

William Finch Charter School

Glenn County Office of Education

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William Finch Charter School CHARTER

(A Dependent Public Charter School of the Glenn County Office of Education)

INTRODUCTION

In 1985, a small group of Glenn County parents approached Glenn County Office of Education requesting support in the home schooling of their children. From this request the Glenn County Home Independent Study program was born. Modeled after the Butte County program, Glenn County Home Independent Study provided credentialed support, quality academics, activities to help develop a well rounded student, and flexibility which gave students the freedom needed to excel at their own pace.

In the late 1990's California enacted legislation that requested that schools not be designated by the type of program they offer. This launched a campaign to find a suitable new name for the Glenn County Home Independent Study program. The staff researched the history of Glenn County schools and chose the name of William Finch (Wm Finch), a man of many accomplishments including that of first Superintendent of the Glenn County Office of Education.

In 2001, the decision was made to convert the home independent study program into a charter school and the Glenn County Board of Education (GCBE) approved the Wm Finch Charter School as a dependent charter school. In September 2004, Wm Finch officially commenced operations.

MISSION

The mission of Wm Finch Charter School is to provide a rigorous, quality educational choice that promotes student-parent-teacher-community partnerships.

Wm Finch provides a unique public educational choice in Glenn County, blending classroom and non-classroom based instructional models. Students at Wm Finch receive personalized attention to their individual learning styles, ability, interests, and aspirations. Classes are generally small, averaging no more than 25 students per certificated teacher. Wm Finch parents are expected to be actively involved in their child's education, and to take personal responsibility for ensuring that their child is learning successfully. A collaborative relationship is developed between parents, students, community, teachers, and the school. Certificated teachers prescribe, evaluate, and teach using California grade level standards. Parents are trained in teaching strategies to support their student's independent home study instruction. Curricular benchmark assessments, detailed learning records, extensive student work portfolios, and annual state mandated tests are used to hold Wm Finch students accountable for their learning.

Goals

Current goals for Wm Finch include:

- Meet API growth targets established by California Department of Education
- Fulfill the requirements of WASC Accreditation
- Increase the use of Technology in instruction
- Develop and implement an outreach plan to broaden the demographics of Wm Finch

In accordance with the California Charter Schools Act of 1992, as amended, ("Charter Schools Act") Wm Finch hereby submits this petition to renew its charter school.

The Charter Schools Act states:

It is the intent of the Legislature ... 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 all of the following:

- a) *Improve pupil learning;*
- b) *Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving;*
- c) *Encourage the use of different and innovative teaching methods;*
- d) *Create new professional opportunities for teachers, including the opportunity for the learning program at the school site;*
- e) *Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system;*
- f) *Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems;*
- g) *Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.*

California Education Code Section 47601(a-g).

Further, Education Code section 47605(b) states: "In reviewing petitions for the establishment of charter schools pursuant to this section, the chartering authority shall be guided by the intent of the Legislature that charter schools are and should become an integral part of the California educational system and that establishment of charter schools should be encouraged."

Wm Finch makes important contributions to the legislative goals outlined above. By granting this charter petition, the Glenn County Board of Education will help fulfill the intent of the Charter Schools Act, while providing students in the area with an additional quality educational option.

CHARTER ELEMENTS

The Charter Schools Act provides that a petition must contain reasonably comprehensive descriptions of the elements described in California Education Code Sections 47605(b)(5)(A-P). These sections of the law and the required descriptions are provided below.

ELEMENT 1: EDUCATIONAL PROGRAM

Governing Law: 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).

A. Who We Serve

Home/Independent Study

Wm Finch provides education for K-12 students in an alternative learning environment. These are students that would ordinarily have been served by the Glenn County Office of Education in the independent study/home school program when it operated. Families choose Wm Finch because they prefer the home/independent study setting or because they are looking for the individualized instruction not found in traditional schools. The student demographics are consistent with students served by the independent study/home school program prior to the conversion to a charter.

B. 21st Century Educated Person

Every student who enrolls in Wm Finch will graduate from high school a self-motivated, competent, life-long learner, prepared for the option of enrolling in a further education or entering the workforce. S/He will have the confidence, knowledge, and skills to make educational choices for his/her success in the political, cultural, and intellectual life of our nation and the global society. These areas include: technological literacy, communication skills, health, aesthetic sensibility, critical thinking, social, environmental, civic, and multicultural responsibility, strength of character as well as academic competency based on state standards, within the state mandated framework.

