 19 | Visiting the School | 31 |
| Due Process | 20 | Volunteers | 31 |
| Enrollment | 21 | Website and Email | 32 |
| Field Trips | 21 | | |
| Fire and Disaster Drills | 22 | | |
| FSO | 22 | | |
| Grading Standards | 22 | | |
| Hall Passes | 23 | | |
| HomeFun | 23 | | |
| Library | 24 | | |
| Lost and Found | 24 | | |
| Lunch | 24 | | |
| Medical Information | 25 | | |
| Messages for Students | 26 | | |
| Money and other Valuables | 26 | | |
| Community Council | 26 | | |
| Newsletter | 27 | | |
| Safe School | 27 | | |
| Parent/Teacher Conferences | 27 | | |
| Parties | 27 | | |
| Playground Supervision | 27 | | |
| Physical Education | 28 | | |
| Progress Reports | 28 | | |
| Promotion and Retention | 28 | | |
| Ranches Academy Contract | 33 | | |
| Ranches Academy Flow Chart | 1 | | |

School Directory

School Council

| Assignment | Name | Email |
|-------------------|-----------------------|--|
| President | Mrs. Stephanie Colson | scolson@theranchesacademy.com |
| Vice President | Mrs. Amber Baker | abaker@theranchesacademy.com |
| Treasurer | Mr. Jason Haskell | jhaskell@theranchesacademy.com |
| Secretary | Mrs. Jen Morrison | jmorrison@theranchesacademy.com |
| Member | Mrs. Trish Johnson | tjohnson@theranchesacademy.com |
| Member | Mrs. Marley Orton | morton@theranchesacademy.com |
| Member | Mrs. Tausha Petersen | tpetersen@theranchesacademy.com |

Administration

| Assignment | Name | Email |
|-------------------|----------------------|--|
| Director | Mrs. Susie Scherer | sscherer@theranchesacademy.com |
| Business Manager | Mrs. Angie Rasmussen | arasmussen@theranchesacademy.com |

Administration/Staff Support

| Assignment | Name | Email |
|--------------------------|-----------------|--|
| Administrative Assistant | Mrs. Julie Bell | jbell@theranchesacademy.com |

Faculty

| Assignment | Name | Email |
|-----------------------------------|------------------------|--|
| Kindergarten | Mrs. Sara Brown | sbrown@theranchesacademy.com |
| 1 st grade | Mrs. Carolyn Weimer | cweimer@theranchesacademy.com |
| 1 st grade – job share | Mrs. Aleigh Morelli | amorelli@theranchesacademy.com |
| 1 st grade – job share | Mrs. Kayla Baugh | kbaugh@theranchesacademy.com |
| 2 nd grade | Mrs. Angela Milton | amilton@theranchesacademy.com |
| 2 nd grade | Mrs. Mary Moellmer | mmoellmer@theranchesacademy.com |
| 3 rd grade | Miss Jillaine Clark | jclark@theranchesacademy.com |
| 3 rd grade | Mrs. JulieAnne Wankier | jwankier@theranchesacademy.com |
| 4 th grade | Mrs. Emily Buttars | ebuttars@theranchesacademy.com |
| 4 th grade | Ms. Ashlee Robbins | arobbins@theranchesacademy.com |
| 5 th grade | Mrs. Jennifer Payne | jpayne@theranchesacademy.com |
| 5 th grade | Ms. Polly McGaffin | pmcgaffin@theranchesacademy.com |
| 6 th grade | Mrs. Sue Ford | sford@theranchesacademy.com |
| 6 th grade | Mrs. Dorothy Hunt | dhunt@theranchesacademy.com |
| Physical Education | Mr. Jeremiah Hawks | jhawks@theranchesacademy.com |
| Computer lab | Mrs. Tamera Buchanan | tbuchanan@theranchesacademy.com |

Support Staff

| Assignment | Name | Email |
|--|-------------------------|--|
| Librarian | Mrs. Shelly Beratto | library@theranchesacademy.com |
| Special Education Coordinator | Mrs. Rita Bowers | rbowers@theranchesacademy.com |
| Special Education Paraprofessional | Mrs. Tracy Proctor | tproctor@theranchesacademy.com |
| Special Education Paraprofessional | Mrs. Kristy Mears | kmears@theranchesacademy.com |
| Special Education Paraprofessional | Mrs. Allison Sidwell | asidwell@theranchesacademy.com |
| Special Education Paraprofessional | Mrs. Janet Burningham | jburningham@theranchesacademy.com |
| Special Education Paraprofessional | Mrs. Debra Johanson | djohanson@theranchesacademy.com |
| Kindergarten Teaching Asst. | Miss Kryssi Rees | krees@theranchesacademy.com |
| 1 st grade Teaching Asst./Weimer | Mrs. Stacey Robinson | srobinson@theranchesacademy.com |
| 1 st grade Teaching Asst./Morelli & Baugh | Mrs. Paula Beck | pbeck@theranchesacademy.com |
| 2 nd grade Teaching Asst./Milton | Mrs. Jamie Peterson | speterson@theranchesacademy.com |
| 2 nd grade Teaching Asst./Moellmer | Mrs. Melanie Young | myoung@theranchesacademy.com |
| 3 rd grade Teaching Asst./Clark | Mrs. Vera Buys | myoung@theranchesacademy.com |
| 3 rd grade Teaching Asst./Wankier | Mrs. Marcie Yacktmann | myaektman@theranchesacademy.com |
| 4 th grade Teaching Asst./Buttars | Mrs. Tabitha Morey | tmorey@theranchesacademy.com |
| 4 th grade Teaching Asst./Robbins | Mrs. Tracy Alba | talba@theranchesacademy.com |
| 5 th grade Teaching Asst./Payne | Mrs. Kiera Donaldson | kdonaldson@theranchesacademy.com |
| 5 th grade Teaching Asst./McGaffin | Mrs. Cindy Gardner | cgardner@theranchesacademy.com |
| 6 th grade Teaching Asst./Ford | Mrs. Tammy Dresen | tdresen@theranchesacademy.com |
| 6 th grade Teaching Asst./Hunt | Mrs. Tiffany Southern | tsouthern@theranchesacademy.com |
| Teacher Mentor | Mrs. Jennifer Tillotson | jtillotson@theranchesacademy.com |
| Custodian/Janitor | Mrs. Tara Meyer | tmeyer@theranchesacademy.com |

ATTENDANCE

A student's success in school and later life is reflected in his or her attendance. We realize many students carpool and commute to Ranches Academy. Students should be in the gym by 8:10 a.m. Class will begin promptly at 8:15 a.m. We recognize the dedication that our parents and students exhibit by having students at school, except when excused absences are necessary.

ABSENCES

1. Only the following are considered excused absences:

- Personal illness
- Death in the family
- Observance of a recognized religious holiday

Other absences from school are considered unexcused. The school director has the right to determine what constitutes an unexcused absence.

2. Please minimize doctor and other appointments during class hours unless there is an emergency.

3. Parent(s) or guardian must report all students' absences to the office by phone. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from a parent/guardian and/or a doctor. The note must contain the following:

- a. Student's full name and grade
- b. Date(s) of the absence(s)
- c. Reason for the absence(s)
- d. Signature of the parent/guardian or doctor

4. Students are considered truant unless the absence is cleared through the office within 24 hours of returning to classes regardless of circumstances. The teacher will refer excessive absences to the director for review and parental contact.

5. All absences not cleared by the director are counted as unexcused. If a student misses a large number of days, the child may be considered truant, and his/her records may be sent to local authorities as per Utah State Law 53A-11-101.

6. Students who become ill during the school day are to report to the office. The office will keep a log of all students who report for medical attention.

7. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office and the parent/guardian or the person designated by the parent must sign the student in or out. **Only those listed on the registration form under emergency contacts will be allowed to pick-up a student. Please note that emergency contacts may be asked to provide photo I.D.**

8. A written request must be presented to the director and teacher at least one week prior to a leave of absence. Such advance requests will allow the student to obtain assignments. Missed work will be due as follows:

- a. All assignments from **UNEXCUSED** absences are due back the day the student returns to school.
- b. All assignments from **EXCUSED** absences are due in the same number of days absent, plus one. The teacher, in extenuating circumstances, may grant additional time.

LEAVING SCHOOL

For safety reasons, the Ranches Academy staff must know where students are at all times. If a student must leave the campus during school time, the student's parent or guardian, or an individual designated by the parent or guardian, must check the student out at the office. Students failing to follow this procedure will be considered truant and are subject to disciplinary actions. Please do not call the school and ask staff to allow your child to walk home during school hours for forgotten item, illness etc; they will not be allowed to do so.