C. How Learning Best Occurs

Students in Wm Finch receive instruction through a structured and guided framework that addresses individualized needs and varied learning styles. Wm Finch provides a small school environment allowing students, teachers, and parents to develop, long-term relationships that foster better conditions for teaching and learning. Staff members

annually attend training to keep current with legal requirements for independent study and the state requirements for charter schools.

In order to be substantially equivalent in quality and in quantity to traditional classroom instruction, Wm Finch home/independent study schedules 180 days of instruction each year and complies with the annual state mandated minutes for K-12 education.

- K: 36,000 minutes
- 1-3: 50,400
- 4-8: 54,000
- 9-12: 64,800

Wm Finch Home/Independent Study does not have an enrollment cap in order to support the commitment to provide the level of capacity required to serve the needs of the Glenn County community.

Students learn well in a collaborative environment. Wm Finch provides that environment. Teachers meet monthly to discuss student progress, curriculum development, and potential instructional improvements. Students and families are also involved in directing specific areas of instruction within and beyond the state adopted curriculum.

Students and families interested in attending Wm Finch home/independent study meet with the Registrar, Principal or an assigned teacher to review their rights and responsibilities as participants in an independent study program. Instructional planning, standardized state testing, parent training on state approved curriculum, the availability of on site programs and academic interventions are discussed.

Wm Finch uses standards-based academic materials engaging student learning through independent study, onsite classes, virtual instruction, and distance learning. The Glenn County Board of Education approves instructional materials annually based on the Wm Finch Parent Staff Council's referral. Instructional materials, textbooks, science equipment, and curriculum kits are available for all students free of charge. These materials are inventoried and circulated using Wm Finch's Follet computerized system.

Classroom based, Independent Study and Virtual instruction includes:

Course	On Site courses (when available)	Independent Study	Virtual
English Language Arts		X	X
Writing		X	X
Journalism	X	X	X
Art	X	X	X
Photography		X	X
Film Appreciation		X	X
Drama	X	X	
Foreign Language	X	X	X
Mathematics	X	X	X
Algebra	X	X	X
Geometry	X	X	X

Physical Science	X	X	X
Earth Science	X	X	X
Life Science	X	X	X
Biology	X	X	X
Forensics	X	X	
US History		X	X
World History		X	X
Government		X	X
Economics		X	X
Gifted and Talented Education	X	X	
Computer Skills		X	X
Intervention	X	X	
Study Lab	X	X	
Money Management	X	X	X
Life Skills	X	X	X
Basic Auto Mechanics		X	
Culinary Arts		X	
Child Development		X	X
Prenatal Education		X	X
Test taking strategies		X	X
Regional Occupation	X		

Concurrent Programs Accessed

- Butte College
- Glenn Adult Program

Wm Finch students enrolled in home/independent study are assigned to the on-site courses or virtual learning depending upon their needs or interests. The student's attendance and success is documented and is reviewed by each student's teacher of record to determine further assignments or changes in the student's academic program.

Learning Activities Include:

- Senior Projects
- Educational hikes and field trips
- Online research
- OdysseyWare
- Community Service
- Science Projects
- Glenn County Spelling Bee
- Glenn County Track Meet
- Academic Decathlon
- Theme Based learning

Wm Finch Charter School is committed to utilizing all forms of curriculum available that meet California Content Standards. OdysseyWare, an online virtual education program provides core curriculum that is aligned to California State Standards for grades 3-12. Teachers have the ability to assign and evaluate appropriate lessons for each individual student. These lessons range from specific lessons to multiple courses that the student can complete as part of their individually designed curriculum. Students learn the

technological skills of research, software usage, and computer knowledge while receiving their appropriate level of California Standards-based curriculum.

Students have access to multi-aged, skill-based, small group instruction primarily in onsite courses. Peer tutoring, small group instruction, and guided instruction are strategies that may be used to best utilize the range of age, grade, and ability of the Wm Finch student body.

Wm Finch continues to refine its academic program, based on effective teaching practices, recent research, and the best curriculum available. Wm Finch will continue to investigate and utilize the latest and most appropriate technology to meet the educational needs of its students.

Wm Finch complies with the requirements of the Valenzuela Settlement and the Williams Act Legislation. All students are required to pass the California High School Exit Exam (CAHSEE). Ongoing instruction for the CAHSEE is available through independent study and virtual instruction. Students completing all coursework without passing the CAHSEE are identified and informed of their right to and availability of instruction through Wm Finch. A notice of complaint rights, the complaint process, and instruction on how to access the appropriate forms is posted in each classroom. Complaints concerning the sufficiency of textbooks and instructional materials, teacher misassignments, or facilities are tracked and reported to the Glenn County School Board on a quarterly basis.

Plan for Academically Low-Achieving Students/Intervention

The Wm Finch academic intervention process follows the guidelines of Response to Intervention (RTI) strategy adjusted to fit an independent home study model.

Each teacher works individually with the student and parent to best serve the child's educational needs. Based on teacher input, parent feedback, and regular student assessment, instruction is targeted to ensure student proficiency. Instructional time with the teacher will increase to meet the identified needs of the child. Study Labs are available onsite, giving students an opportunity to work with a teacher who specializes in academic interventions.

Reading, writing and math assessments designed to prepare students for STAR testing are provided at the school site basis for all 2nd through 8th graders. Participation in practice test sessions is mandatory to continue enrollment in William Finch. In addition, onsite math courses for students include ongoing STAR test preparation throughout the math curriculum. Test results are analyzed by teachers to determine student needs. Results are shared with the parents and planned into the student's daily lessons.

When students do not show grade level progress, or if the student scores "Below Basic" or "Far Below Basic" on the California State Tests, students are referred to a Student Success Team (SST). The SST includes the student, the parent, the teachers, the intervention specialist and the school administrator. The School Psychologist will be invited if a special education referral may be warranted. This process continues until a successful intervention strategy is established. The team reviews the student's

strengths and areas of concern. Student goals are established and responsibilities are assigned to the student the parent and appropriate school personnel. The Student Success Team Solution Sheet is signed by members of the SST, and acts as a summary of the meeting and a working contract. After six weeks the next SST session is scheduled to review student progress and determine additional steps.

Consistent attendance and completion of assignments is critical to success in an independent / home study model. During a student's first weeks enrolled in Wm Finch home/independent study teacher/student/parent meetings occur at least weekly if appropriate. This allows the teacher to orient the parent and student in the independent educational process. If, at any time during the school year, the student begins to fall behind in assignments, the teacher will schedule more regular appointments with the student. The teacher may also extend his/her hours with the student or revise the class schedule and assignments. Attendance is monitored closely.

Plan for Academically High-Achieving Students/Extension

Wm Finch students are considered high achievers based on the results of standardized test scores, teacher observation and performance assessments. All students, including high-achieving students are encouraged to play a substantial role in their education. Students are expected to voice opinions and concerns to parents and teachers. Out of this expression, and with the instruction and guidance of the teacher and parent, comes the direction to adapt instruction, moving beyond the state adopted material to meet the need of the high-achieving student. Extension activities may include thematic learning, technology-based curriculum, participation in the Gifted and Talented Education (G.A.T.E.) program, Butte College, Regional Occupation Program (R.O.P.) and/or Glenn Adult Program (G.A.P.) classes.

D. Plan for English Language Learners

Wm Finch is committed to the success of its English language learners (ELLs). Teachers at Wm Finch work collaboratively to provide ELLs access to Wm Finch's rigorous curriculum, as well as to academic English language development.

All Wm Finch teachers are certified in Cross-cultural Language and Academic Development (CLAD) and/or English Language Development (ELD) and Specially Designed Academic Instruction in English (SDAIE).

Wm Finch's individualized environment allows for focused instruction for ELLs, and for more opportunities for intensive interventions, where appropriate. Wm Finch follows all applicable laws related to the testing and service requirements for ELL students. Wm Finch will explore avenues for serving additional ELL students by utilizing the services of a BCLAD teacher and new delivery options through distance learning.

E. Special Education

Wm Finch is a school within in the Glenn County Office of Education LEA and therefore a member of the Glenn County SELPA. It receives Special Education services from Glenn County Office of Education. The services are consistent with the design of the home/independent study program and other alternative schools in the county. The fiscal agreements are a part of the SELPA allocation formula. It follows the same procedures for identification, screening, referral, assessment, planning, implementation, review and triennial assessment as other schools within the SELPA. A Student Study Team process is in place and will be utilized prior to a referral to Special Education if a Wm Finch student is suspected of having a disability. All documentation forms used by Wm Finch are the approved Glenn County SELPA forms. A student with an IEP must have an IEP meeting prior to placement in independent study. Enrollment is consistent with Education Code 56026 meaning that a student with exceptional needs cannot participate in independent study unless their IEP provides for that participation. Prior to enrollment the Wm Finch Principal or designee will inform the family of the need to hold an IEP meeting prior to acceptance into the Independent Study program and work with the Program Specialist to conduct a meeting to determine appropriateness of the placement. If the severity of the disability requires a different delivery model than provided by Wm Finch, the student will be referred back to their district of residence. This information is included in the enrollment packet. Additionally, to disenroll a Special Education student, an IEP meeting must be held prior to the action.