TARDINESS

A student's educational success is impacted when he/she misses valuable instructional time. Also, when a student is late to class, it is a disruption to the educational process of the other students who are in class. Therefore, it is expected that Ranches Academy students will arrive to class in an orderly manner and on time.

Tardy is defined as not being in class when it is time for class to begin. Students coming to school tardy between 8:15 and 8:30 should go straight to their classroom. If a student arrives later than 8:30 they must come to the front office for a tardy admit pass. A parent of a student(s) arriving later than 8:30 also needs to sign that student(s) in at the front office.

Tardiness Procedures

Tardies are to be handled by the classroom teachers. Unexcused and excused tardiness will be determined by communication between our teachers, front office, and our parents. Final determination of unexcused or excused tardiness resides with the director.

| <u>Tardies</u> | <u>Consequences</u> |
|-----------------------|--|
| 1 st Tardy | Warning |
| 2 nd Tardy | Warning |
| 3 rd Tardy | Warning and call by teacher to parent |
| 4 th Tardy | Conference with student and director and letter sent to parent by director |
| 5 th Tardy | Conference with parent and director |
| 6 th Tardy | Office referral and behavior plan |
| 7 th Tardy | 7 or more tardies = office referral to evaluate options |

In the end, we will conserve only what we love...we will love only what we understand...and we will understand only what we are taught.

Lao-Tsu, Chinese Philosopher

CALENDAR

Ranches Academy Calendar 2009-2010

August

9 days

| M | T | W | Th | F |
|-----------|-----------|-----------|-----------|-----------|
| <u>10</u> | <u>11</u> | <u>12</u> | <u>13</u> | <u>14</u> |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | <u>28</u> |

September

21 days

| M | T | W | Th | F |
|----------|----|----|----|-----------|
| | 1 | 2 | 3 | <u>4</u> |
| <u>7</u> | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | <u>25</u> |
| 28 | 29 | 30 | | |

October

20 days

| M | T | W | Th | F |
|-----------|-----------|-----------|-----------|-----------|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | <u>14</u> | <u>15</u> | <u>16</u> |
| 19 | 20 | 21 | 22 | 23 |
| <u>26</u> | <u>27</u> | <u>28</u> | <u>29</u> | <u>30</u> |

November

18 days

| M | T | W | Th | F |
|----|-----------|-----------|-----------|-----------|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | <u>20</u> |
| 23 | <u>24</u> | <u>25</u> | <u>26</u> | <u>27</u> |
| 30 | | | | |

December

15 days

| M | T | W | Th | F |
|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | <u>18</u> |
| <u>21</u> | <u>22</u> | <u>23</u> | <u>24</u> | <u>25</u> |
| <u>28</u> | <u>29</u> | <u>30</u> | <u>31</u> | |

January

19 days

| M | T | W | Th | F |
|-----------|----|----|----|-----------|
| | | | | <u>1</u> |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | <u>15</u> |
| <u>18</u> | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | <u>29</u> |

February

18 days

| M | T | W | Th | F |
|-----------|----|----|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | <u>11</u> | <u>12</u> |
| <u>15</u> | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | <u>26</u> |

March

22 days

| M | T | W | Th | F |
|----|----|----|----------|-----------|
| 1 | 2 | 3 | <u>4</u> | <u>5</u> |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | <u>26</u> |
| 29 | 30 | 31 | | |

April

17 days

| M | T | W | Th | F |
|----------|----------|----------|----------|-----------|
| | | | 1 | <u>2</u> |
| <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> | <u>9</u> |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | <u>30</u> |

May/June

20 days

| M | T | W | Th | F |
|-----------|----|----|----|-----------|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | <u>28</u> |
| <u>31</u> | 1 | 2 | 3 | 4 |

End of quarter dates are: Oct 23rd, Jan 13th, Mar 22nd & May 28th.

Report cards go home within 2 weeks of the end of the or term (Please note kindergarten and first grade will still be using the trimester system with standard based reports cards. See "Grading" section of the handbook for further details)**End of trimester dates are: Nov 12th, Feb 25th, & May 28th**

Progress reports gohome the week of 10/8, 12/15, 3/5 and 5/8. Teachers and TAs will communicate regularly with parents in addition to the above formal report dates.

School starts at 8:15am sharp. Office personnel are available from 8:00-3:45 daily, except minimum school days and holidays.

- Student **non-attendance** days are **bolded/highlighted**;
- **minimum days** are *underlined, italicized*, and **bolded**.
- There is always a minimum day before a break, and the last Friday of each month.
- The only exception to this is the last week in October for Parent/Teacher conferences and the next to the last day of school.

Staff Development meetings take place the last Friday of each month except December & May, Noon - 3:30PM.

Calendar is subject to changes as needed.

Aug/Sept/Oct/Nov 2009

8/10-14 Staff Training/Meetings
 8/14 Student Open House 2:30-4:00
 8/19 Parent Info. night, 6:00-7:15PM
 8/18 School Starts
 9/7 Labor Day
 9/22 Picture Day

AM Kindergarten attendance on minimum days:

8/28, 9/25, 10/26, 10/28, 11/20, 1/29, 3/04, 4/02

PM Kindergarten attendance on minimum days:

9/4, 10/14, 10/27, 10/29, 1/15, 2/26, 3/26, 4/30

10/15-10/16 Fall Break
10/26-10/29 - Parent/Teacher Conf.
11/25 - Teacher comp day
11/26-11/27 Thanksgiving Break

Dec 2009/Jan/Feb/Mar 2010

12/21/09-1/1/10 Christmas Break
1/18 Martin Luther King Day
2/12-2/15 Washington/Lincoln Weekend
3/1 Spring pictures
3/2-3/3 P/T Conferences
3/5 Snow Make Up Day

April/May/June 2010

4/5 Teacher comp day
4/6-4/9 Spring Break
5/28 Last day of School
6/1-6/4 report cards - secure rooms

Both classes attend combined activities on the following dates:

10/30 (Halloween), 11/24 (Thanksgiving), 12/18 (Christmas),
2/11 (Valentine's), 5/21 (Kinder Picnic), 5/28 Graduation Party

Special Dress Days for Students & Staff

Students and staff may wear the following on these specified dates:

Last Friday of each month = School Spirit days:

- Wear red, white or blue polo shirts with blue jeans.

Constitution Day = September 17th

- Wear red polo's or t-shirts with blue jeans.

Red Ribbon Week = Last day of Red Ribbon week

- Wear red polo's or t-shirts with blue jeans.

Halloween = October 30th

- No masks, weapons, blood or inappropriate items

Winter Holiday = December 18th

- Wear holiday themed attire with blue jeans or khakis.

Winter Wow Day = January 15th

- Wear bright colored shirts with blue jeans

Jazz Reading = First day of contest – 22nd

- Wear sports team attire with blue jeans

St. Patrick's Day = March 17th

- Wear green shirts with khakis or jeans

Spring Fling Day = March 26th

- Wear tropical print and/or colored shirts with blue jeans

National Charter School Week = Date TBD

- Wear red, white, or blue polo's with blue jeans

Last school day of the year = May 28th

- Wear favorite t-shirt or shirt with blue jeans or appropriate length shorts.

❖ Please note when blue jeans are specified, please make sure they are in good repair.

Special Events

| | |
|---|---|
| August 14 th | Open House for students 2:30 – 4:00 pm |
| August 18 th | First day of school |
| August 19 th | Parent Information Night 6:00-7:15 pm (no children please). |
| August 21 st | Room Mother's Tea (Right after school in the gym) |
| September 3 rd | Story Telling Festival |
| September 17 th | Constitution Day Observance |
| September 22 nd | Picture Day (Uniforms REQUIRED) |
| October 19 th – 23 rd | Red Ribbon Week |
| October 5 th – 9 th | National Fire Safety Week |
| October 27 th - 29 th | Book Fair (Library) |
| November | Story Telling Contest – school-wide |
| November 3 rd | Picture re-takes (uniforms REQUIRED) |
| December 4 th | Science Assembly |
| | science fair assistance days – dates TBD |
| December 10 th | Geography Bee |
| December 17 th | Inspriations Awards |
| January 27 th | Science Fair |
| February | Jazz Reading Contest – January 23 rd – February 23 rd |
| February 26 th | Dr. Suess Day |
| March 1 st | Spring Pictures (uniforms are NOT required) |
| March 2 nd | Spelling Bee |
| March 2 nd -3 rd | Parent Teacher conferences 3-7pm |
| March 29 th – 31 st | Book Fair |
| March 30 th – 31 st | Talent Show |
| April 19 th | Earth Day |
| April 22 nd | Principal/ Secretary Day |
| May 4 th – 7 th | Teacher Appreciation Week |
| May | 6 th Grade Boondocks trip |
| May 27 th | Sixth Grade Graduation |

CHANGE of ADDRESS, TELEPHONE NUMBER OR EMAIL

Keep the school informed of any change of address, telephone number or email during the school year. This will help keep our records current and make it much easier to contact you should any emergency occur. Forms will be available on our website or at the front office.