Wm Finch does not discriminate in any way based on disability or special needs of any kind. Wm Finch also complies with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"), Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA"), and all other state and federal laws governing special needs students.

As described under in section C2.4 Plan for Academically Low-Achieving Students/Intervention above, Wm Finch shall utilize its Student Success Team process to guide referrals of students for evaluation under Section 504 or the IDEA.

As allowed by law, Wm Finch participates and functions as a public school of the Glenn County Office of Education for purposes of special education, pursuant to Education Code Section 47641.

Wm Finch maintains open communications with staff of the SELPA and the school district of residence to ensure that students with exceptional needs are identified in a timely manner, and that their needs are evaluated and served in compliance with all applicable laws.

Discipline of Special Education Students

All students are expected to follow Wm Finch policies and rules unless otherwise noted in his/her IEP.

F. Section 504 and Americans with Disabilities Act ("ADA")

Wm Finch has adopted a policy, which outlines the requirements for identifying and serving students with a 504-accommodation plan. Wm Finch recognizes its legal

responsibility as a public school of the Glenn County Office of Education to ensure that no qualified person with a disability shall, based on 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, which substantially limits a major life activity, such as learning, is eligible for accommodation at Wm Finch.

G. Transfer of Courses / College Entrance Requirements

*Governing Law: If the proposed school will serve high school pupils, a description of how the Charter School will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the Charter School that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the "A" to "G" admissions criteria may be considered to meet college entrance requirements.
California Education Code Section 47605(b)(5)(A)(ii).*

Upon enrollment of a student, parents are notified by Wm Finch of the acceptability of credit for transferring into or out of Wm Finch. High school credits and required testing information is accessed through the Records Request form. Wm Finch's status as a WASC accredited school allows all credits to be accepted by receiving school districts.

Wm Finch's graduation requirements for college-bound students are based on the University of California's A-G subject area requirements. Wm Finch's courses are submitted for approval to the University of California (UC), in accordance with such requirements. The parents and students at Wm Finch are notified periodically via the school communications of both the prospective course eligibility and course approvals for UC requirements.

Wm Finch is currently WASC accredited through June 30th, 2013. Progress toward the WASC goals are reviewed by the Wm Finch Parent Staff Council in their regular meetings.

ELEMENT 2: MEASURABLE PUPIL OUTCOMES

Governing Law: 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 47605(b)(5)(B).

For students to become successful as adults and citizens they must learn not only academic, but social, life and learning skills. Wm Finch uses Standards-based State adopted textbooks at K-8, and materials that have been recommended by the Wm Finch Parent Staff Council approved by the Glenn County Board of Education. High School textbooks used by Wm Finch students are aligned to state standards, and have been and approved by the Glenn County Board of Education.

Wm Finch students will demonstrate the following skills:

A. Core Academic Skills

Grade-level mastery of core academic skills that meet the State Adopted Standards in the following areas:

- **Language Arts:** Students will demonstrate reading, writing, listening, speaking and presentation skills, in multiple forms of expression (e.g. written, oral, multimedia), with communication skills appropriate to the setting and audience. They will be exposed to literature from various periods and cultures and learn to comprehend, critically interpret and respond to that literature.
- **Mathematics:** Students will develop abilities to reason logically, to problem solve, and to understand and apply mathematical conceptualization processes and concepts, including those within Arithmetic, Algebra, and Geometry.
- **Science:** Students will successfully utilize scientific research and inquiry methods to understand and apply the major concepts underlying the major areas of physical, earth, and life sciences.
- **Social Studies:** Students will understand and apply civic, historical, and geographical knowledge through the study of World, US and California History, Geography, Government and Economics. Additionally Students will have the knowledge and ability to serve as citizens in today's world of diverse cultures, including an understanding of equal justice under the law, free and open inquiry, knowledge of rights, and the responsibility of freedom.
- **Fine Arts:** Student will gain proficiency in speaking, reading, writing, and listening comprehension in at least one language in addition to their native tongue. Students will understand key aspects of culture, both past and present, of the second language. Visual and performing arts education will provide all students with opportunities to advance artistically and cognitively, develop self-expression and self-confidence, and experience accomplishment. Fine Arts shape students' abilities to think, observe, create, use imagination, organize thoughts and feelings, assess critically, and respond in predictable and unpredictable ways.