COMMUNICATION

Teachers will be updating their page via the school website. Please check the school's website often. The Student Information System (SIS) will be open to parents by October 1st. Teachers are expected to update grade books every week so that the online information is current.

More details will be distributed the first week of school regarding parent access to SIS. Please consult with your child's teacher to determine the best time to consult with them. This should be discussed by each teacher at Back to School Night. Director Scherer has an open door policy or you may call for an appointment any time.

COMPUTER/INTERNET ACCESS

The use of computers by our elementary students is an important learning experience in technology. Our Classroom teachers are required to use technology in their classrooms. In the past we received a grant, which allowed SmartBoards to be installed in every classroom. The Ranches Academy has a technology classroom for computer technology training and usage. All staff that work with children using computers carefully monitor internet use and access. It is the goal of this program for the computer to become a tool to aid students in reaching their full potential in problem solving skills. Students and parents are expected to sign an Acceptable Use Policy before using computers at Ranches Academy.

The following rules apply to all users:

1. Users will not damage any computers, printers, or any media/technology equipment at Ranches Academy.
2. Users will not bring software in any form to use and/or install on any computer at Ranches Academy.
3. Users will not change any settings and/or formats on any computer at Ranches Academy.
4. Users will follow all rules for use of software technology installed on computers at Ranches Academy.
5. Users will only access the internet while at Ranches Academy under direct supervision of a Ranches Academy employee.
6. Users, while on the internet, will only explore and/or use sites and areas as directed by the instructor.
7. Users who are unsure if a site is acceptable, will request assistance from the instructor.
8. Failure to follow the above rules WILL jeopardize use privileges of the media/technology available at Ranches Academy from a 2-week period up to the remainder of the school year, to be decided by the supervising Instructor.
9. Users are subject to additional rules governing use of media/technology at Ranches Academy, which may be added at the discretion of the supervising adults.

CONFLICT RESOLUTION

At times, parents express concerns about how things are handled at school. Use the following procedures to ensure that concerns are handled promptly and directly.

1. Talk with the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion. While parents are welcome to observe or volunteer during school, teachers should not be disturbed during school hours. Please schedule an appointment to discuss your concerns during the hour following school.

2. If a parent and teacher cannot resolve the concern, speak with the director.
3. All students have the right to due process. Our School Council will hear any concerns that may not be resolved by the teacher and parent, or with director intervention. Parents must put in writing their concerns with a decision and deliver the paper to Director Scherer within 3 days of the event and request a meeting with the School Council.

CURRICULUM & INSTRUCTION

Ranches Academy has selected a “back to basics” curriculum to enable all students to excel. The Utah State Core Curriculum will serve as the minimum basis for academic requirements for advancement and promotion. The school’s curriculum and student expectations will exceed standards of the Utah State Core Curriculum.

All students will have a portfolio developed by the teacher. Writing will be a key component of this portfolio. Students will be prepared for the 5th grade U-PASS writing assessment as well as for mastery in expressing their thoughts through written communication. All students will also participate in “End-of-Year” testing in April, which focuses on language arts, mathematics, and science.

The primary curriculum programs that have been chosen for use at Ranches Academy are Core Knowledge for Social Studies, Music, and Art. Science instruction incorporating Scott Foresman Science text, Delta Science kits, and Core Knowledge. Leveled programs in Literacy use Imagine It! by SRA for Reading Instruction in language arts. The Six Traits program is used, along with other supplemental strategies, for writing instruction. Kindergarten through 3rd grade students use the Wilson program, Foundations, for phonemic awareness. Kindergarten students will participate in targeted centers this year, using a team approach during the literacy block to allow for small group instruction. All students are instructed in Saxon Math. Ranches Academy Public Charter School (RAPCS) curricula comply with state core curriculum standards and the school charter.

COMPUTER TECHNOLOGY- Students will receive computer literacy instruction and practice at least once each week. This curriculum follows the requirements of the state core curriculum.

CORE KNOWLEDGE - This series, developed by Dr. E. D. Hirsch, Jr., contains social studies, science, art and music curricula. Core Knowledge focuses on the idea that in order to reach academic excellence, schools need a solid, specific curriculum to help students establish strong foundations of knowledge and build on those foundations each year.

PHYSICAL EDUCATION - Curriculum for PE classes follows the Utah core curriculum standards for PE.

SAXON MATH This curriculum is different from traditional math programs in that it diffuses learning throughout the year in small increments with daily review of previously learned concepts. Research has demonstrated that students learn better over the long term with concepts presented in this manner. Daily Homefun is provided in the K-3 editions with home assignments routinely sent with upper grade students.

DAILY SCHEDULE 2009-2010

| Grade | A.M. Recess | Lunch | Lunch Recess | P.M. Recess |
|-----------------|-------------|-------------|--------------|-------------|
| 1 st | 9:30-9:45 | 11:00-11:20 | 11:20-11:40 | 1:15-1:30 |
| 2 nd | 9:30-9:45 | 11:00-11:20 | 11:20-11:40 | 1:15-1:30 |
| 3 rd | 10:15-10:30 | 11:20-11:40 | 11:40-12:00 | None |
| 4 th | 10:15-10:30 | 11:20-11:40 | 11:40-12:00 | None |
| 5 th | 9:30-9:45 | 11:40-12:00 | 12:00-12:20 | None |
| 6 th | 10:30-10:45 | 11:40-12:00 | 12:00-12:20 | None |

DISCIPLINE

Discipline Philosophy:

Our goal is to promote self-regulation and intrinsic motivation in students. We believe in focusing on the positives and, when necessary, will determine the cause of inappropriate behavior and develop appropriate solutions. School discipline is oriented toward problem solving.

The Ranches Academy Charter School will emphasize respect among students, teachers, staff, as well as consideration for others, and friendliness. The school has clear expectations regarding appropriate behavior, which will be shared with teachers, parents and students.

Discipline Policy:

This handbook on school rules and discipline will be distributed to every family at the beginning of the school year. The following School Rules will be promoted in each classroom:

- Students and teachers will acknowledge the rights of others.
- Students will take responsibility for their learning and behavior.
- Students will respect each other, the teachers, and the school.
- Students will use appropriate language and behavior in the school and on the playground.
- Sexual harassment or bullying is not allowed. The Ranches Academy Charter School takes these issues seriously and will take immediate action.
- Students will comply with school uniform policies and dress code.

Discipline Procedures:

The following steps will be followed whenever a student is suspected of violating a school rule or policy:

STEP 1: Investigate the incident by interviewing involved parties.

STEP 2: Allow student(s) the opportunity to tell his/her version of the incident.

STEP 3: Administrator/staff member makes his/her best professional judgment given the facts and identifies the appropriate consequences.

STEP 4: Notify student of these consequences either in verbal or written form.

STEP 5: In cases where the consequences include In-School Suspension (ISS) or Out-Of-School Suspension (OSS), the school will notify parents and allow an opportunity for conference. Continued occurrences may result in review of an IEP or 504 plan for special needs students. The procedures outlined in this handbook will be followed and may include possible suspension and/or expulsion proceedings.

Illegal behaviors may be referred to the police or sheriff's department with immediate notification to the parents and possible disciplinary action.

A student may be expelled indefinitely, at any time, if the student continues to violate school rules or if the severity of the student's behavior poses a physical, emotional, or educational threat to themselves or others. All State and Federal regulations will be followed during the consideration and execution of disciplinary actions. Due process protections under IDEA will be observed.

Disciplinary Actions:

Ranches Academy encourages student behavioral issues to be handled at the lowest level possible. Teachers are expected to work with students and parents in addressing student classroom behavior.

Types of disciplinary action may include:

Classroom:

Informal classroom re-direction, informal teacher-student talks, teacher detentions, "time-away" in hallway or partner classroom, loss of recess or specialties, parent contact, or behavior contract.

Office:

Conference with director, parent contact, loss of recess or specialties, parent conference, behavior contract, in-school suspension, out-of-school suspension, or expulsion.

Minor vs. Major Referrals

Discipline is divided into two categories, classroom managed behaviors (minor) and Director managed behaviors (major). A teacher will fill out a minor referral if a student fails to fix the problem-using Ranches Model for Classroom Management. The chart below lists *examples* of major and minor offenses.

| Minor | Major |
|---|---|
| Attitude/Tone | Abusive and/or Vulgar Language |
| Blurting Out | Alcohol/Drugs |
| Computer Misuse | Arson |
| Disrespect | Bullying (harassment, tease, taunts, threats) |
| Defiance | Continual Disrespect |
| Dress Code Violations (see policy) | Continual Defiance |
| Disruption | Continual Dress Code Violations (see policy) |
| Classroom/Building/Playground Rules Abuse | Continual or Major Disruptions |
| Inappropriate Verbal Language | Continual Lying/Cheating |
| Lying/Cheating | Damage to School/Private Property |
| Lack of Preparation | Excessive Tardy (see policy) |
| Property Misuse | Fighting/Physical Threatening |
| Refusal to Work | Theft |
| | Weapons |
| | Violation of Criminal Law |

Minor Referrals:

1. Ranches Model of Classroom Management redirect system

Major Referrals:

1. Depending upon the severity and number of infractions, the student may be subject to:
 - a. Conference with Director and Parent
 - b. Informal "Time-Away"
 - c. Loss of Recess and or Specialties
 - d. Formal Removal
 - e. In School Suspension
 - f. Out of School Suspension
 - g. Expulsion

According to Utah and Federal Law 53A-11-904, Ranches Academy will follow the guidelines for suspension and expulsion. The Board of Trustees and School Council delegate to the Director the right to suspend students for up to 10 days. Beyond that, the Trustees and/or Council members will convene to determine the longevity of any suspensions or extend authority for this action to the Director. If school suspension requires the student to be removed from the regular classroom environment, adult supervision will be worked out among school personnel. Out of school suspension requires parent supervision that the student stays off school grounds, and at least 300 feet from school property for the duration of the suspension. Parents or guardians will be notified as soon as possible regarding any suspension.

The parent(s) shall have the right to appeal a suspension. The parent(s) shall prepare a written statement and submit it to the Director. The Director shall attach the parent(s)/pupil statement to the Discipline Referral. After reviewing the case, the Director shall inform the parent of the decision. Further appeals may be made to the school council.

In the case of a possible expulsion, a meeting will convene to determine the course of action. Members of the meeting may include the students, parents, teacher/staff members involved, the director, and council members. In compliance with the Federal Gun-free Schools Act, students bringing firearms to school or related events shall be expelled for no less than one year. Anytime a student is suspended for a violation of civil law, law enforcement officials will be notified. Again, due process shall be accorded under the provisions of the law for all students, especially those who are under an IEP or 504 plan. A student seeking admission to the school, who has been expelled regardless of reason, will receive a due process meeting to determine willingness to abide by school rules. As a school of choice, we reserve the right to protect staff, students, and community by not allowing potential threats into the school. Questions or concerns must be addressed to administration or the School Council.

Our character is what we do when we think no one is looking.

H. Jackson Brown, Jr.

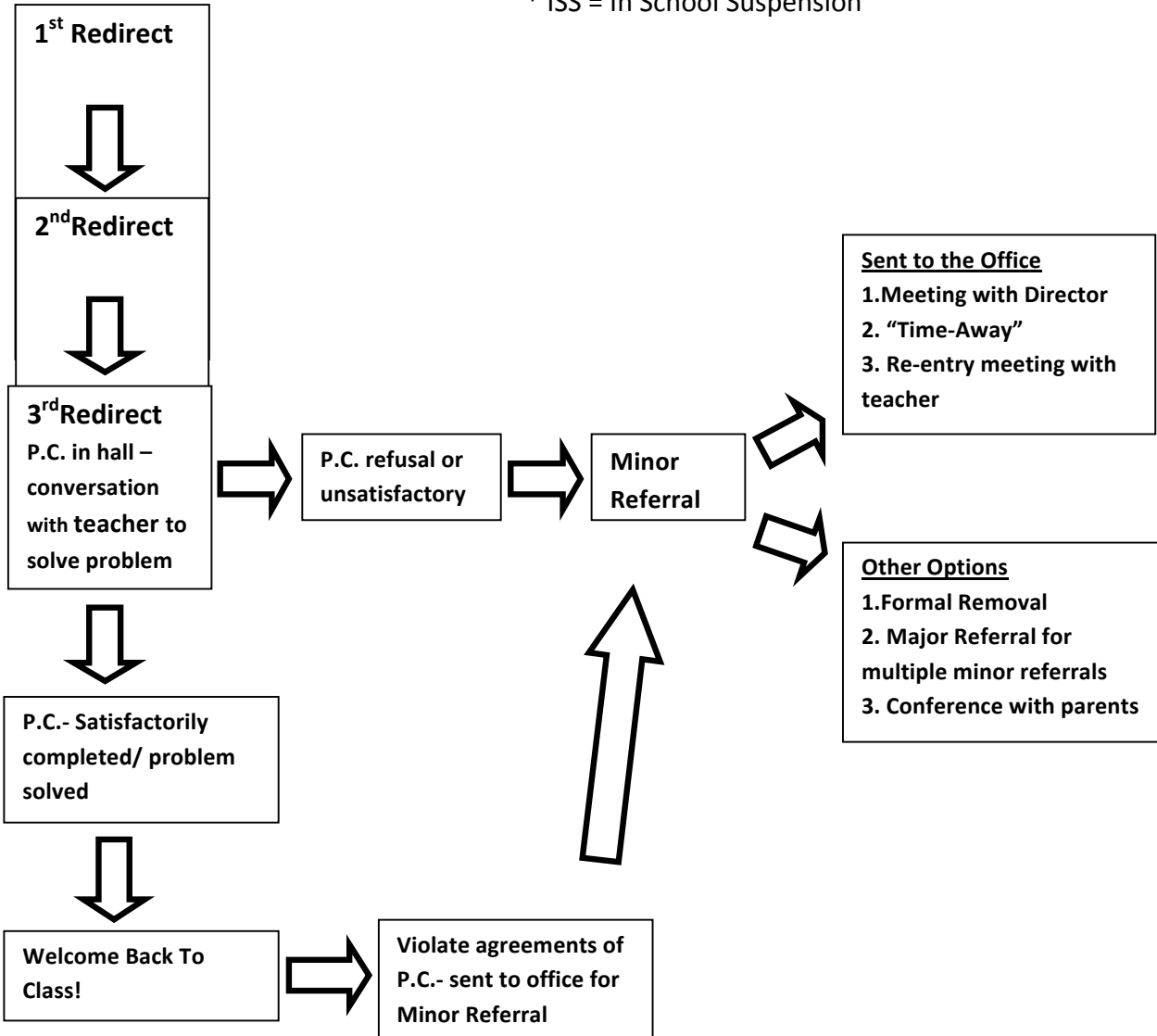
GO REDHAWKS!

**In the final analysis it is not what you do for your children
but what you have taught them to do for themselves that will
make them successful human beings.**

Ann Landers

Ranches Academy 2009-2010 Classroom Management Model

*P.C. = Private Conversation
* ISS = In School Suspension



DRESS CODE

Uniforms improve the classroom-learning environment by:

- a. Helping students concentrate on their schoolwork by setting a tone for serious study,
- b. Removing distractions created by socioeconomic differences and modern fashion, and
- c. Instilling students with discipline.

Uniforms build citizenship and a sense of community in our children by:

- a. Building self-esteem, self-respect, and school spirit among students,
- b. By creating the distinction of being part of a group,
- b. Maintaining a good school image in the community by a neat appearance, and
- c. Providing a visible and public symbol of commitment to school improvement and reform.

Uniforms create a safe learning environment by:

- a. Helping school officials recognize intruders who may come into the school.

Provisions

The School Council may amend or change this School Uniform Policy at any time by majority vote. These changes may be beyond the control of the School Council, such as changes in federal or state laws or policies. The School Council, in considering any changes to the School Uniform Policy, shall consider at least the following elements: quality, cost, availability for purchase, and style of the uniform.

Enforcement

The School Uniform Policy will be enforced by the Director, and staff of The Ranches Academy (see procedures below).