Underlying and utilized throughout each of the above subject areas will be other important skills listed below.

B. Social Skills

Students will develop interpersonal skills required to be a successful citizen. These include the ability to work well with others, cooperate, guide, advocate, influence, resolve conflict, negotiate, and understand the individual's effect on others. The students will develop leadership skills, caring relationships with school and community, understand equality and social justice, and become comfortable with those of different racial, ethnic, and cultural backgrounds.

C. Life Skills

Students of Wm Finch will demonstrate skills necessary for a healthy adult life including personal financial management skills, job readiness, understanding and working within systems, career development, knowledge of pertinent issues of health and the development of physical fitness.

D. Life-long Learning Skills

Students will develop skills that will enable them to pursue their own path of learning throughout their adult lives. These include: critical thinking skills, problem-solving skills, study skills. They will develop competency in planning, initiating and completing a project, researching, gathering, utilizing, analyzing information and data, reflecting and evaluating their own and others' learning, using information and communication technology and taking responsibility for their own learning while utilizing free and open inquiry.

In order to best serve our students and community, Wm Finch will continue to examine and refine its list of student outcomes to reflect Wm Finch's mission, and any changes to state or local standards that support such a mission.

E. Performance Goals

Wm Finch students will meet one grade or skill level progress each academic year as evidenced by scores on the State designated standardized tests and the completion of required portfolios and projects. Performance standards and assessments for students with special needs will be adapted as appropriate according to in their Individualized Education Plans. Limited English Proficiency students will be tested using the California English Language Development Test (CELDT).

ELEMENT 3: ASSESSMENT OF MEASURABLE PUPIL OUTCOMES

Governing Law: The method by which pupil progress in meeting those pupil outcomes are to be measured.

California Education Code 47605(b)(5)(C).

Wm Finch students are assessed on an ongoing basis through standards-based testing, on-site assessments, portfolio development, presentations, and other appropriate school tests. Curriculum-based Measures will be given on a tri-annual basis to measure ongoing learning in comparison with state standards, and to direct instruction toward improvement. Growth targets are established annually. Longitudinal scores will be analyzed to assess student progress and evaluate instructional methods. Outcomes include data-driven instruction, Student Success Teams, curriculum decisions, and tracking of students in intervention programs. Standard-based assessments are completed for each of the core academic skills areas. Graduating seniors will design and complete a Senior Project documenting their work in a portfolio and present it for discussion and evaluation.

Students will demonstrate proficiency in all of the core academic areas. Proficiency will be defined as a stanine score of 5 or above and/or grades C or better on all year-end

academic tests and reports. Work samples follow a portfolio assessment process. Projects, presentations and written assignments conform to a school-wide rubric with input from teachers across all content areas. Proficiency for special needs and English Language Learners will be defined appropriately according to their Individualized Education Plans and English proficiency levels.

Wm Finch students will attain proficiency as defined by NCLB in the year 2014. Adequate progress will be defined by the annual growth targets set by the state.

Students will pass the California High School Exit Exam as a graduation requirement. Wm Finch will focus on maintaining a high API (Academic Performance Index) score and increase the Annual Yearly Progress indicator. Should the school or students not meet the standards set in their charter, a plan of remediation will be developed and implemented.

A. Compliance with Education Code Section 47607

Education Code section 47607 supplements the standards and criteria set forth in Education Code section 47605 regarding charter school renewals. Section 47607 requires that the charter school seeking renewal meet one of the following criteria

- That the charter reached its API growth target in the prior year or in two of the last three years; or
- That the charter ranked in deciles 4 through 10 on the API in the prior year or in two of the last three years; or
- That the charter ranked in deciles 4 through 10 on the API for demographically comparable schools in the prior year, or in two of the last three years; or
- That the County Board (in this case) determines that the charter's academic performance is at least equal to the performance of the schools that the charter's students would otherwise have attended, AND of the academic performance in the school district in which the charter is located. The County Board must take into account the composition of the charter's pupil population.