Uniform Exemptions/Modifications

Pursuant to Utah Code Annotated, Section 53A-15-602(8), 1953, as amended 2003, the school director is allowed, at any time during the school year, to grant an exemption from wearing a uniform to a student because of extenuating circumstances. The school will work with families who have extenuating circumstances. This provision is subject to state and federal law.

Assistance - Low Income Students

Uniform clothing under this policy may be available for students whose parents need help in obtaining them. The school director shall make decisions regarding assistance.

| Clothing Item | Color | Comments |
|------------------------|----------------------------|--|
| Tops (Boys and Girls) | Navy, White, & Primary Red | <p>Guidelines: Must have a collar! (Turtlenecks OK)</p> <p>Not Acceptable: Brand name emblems (example: Polo, RL, Tommy, etc.), Any red other than the Primary red (example: maroon)</p> |
| Sweaters and Outerwear | Navy, White, & Primary Red | <p>Guidelines: Outerwear worn inside the classroom must be either in the acceptable colors or school logoed items.</p> <p>Not Acceptable: Sweatshirts, jackets, or non-approved uniform outerwear worn inside the classroom.</p> |
| Dresses | Navy | <p>Acceptable: Knit dresses with collar.</p> <p>Not Acceptable: Any color where the top and bottom are not approved colors. (i.e. red, khaki, white)</p> |
| Bottoms | Khaki & Navy | <p>Guidelines: Pants made of cotton, twill, or polyester. Capri pants are</p> |

| | | |
|-------------------------|--|--|
| | | acceptable. Shorts must be knee length or slightly above Not Acceptable: Cargo pants, extra zippers or pockets, rips, knit bottoms, extra ruffles, gaucho pants, emblem items, or other embellishments. |
| Skirts/Jumpers | Khaki & Navy | Guidelines: Knee length or slightly above. Jumpers are acceptable and must be worn with a collared shirt. |
| Shoes | Primarily neutral colors such as: Black, Brown, Navy, or White Athletic Styles | Shoes should be conservative in style. Ankle & knee boots are acceptable in black, brown or dark neutral leather. Boys and girls may wear navy, black, brown or white non-distracting tennis shoes (no lights, wheels, or characters). Shoes may not have open toes or an open heel and cannot have a heel higher than two inches <i>Snow boots must be changed to school-approved shoes while inside the building.</i> |
| Accessories | Black, Brown, or Navy | Belt may be leather or simulated, flat, braided or stretch but must be all black, brown or Navy; belt must be worn within all belt loops. |
| Socks and Tights | Navy & White | Crew socks and knee-highs are acceptable. Tights should be in good repair with no holes or runs; cable-knit tights are approved. Socks or tights must always be worn. No nylon stockings may be worn. Tights must have a closed toe, not "footless" tights. Khaki socks are permissible only with long pants. |
| Girls' Hair Accessories | School Plaid, Navy, White, Red, or brown/tan | Hair accessories must be worn in school colors. Hair must be kept neat and have a combed appearance appropriate for school. |
| Jewelry | | Girls may wear jewelry or hair accessories that are appropriate for wear at school and are not a distraction. Boys may not wear earrings. All jewelry, if worn, must not be a distraction to the educational environment of the class or school. |
| School Logoed Items | Navy & White | School logo items may be worn at any time in the classroom. Sweatshirts and T-shirts may be worn without a collar on Fridays. |
| School Plaid | Dennis Uniform (Lloyd) | The school plaid (not required) as well as other school approved uniform items may be purchased through the school's official vendor Dennis Uniforms. Their webpage is www.dennisuniform.com and our school code is R3A. Their store is located at 3560 South Main Street, SLC, UT 84115. Their phone number is 801-287-9200. |

Dress Code Procedures

Teachers and staff of The Ranches Academy will make random checks to ensure that all students are in compliance with The Ranches Academy dress code policy. The following procedures will be followed for any student who is in violation of the dress code policy.

| | |
|----------------------------|---|
| 1 st Infraction | Written warning |
| 2 nd Infraction | Call home to notify parent |
| 3 rd Infraction | Call home to notify parent. Parent(s) must bring appropriate attire to school for student to change into. |
| 4 th infraction | Meeting with parent, Director and student if applicable |

Repeated violations will be considered as insubordination and appropriate disciplinary actions will be taken.

DROP-OFF AND PICK-UP

The safety of your children is one of our top priorities. Please follow drop-off and pick-up plans below. The loading and exiting lanes are ONE-WAY only. Please comply with the following:

1. Pick-Up and Drop-Off from right curb lane only.
2. Absolutely NO children are allowed in traffic areas at any time.
3. No parking, stopping, waiting, loading, or unloading permitted in the exit lane.
4. Remain with your vehicle at all times. No parking or leaving vehicle unattended will be allowed in the drop-off or exit lanes.
5. If your children are not at the designated pick-up area, park your car in the parking area and walk up to the school to find them, or exit school property and circle the block to the back of the line.
6. Take turns with oncoming traffic on Red Hawk Road seeking to enter the school driveway.

DROP-OFF: From Pony Expressway, turn onto Red Hawk Ranch Road, so you can enter the school campus using that driveway. Turn right into that driveway and drop-off your child (ren) using the pick-up/drop-off lane only (which is the lane closest to the curb). Once you have dropped off your child (ren) move to the Exit Lane and leave campus through the Tawny Owl Circle Exit driveway.

PICK-UP: Enter the parking lot in the same manner as for drop-off. Please wait in your car while in the pick-up lane and remain in the car line. Do not park and attempt to get your child from the pick-up area. School personnel will do everything in our power to maintain quality traffic flow without compromising safety.

Students must be picked up at dismissal time, or immediately following an after school program. Fees may be assessed for habitually late drivers.

Please see map below:

DRUG-FREE SCHOOLS

Students, staff, parents, and visitors are prohibited from the use of tobacco products and other illegal and harmful substances while on school grounds, in school buildings, or at school sponsored events. Tobacco products refers to all uses of tobacco for smoking or chewing and includes cigars, cigarettes, pipes, shredded tobacco, smokeless tobacco and snuff.

DUE PROCESS

YOUR RIGHTS UNDER DUE PROCESS

All students are entitled to a free and appropriate education. If students find themselves in the position of losing that right, they are entitled to “due process.” This means that there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action; and that there are procedures that students must follow if they do not agree with the school’s actions.

We hope that students will never be in a situation where they need the protection of due process. However, if they do become involved in situations in which a suspension or expulsion may result, both students and parents should be aware of due process rights.

DUE PROCESS

Due process is the legal right of students to be informed of rules, to be informed of any charges that may be made against them, and to ask for consideration of special circumstances. When students find themselves in the position of receiving disciplinary actions, they may not feel that they have been treated fairly. In these instances, students have the right to appeal to a higher authority.

Students may appeal a disciplinary decision in writing to the director or designee within three days of the event. The director is the final level of appeal for any disciplinary decision involving restriction of privileges, restitution, disqualification of tests or assignments, or short-term suspensions. A second appeal may be made to the School Council if agreement cannot be reached with administrative intervention regarding suspensions of more than 10 days.

A final appeal may be made to the Board of Education if the decision of the School Council is not acceptable to both parties. That appeal must be delivered to the Board President within three days of the School Council decision.

PRIVACY RIGHTS

Students have the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual’s right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all students.

School employees may conduct searches when they have reason to suspect the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. This search of school property may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or that might possibly interfere with school purposes may be seized by school employees.
- Items that are used to disrupt or interfere with the educational process may be removed.
- A student may be searched by school employees when there is reason to believe that the student has illegal items or other items that may interfere with school purposes.
- School employees may search motor vehicles parked on school property when there is reason to believe the health, safety, or welfare of students might be in jeopardy.

ENROLLMENT FOR NEXT SCHOOL YEAR

There will be three groups of students enrolling for the next school year. They are currently enrolled students, siblings of currently enrolled students that have not yet attended Ranches Academy, and new students. During January, you will receive an Enrollment Form and a Withdrawal Form for the next school year. Complete the enrollment form by writing the names of your currently enrolled children planning to return to Ranches Academy, any siblings not previously enrolled who will be new in the coming year (including kindergarten), and any children who may be enrolling in the future. You will need to complete the Withdrawal Form for any children who will **not** be returning to Ranches Academy the **following** school year.

There is a deadline for the return of these forms. If we do not receive the Enrollment Form by the deadline, those students currently enrolled may risk losing their place for the next school year. While there is a deadline for return of the Withdrawal Form, it helps school personnel make decisions if the Withdrawal Form is turned in as soon as you know that your child (ren) will not be attending the Ranches Academy the following school year. The criteria for enrollment is as follows:

CURRENTLY ENROLLED: Enrollment for the next school year for students attending Ranches Academy during the current school year is automatically confirmed, although the Enrollment Form is still due at the school office by the given deadline date. If we do not receive the form by the deadline, your child (ren) may risk losing their place(s) for the coming year.

SIBLINGS OF CURRENTLY ENROLLED STUDENTS AND/OR CHILDREN OF EMPLOYEES: Siblings of currently enrolled students and children of employees have preference over new students applying to the school. However, if space becomes available, and there are more children waiting for a particular grade level than there is space, there will be a lottery of all children with preference for that grade level to determine enrollment. This includes younger children/siblings entering Kindergarten. The children of the original founders of the school also receive preference over new students applying to the school.

Students who have reached the age of five (5) on or before midnight September 1st are eligible for entrance into kindergarten. Students who may be delayed in an area of development shall be encouraged to discuss possible options with the Special Education Department. In some circumstances, outside contracting and other services may be necessary.

NEW STUDENTS: Those students applying for enrollment at the Ranches Academy for the first time must submit their application to enroll online at www.theranchesacademy.com. These students must participate in a lottery process for selection. For further information, please see our website or ask at the front office for a copy of our enrollment policy.

FIELD TRIPS

Teachers are encouraged to take their classes on educationally oriented field trips. Permission slips will be sent home when your child's teacher organizes a field trip.

Written permission from parents is required for participation in field trips. Permission slips must be signed by the parents and returned to school prior to the scheduled field trip. If the Permission slip is not signed and returned to the school, your child will not be allowed to attend the field trip, because of liability issues.

FIRE AND DISASTER DRILLS

Fire and disaster drills are conducted regularly in order to acquaint teachers and students with the procedures required to guarantee maximum safety for all students. Students are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster signal is given.

FSO

The Family School Organization (FSO) is the parental support system for the school. The mission and objectives of the FSO are as follows:

1. To help The Ranches Academy Charter School accomplish its goals and objectives as defined in the Charter.
2. To involve parents in and to promote a better understanding of the educational program of The Ranches Academy.
3. To provide meaningful events and activities that will enhance the educational experience provided at The Ranches Academy.
4. To promote a closer relationship between parents and the school, in order that parents and teachers may work cooperatively in educating children.

All families in the school are part of the FSO. No dues or membership fees are required. Each family has one vote in all school voting matters.

FSO by-law's are available at either the schools website or at the front office.

GRADING STANDARDS

Grades K-1st - Please note kindergarten and first grade will continue to use the standards based report cards. Due to the time required to assess and score a student's growth, kindergarten and first grade will remain on the trimester schedule. Report cards will go home within two weeks of the following dates: 11/12/08, 02/26/08 and 05/29/08. The percentage grading scale does not give enough information for the developmental milestones that the younger students experience. Please see your child's teacher if you have any questions about the report cards.

At the top of each page of the report card, there is a chart as shown below:

| | | | | |
|--|-----------------------------------|--|--|---------------------------------|
| 4 Consistently above the standard | 3 Meets the standard | 2 Making progress toward the standard | 1 Minimum progress made toward the standard | X Not assessed yet |
|--|-----------------------------------|--|--|---------------------------------|

The following is an explanation of each score point:

4=Student's independent achievement meets and goes beyond grade level standards.

3=Student's independent achievement consistently meets grade level standards.

2=Student's independent achievement shows inconsistent application of skills, but is progressing towards meeting grade level standards.

1=Student's achievement needs continual support on grade-level standards.

X=Student's achievement for this standard has not been assessed at the time of report marking.

The goal is for students to achieve all 3's by the end of the school year.

Grades 2 – 6 will use the following grading scales:

Grading Scale

| | |
|-----------|-----------------|
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 65-69 |
| D | 61-64 |
| D- | 58-60 |
| F | Below 58 |

Citizenship Scale

| | |
|----------|--------------------------|
| H | Honorable |
| S | Satisfactory |
| N | Needs Improvement |
| U | Unsatisfactory |

Character Scale

| | |
|----------|----------------------------------|
| 1 | Always: Advanced |
| 2 | Usually: Consistent |
| 3 | Sometimes: Inconsistent |
| 4 | Rarely: Needs Improvement |

HALL PASSES

Students will not go into any wing during class time without a hall pass issued by a teacher or the office. Each student must have his/her own class hall pass and is responsible for obtaining the pass before going into the hall.

HOMEFUN

Homefun is not always required of all students at all grade levels on a daily basis, and is not given for the sake of keeping the student busy. Homefun can help a student develop the habit of independent study, give practice in basic skills, and help the student learn the value of budgeting time. All students should read at home. Students should read 10 minutes a day per grade level (i.e., 1st grade = 10 min., 2nd grade = 20min., 3rd grade = 30min., etc.) Homefun work beyond the reading requirement should not exceed these recommendations: K=20 minutes, 1st = 25 minutes, 2nd= 30 minutes, 3rd= 35 minutes, 4th= 40 minutes, 5th= 45 minutes, and 6th= 50 minutes.

The student will pick up work for a 1-day absence when they return the next day.

If your child is absent for more than one day and Homefun needs to be picked up at school, please telephone the school by 9:00 a.m. in order to allow teachers time to prepare books and assignments during the day.

LIBRARY

Our school maintains a learning center stocked with a large selection of books and other materials. Your student will be checking out books weekly for reading. When library books and other materials are brought home, we expect your cooperation in seeing that they are well cared for and returned promptly.

Students may check out library books for one week and then renew books for additional time, if needed. Those students who fail to return their books on time will not be allowed to take books home until past due books have been returned. If a book is lost or damaged, the student is required to pay the replacement cost of the book as determined by the school librarian. All books must be turned in by the second week in May and fees paid before the school year is over.

LOST AND FOUND

All "lost and found" articles such as clothing, lunch boxes, backpacks, glasses, etc. are to be brought to the office. Every effort is made to get students to check the "lost and found" area and claim their belongings. Mark all clothing, lunch boxes, and backpacks with your child's name. If your child is missing something you sent to school with him/her, please come and look through the "lost and found" boxes located in the sick room. Any articles not claimed by the end of each semester will be donated to a local charity.

LUNCH

The Ranches Academy has an optional school lunch program. Participation in this program is not required. If students have not purchased a lunch through our lunch program they will need to bring a lunch from home. The Ranches Academy encourages parents to send healthy, nutritious lunches with their student. Please avoid sending candy, soda, or gum. There is a microwave in each classroom for lunches that require heating. Please note that some teachers will assign certain days each week that a child may bring a lunch that needs to be heated. This will ensure that everyone has a chance to eat his or her lunch during the allotted lunchtime.

Lunches will now be served in the gymnasium. Students needing to heat lunches in microwaves will still need to heat their lunch in the classroom microwave and will then be directed to the gymnasium to eat with their classmates.

Through the lunch program, free and reduced lunches will now be available. If you qualify for free and reduced lunches and did not receive a form in your summer packet, please see the front office and they will be happy to assist you. These forms are highly confidential and will only be used for determination of the free and/or reduced lunch program. There is a "**school lunch**" link on our website that you may set up and/or order lunches for your child. You may add or cancel a lunch up to 8:00 am the day of.

Forgotten Lunches:

If a student forgets to bring his or her lunch, a call home will be made to ask the parent to bring a lunch to school. The school does not have facilities to legally provide state required lunches, so, if a parent cannot be contacted the student will not have a lunch that day. We appreciate your understanding, and encourage you to make every effort to have your child bring a lunch to school every day, unless they have purchased a lunch through our lunch program.

MEDICAL INFORMATION

MEDICATION

If your child requires medication at school, there are specific guidelines that must be followed. No prescribed medication can be given without written orders from a physician. There is a special form for this in the office. If a student needs medication before the doctor returns the form to us, the parent must come to school and administer the medication to your child. It is the parent's responsibility to get the written information to the school office and send the medicine to school in the appropriately labeled original container. The above rules also apply to aspirin, cough syrup, and all over-the-counter remedies. If you have any questions, please call the school office.

The director has designated that the administrative assistant (school secretary) will administer all student medications. The "designated" school staff person may administer only oral and inhalant medications. Pursuant to State and Federal law, the student may keep asthma inhalers with him/her if the appropriate forms are on file in the office. Teachers will not keep medicine in the classrooms or give students medications. Please do not ask them.