To support its finding that one of the foregoing criteria has been met, the Board decision must be based on all of the following:

- Documented data that is clear and convincing;
- Pupil achievement data from assessments including the Standardized Testing and Reporting Program for demographically similar student populations in the comparison schools. (Ed. Code 60640 *et seq.*)
- Information provided by the charter school.

Wm Finch believes that the following information will support a finding that it has met the following criterion:

Wm Finch will compile and provide to the Superintendent and the Glenn County Board of Education an annual performance report in October of each year.

This report will, at a minimum, include the following data:

- Summary data showing student progress toward the goals and outcomes specified as Measurable Pupil Outcomes in Element 2. These will include but not be limited to State Standardized testing, samples of projects, Valenzuela requirements and theme-based assessments
- An analysis of student performance in meeting those goals displayed on both a school-wide basis and disaggregated by major racial and ethnic categories to the extent feasible without compromising student confidentiality.
- A summary of major decisions and policies established during the year, including but not limited to health and safety policies, dispute resolutions and enrollment procedures.
- Budget Information.
- Information and data on outreach to minority families geared toward achieving and continuing a racially and ethnically balanced student population.
- Data on parent involvement in all applicable aspects of the school including data from an annual parent and student satisfaction survey.
- Data on teacher-student ratios and information on certificated and classified staff qualifications and assignments
- A summary of data regarding the number of students enrolled, on a waiting list, or expelled and/or suspended.
- Data on Williams Act or other complaints or disputes
- Upcoming year goals
- WASC Accreditation Standing
- Other information regarding the educational program and the administrative, legal and governance operations of the school relative to compliance with the general terms of the charter.

Wm Finch has not applied for the Alternative Accountability System pursuant to Education Code section 52052.

ELEMENT 4: LEGAL ISSUES, GOVERNANCE & PARENTAL INVOLVEMENT

*Governing Law: Describe 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 47605(b)(5)(D).*

Wm Finch is nonsectarian in its programs, admissions policies, employment practices, and all other operations. Further Wm Finch does not and shall not charge tuition, and shall not discriminate against any student based on race, ethnicity, national origin, gender, or disability.

Wm Finch will continue to comply with all applicable federal, state and local laws.

Wm Finch recognizes that it is responsible for implementing the Charter Schools Act and any other applicable laws in a good faith manner, and to cooperatively pursue any necessary waivers or approvals (e.g., any California State Board of Education requirements).

A. Governance

Wm Finch is and will continue to be a dependent conversion charter school of the Glenn County Office of Education.

The Principal will be employed by the Glenn County Superintendent and shall report monthly to the Glenn County Board of Education (GCBE).

The GCBE will approve the budget, calendars, and materials, Williams Act reports and establish board policies for Wm Finch.

The Glenn County Superintendent will administer Wm Finch including employing the personnel.

The Wm Finch Parent Staff Council (The Council) consisting of parents, teachers, a student and the Principal, will provide site level governance for Wm Finch. The Council will establish the vision and program plan for Wm Finch. It will prepare and propose budgets, determine resource allocations, participate in all hiring decisions, establish a professional development plan, review and approve memorandums of understanding, select textbooks and materials for approval, prepare and approve the handbook, select and prepare grant applications, establish facilities needs, and review audit findings. The Council will act as the Site Council when needed. The Glenn County Board of Education may annually appoint one of its members as a liaison to the Wm Finch Parent Staff Council.

Wm Finch will continue to utilize a voting mechanism for parents and staff to elect representatives to the Wm Finch Parent Staff Council, with such representatives committing to a minimum of one year of service and not exceeding three years.

Wm Finch may request that parents annually volunteer their time to assist the school in various school activities such as, but not limited to: fundraising, senior and class project review and evaluation, participation in classroom activities, game days, field trips and hikes.

All complaints regarding Wm Finch operations are and will continue to be referred to the Glenn County Office of Education for resolution in accordance with the adopted complaint policies and procedures.

B. Parental Involvement in Governance and Operation of School

Parent involvement is intrinsic in home/independent study educational programs such as Wm Finch. Parents at Wm Finch work with teachers toward the achievement of student goals and are responsible for the student's daily work particularly in the home/independent study program. Parents are included in the governance and operation of Wm Finch through the Wm Finch Parent Staff Council, which has a membership much like a school site council that is required for non-charter public schools. The Wm Finch Parent Staff Council participates in reviewing and recommending school improvements, soliciting the views of parents, teachers, and

students, sharing in the efforts to improve the school and engaging the support of the community.