A student's parent must deliver the medication to the school and provide a request form signed by the doctor that medication be administered to the student during regular school hours, and indicating:

- Child's name
- Name of the medication
- Purpose of the medication
- Dosage including time schedule
- Possible side effects

The practitioner's statement must also include that it is medically necessary that this be given during school hours. (Forms are available in the office.)

All over-the-counter medications will require a prescribing practitioner's statement. (Over the counter medication is anything that does not require a prescription such as Tylenol, etc.)

School personnel who administer medication in compliance with this Board policy are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or discontinuing administration of the medication.

ILLNESS

We are concerned about the health of all of our students. If your child is sick, keep him/her at home; otherwise, your child will be expected to participate in all activities. Keep your child home when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. Sending your sick child to school only spreads the "bug" to others.

Because the school has a responsibility to provide a healthy learning environment, if a child becomes ill during the school day, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up the child.

HEAD LICE

Head lice occur often in schools. When we encounter a case, the child's parent is called to remove the child from school for treatment. Students in the affected child's classroom, the child's siblings, and close friends from other classrooms will also be examined. Isolated cases of head lice are treated as such; only the affected children's parents are notified. If several children in a classroom are infected, the school will send a notice of a head lice outbreak to the parents of all children in that classroom. If we encounter outbreaks in several classrooms, we will send a general notice out to all Ranches Academy parents.

INJURIES

Students are instructed to report all accidents to their classroom teacher. Staff members are to report all accidents or injuries to the office. If the injury is an emergency, 911 will be called. Parents will be notified immediately, and an ambulance summoned, if needed. It is important that parents keep contact information current with our office.

On occasion students do not tell the teacher or office that they have had an accident. Parents who find out their child had an accident at school and know the student did not report it should inform the office at their earliest convenience.

MESSAGES FOR STUDENTS

If you have an emergency that affects your child, call the school office, and they will get the message to your child or forward your call to the classroom. Please limit calls during school hours to emergencies only, because of the interruption this causes to learning in the classroom. Please make sure after school arrangements have been made prior to your student arriving to school.

MONEY AND OTHER VALUABLES

Students should not bring any valuables to school, specifically valuable jewelry, cell phones, portable CD players, I-Pods, MP3 players, portable electronic games, trading cards, etc... If a student does bring valuable items to school, they will be confiscated and secured until a parent picks them up from the teacher. The Ranches Academy relies on parental enforcement of this rule. The school is not responsible for lost or stolen items.

COMMUNITY COUNCIL

Utah State Law 53A-1a-108 mandates that each Utah public school have a "Community Council" consisting of parents, community members and school employees. The Community Council has the following responsibilities:

1. To develop a yearly School-wide Improvement Plan in accordance with Section 53A-1a-108.5.
2. To develop the School LAND Trust Program in accordance with Section 53A-16-101.5
3. To assist in the development and implementation of a staff professional development plan as provided by Section 53A-3-701
4. To develop a child access routing plan in accordance with Section 53A-3-402.
5. To advise and make recommendations to school and school district administrators and the local school board regarding the school and its curriculum, student performance, and other programs, school district programs, and other issues relating to the community environment for students.
6. To develop a reading achievement plan in accordance with Section 53A-1-606.5.
The School Council is recognized as leaders of the RAPCS Community Council

The composition of the community council is:

1. An officer of the School Council
2. Two Parent and/or Teacher Volunteers
3. The Director
4. The Business Manager

Community Council meetings are held four times each school year in conjunction with regularly scheduled School Council meetings.

NEWSLETTER

The Family School Organization(FSO) will publish a monthly newsletter. This newsletter as well as classroom newsletters, will be posted on our website and sent home through the parent e-mail list. A hard copy will only be provided to parents who have requested that a hard copy be sent home.

SAFE SCHOOL

Regularly scheduled drills will occur at the Ranches Academy to assure that procedures are followed in case of emergencies. Staff trainings will assure safety procedures are followed. Parent and staff phone trees will be established. If there is a need to evacuate the building, Nolan Park is our reunification site. The park is one block east of the school. Fire drills occur quarterly. Lockdown procedures are in place, and will be discussed at Back to School Night in August.

PARENT/TEACHER CONFERENCES

Teachers will meet two times a year with parents and students to review report cards and student progress, celebrate accomplishments, and plan for the next term. Besides academic reporting, conference discussions should include the social and emotional growth of the student. Yearly goals should be set in the fall conference and reviewed in the spring. Fall parent/teacher conferences will be minimum school days with the daytime available to meet with your student's teacher(s). Spring parent/teacher conferences will be regular school days with afternoon and evening times available to meet with your student's teacher(s).

These conferences are held in to keep parents aware of their child's progress and activities. You are encouraged to take advantage of the opportunity to meet with teachers. Attending a parent/teacher conference is a great way to show your child that you care. When parents show strong interest in their child's school life, the child is likely to have a positive attitude, feel proud, and enjoy school more.

PARTIES

BIRTHDAYS

Birthdays are a special time for each student and there are several ways in which students may be recognized. Parties or birthday treats are not allowed at school except at the end of the day, at the teacher's discretion. Treats must be store bought, individually wrapped and not homemade.

HOLIDAYS

All class parties will be held the last hour of the designated day. Celebrated holidays are: Halloween (on or near Oct.31st), Christmas (1/2 day before winter break), Valentine's Day (on or near Feb 14th), and the last day of school. Parties will be planned collaboratively between the FSO classroom volunteers and the classroom teachers.

PLAYGROUND SUPERVISION

School staff and parent volunteers will provide supervision on the playground at recess and lunch. Ranches Academy does not provide student supervision on the playground before or after school. All students are expected to leave school or be picked up by a parent/guardian immediately following the dismissal bell.

PHYSICAL EDUCATION

Students are provided physical education instruction twice weekly, and are expected to participate unless they have an injury or severe disability that prevents them from doing so. An injury or illness requiring a loss of more than three (3) days of gym class requires a doctor's written excuse.

Physical conditioning is stressed in physical education along with cleanliness, safety, and having an enjoyable time. Incorporation of a wide range of interests, along with activities that will carry over into future years, is the basis of the physical education program.

PROGRESS REPORTS

Two weeks prior to the end of each marking period, a progress report will be sent home. The purpose of this report is to indicate areas in which a student is working at, above, or below grade level. This progress report allows students time to concentrate on these areas before permanent grades are issued on the report cards.

PROMOTION, ADVANCEMENT, AND RETENTION

State law allows retention of those students who have not demonstrated mastery, where possible, of grade level skills. Retention should not be considered failure—but, as an opportunity to succeed. The parents of all students being considered for retention will be notified by the end of the third quarter.

At elementary level, forty-five (45) or more days of absences per year may be cause for retention. For this purpose, "absences" include all absences, whether or not they are excused. The one exception is if there is a doctor's statement identifying the need for the absence(s). All periods of out of school suspension and family vacations are included in the 45 days. The School Council, upon recommendation of the Director, may review loss of credit, or retention.

The decision to promote a student to the next grade level will be based on successful completion of the curriculum, attendance, and performance on achievement tests. Promotion decisions regarding students receiving special education services, 504 accommodations, or who have other recognized learning problems will be based on Individual Educational Plans (IEP) or approved modifications in curriculum.

For a copy of grade level advancement policy and procedures, please ask the front office.

REGULAR EDUCATION STUDENTS

- Ranches Academy is dedicated to continuous development of each student.
- Promotion from year to year is based on standards for each basic subject area as identified in the course of study.
- Ranches Academy standards that students must achieve are essential skills in reading, written communication, mathematics, science, and social studies.
- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.
- The retention of a student occurs when professional staff, in consultation with parent(s), determines it to be in the best interest of the student.
- When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made after a review of student's growth and development. The student's academic achievement level and mental ability are important, but physical and social

characteristics are also important factors. The decision to retain a student is based on sufficient data collected over a period of time, and motivated by a desire to place students in school programs where they will be most successful.

ACADEMIC RETENTION PROCEDURES FOR NOTIFICATION

- The classroom teacher will notify parent(s) in writing, by phone, or in person by the beginning of the third quarter of the school year.
- There will be a parent/teacher conference to develop an academic plan to help the student gain satisfactory academic progress.
- The implementation of this academic plan by the teacher and parents/guardians will be reviewed during periodic conferences.
- If satisfactory progress is not made by May 1, the student will be retained.

SPECIAL EDUCATION STUDENTS

- In addition to the above, such decisions, when applied to students enrolled in Special Education, shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with Utah law.
- 2009-2010 students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of Utah law. Individual Education Plans (IEP) programs for such students may require modifications, which may include but are not limited to:
 - Course substitution
 - Curricular, method, evaluation, or materials modification
 - Additional time to complete requirements
- Any student who is unable to meet regular academic requirements for promotion must meet requirements of an alternative curriculum derived from regular curriculum, which will be developed by a multi-disciplinary team on an individual basis.
- Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs.
- Course work will be presented at a level commensurate with the student's ability.
- Retention of these students will only be considered by the IEP team, who will make recommendations to the Director.

SCHOOL CLOSING – INCLEMENT WEATHER OR EMERGENCY DISMISSAL

Occasionally, there are days when weather or other conditions necessitate the closing of school. Ranches Academy will close according to closure announcements, please check your email, listen to the radio station KSL 1160 and/or watch Channel 5 morning news for school closure announcements. PLEASE DO NOT ATTEMPT TO CALL RANCHES ACADEMY. If the weather is bad, there will be no one here to answer the phone.

Should the occasion arise when weather or other conditions necessitate sending children home earlier than the scheduled dismissal time, the emergency phone tree will be used to contact parents. Make emergency arrangements for your children in case this should occur, and make sure your children know what these arrangements are. In the event of such school closings, the staff will attempt to call all parents through their phone-tree. The school office will remain open for parent contact and students will be permitted to use the phone during these emergencies. If parents cannot be reached, the student will remain at the school with adult supervision until arrangements can be made.

SCHOOL DAY ARRIVAL AND DEPARTURE

Students may arrive at school after **8:00 AM**. Students will remain at school until **2:45 p.m.** unless:

1. A parent or legal guardian comes to the office and checks their child (ren) out for the day.
2. The parent notifies the school that a person listed on the emergency list form will pick them up
3. When pursuing an approved schedule of school activities that requires the student to leave to school (example: field trips).

Students will be instructed to go home, or elsewhere as directed by the parent or guardian, immediately following the close of the school day unless attending a regularly organized program of instruction, recreation, or school activities, which follow the dismissal of school. Students will be required to remain on the school grounds following dismissal while waiting for parents or guardians. School personnel will attempt to notify parents in the event dismissal times established on the officially adopted school calendar should change due to emergency. Children who are not taken home at emergency dismissal must be picked up at school by parents or a designated representative. Teachers may, on occasion, request that a student stay after school, and must make arrangements with the parent prior to the student staying after.

SCHOOL PICTURES

School pictures will be taken in the Fall and in the Spring. Fall pictures *require* students to wear their uniforms. Spring pictures are a free dress day. Please send your children dressed and prepared for their pictures that day.

SCHOOL PRIDE

SCHOOL MASCOT: Our school mascot is “Randy”the RedHawk.

SCHOOL MOTTO: We are the Redhawks, courageous and true. We stand for honorIn all that we do!
Mighty, mighty Redhawkfirm and strong. The Ranches Academy is where we belong!

SPIRIT DAYS: On the last Friday of each month, students and staff are encouraged to wear School Polo Shirts with blue jeans in good repair.

SCHOOL SUPPLIES

Utah law requires that schools furnish students with necessary daily school supplies, such as pencils, crayons, paper, and rulers. However, you may wish to provide your child (ren) with a pencil box and other kinds of supplies. Periodically, there may be specific supplies needed from home for special projects. Classroom teachers will notify parents when this occurs. Check the website for teacher requested donations and a suggested student supply list.

STUDENT RECORDS

All student records are open to parental inspection (FERPA - Family Educational Rights and Privacy Act). Parents wishing to review their child's recordsshould contact the school to arrange for completion of the necessary form. The director, after reviewing the completed form, will schedule a time for review. The director or other designated school personnel will then show and explain the student’s records to parents.

STUDENT TELEPHONE USAGE

While there are telephones located in each classroom, students may use the telephone only at the direction of the teacher. If the phone call needs to be made from the office, the student must have his/her teacher's permission before coming to the office. Once in the office, the student should ask the secretary before attempting to place a phone call. Students will not use the phone for personal calls or to make after school plans, etc., to ensure that the phone line remains open for school business.

TEXTBOOKS

Students are responsible for textbooks issued to them. Textbooks should be returned to the school in the same condition in which they were issued. Please have your child (ren) cover books with book covers or paper bags to prevent damage. If a student damages or loses a textbook, he/she will be held responsible for replacement or the rebinding cost of the book.

VISITING THE SCHOOL

Parents are encouraged to visit the school. A staff member may call for a conference when it is felt it is in the best interest of a student. Please make prior arrangements with the director and/or teacher if you would like to observe a class or meet with the director. Student guests *are not* permitted due to liability. Students and teachers will immediately direct visitors, strangers, and vendors who enter the school building, to the office. When visiting the school, please follow these guidelines:

1. Parents must give the teachers prior notice of the visit.
2. Arrange a babysitter for your younger children.
3. Remember, this is a visit not a conference time with the teacher.
4. Wear a "Visitor's Pass" provided by the office, identifying you as a visitor.
5. Sign in and out on the computer located at the office.

VOLUNTEERS

All families are encouraged to volunteer 40 hours of service each school year. In accordance with State Law, Volunteers and or Visitors entering the school for the first time during the school year will be required to have a background check done through our new program located at the front office. All background checks are kept confidential and are through a safe and secure website. If you have questions regarding background checks please contact the school office. After your first visit you will only need to sign in. A list of volunteer opportunities will be posted on the school's website at www.theranchesacademy.com.

SCHOOL WEBSITE, TEACHER'S, and TEACHING ASSISTANT'S E-MAIL

Check out the The Ranches Academy Website at **www.theranchesacademy.com**

Allstaff at The Ranches Academy may be reached by e-mail by entering their first initial and their last name, followed by @theranchesacademy.com. Use lower case letters with no spaces. (i.e. Mrs. Susie Scherer - sscherer@theranchesacademy.com). Teachers will respond within 24 hours Monday – Friday, except Holidays.

If emailing a Teaching Assistant about a concern, please cc (copy) the teacher as well.

The Ranches Academy will update the website regularly, please check it often, as well as your student's teacher's page.

If you require a paper copies, please fill out a request form from the front office.

Education's purpose is to replace an empty mind with an
open one.

B.F. Skinner

RANCHES ACADEMY CONTRACT
Student/Parent/Teaching Assistant/Teacher/Director

Dear Parents,

Studies have shown that children of parents who are actively involved in their child's education are more successful in school. Because we want your child to do as well as possible, we ask that you and your child complete your sections of this Contract. The RAPCS Staff look forward to working with you and your student.

Sincerely,
Susie Scherer
Director

As the Director, I will:

- Support this form of parent involvement
- Create a welcoming environment for students and parents
- Communicate to students and parents the school's goals
- Ensure a safe and orderly learning environment
- Reinforce the partnership between parent, student, and staff
- Provide appropriate in-services and training for teachers and parents
- Be available by email, telephone, and/or parent's personal visit

Director's Signature

Date

As a Teacher, I will:

- Select/create materials to meet the academic needs of my students
- Provide service learning opportunities for my students
- Be available for conferences at mutually agreeable times
- Provide co-teaching classrooms as needed
- Send home quarterly student progress reports
- Be available by phone and/or email for parent concerns or questions
- Use special activities to make learning enjoyable

Classroom Teacher's Signature Date

As a Teaching Assistant, I will:

- Assist and support the students and teacher
- supervise students while at recess
- Provide appropriate teacher assistance with preparation of lessons, attendance, reading etc.

Classroom Teaching Assistant's Signature Date

As a Parent, I will

- See that my child is punctual and attends school regularly
- Establish a time and place for Homefun
- Assist my child with Homefun as he/she needs support
- Stay aware of what my child is learning at school
- Listen to or read to my child at least three times each week
- Let my child see me read (e.g. books, magazines, mail, TV. Guide, etc.)
- Take my child to the library whenever possible
- Attend conferences as initiated by either teacher or parent
- Participate in school activities for parents (Open House, Parent Workshops, FSO events, Family Fun Events, etc.)
- Provide at least 40 hours of volunteer service for RAPCS during the school year
- Show respect and support for my child's teacher and teaching assistant
- Notice and praise my child's efforts

Parent's Signature Date

As a Student, I will

- Do my best work in class
- Follow the Rules of the Ranches Academy
- Treat others with respect
- Cooperate at home by doing my Homefun
- Ask appropriate questions
- Discuss with my parents what I am learning in school
- Read each night
- Tell my parents one good thing about my day, every day!

Student's Signature Date