Wm Finch is committed to working with parents to address parent concerns. Parents are encouraged to share their ideas and concerns throughout the school year, both directly and via the Wm Finch Parent Staff Council.

Communications strategies include website updates, newsletters, teacher parent meetings, volunteer opportunities, and school surveys. Volunteer activities include: fundraising, senior and class project review and evaluation, participation in classroom activities, game days, field trips and hikes.

ELEMENT 5: EMPLOYEE QUALIFICATIONS

Governing Law: Describe the qualifications to be met by individuals to be employed by the school.

California Education Code 47605(b)(5)(E).

Wm Finch shall continue to comply with California Education Code Section 47605(l), which states in pertinent part:

Teachers in charter schools shall be required to hold a Commission on Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and shall be subject to periodic inspection by chartering authority. It is the intent of the Legislature that charter schools be given flexibility with regard to non-core, non-college preparatory courses.

All teachers and staff employed and assigned to work at the Wm Finch are and will continue to be employees of the Glenn County Superintendent of Schools. The Glenn County Office of Education and Wm Finch are equal opportunity providers and do not discriminate because of race, color, national origin, age, religion, sex, disability or any other basis protected by law. Recruitment advertisement for teachers assigned to Wm Finch are placed in local newspapers and at Local Education Agencies as well as EdJoin—an education internet job recruitment site. The hiring process is conducted by the Glenn County Office of Education Human Resources Department in conjunction with the Wm Finch administration. A fair and confidential process is assured for each candidate seeking employment. Candidates who are hired by the Superintendent for assignment to Wm Finch must hold the appropriate credentials for certificated positions, and all candidates will be evaluated on the richness of their education and experience. Teachers who teach secondary core subjects are required to be NCLB compliant. A commitment to the safety and well-being of Wm Finch students is of utmost importance. All individuals who are hired for assignment at Wm Finch are required to submit to a criminal background investigation and to provide a negative TB clearance prior to reporting for work, as are all employees of the Superintendent.

All teachers hired for William Finch are appropriately recruited, paper-screened, interviewed, background checked, and selected through the Glenn COE Human Resources hiring process. The Glenn COE is an Equal Opportunity Provider.

William Finch teachers hold multiple subject and/or single subject credentials. This flexibility of assignment is provided through application of Education Code 44865. This code states, "A valid teaching credential shall be deemed qualifying for assignment as teachers in special classes and schools (i.e. independent study, opportunity, etc).

The classified staff have met required qualifications for, and been assigned to positions through implementation of the same HR process used in the hiring of teachers.

A. Professional Development

Wm Finch is committed to providing an exemplary induction/mentoring program for newly-hired teachers assigned to its program. This effort is made in conjunction with the Glenn County Office of Education in order to continue the development of quality teaching so that our students receive the optimum opportunities for learning.

ELEMENT 6: HEALTH & SAFETY PROCEDURES

Governing Law: Describe 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 47605(b)(5)(F).

Wm Finch shall continue to comply with all provisions and procedures of Education Code section 44237 regarding Fingerprints and Criminal Records Summary through the Glenn County Office of Education Human Resources Department.

Each new employee having contact with minor students and not possessing a valid California Teaching Credential must submit two sets of fingerprints to the California Department of Justice for the purpose of obtaining a criminal record summary, as are all employees of the Superintendent.

Wm Finch will continue to maintain records of legally required tests and immunizations of students.

Wm Finch is committed to providing a safe school environment and has established a School Safety Plan that addresses earthquakes, fire, floods, electricity loss and other emergency situations.

Wm Finch will develop and use further health, safety and risk management guidelines in consultation with its insurance carriers and risk management experts as well as the Superintendent. In addition, Wm Finch will comply with all building codes, and will operate in compliance with the Americans with Disabilities Act ("ADA").

A. Facilities

Wm Finch is currently located in Orland at 607 E. Tehama Street and in Willows at 451 S. Villa Avenue; these buildings are properties of the Glenn County Office of Education. Wm Finch anticipates continuing to operate in these buildings during its next five-year

term of operations. Wm Finch will have the right of first refusal for the use of these buildings.

Wm Finch currently utilizes classrooms and offices in the Willows and Orland facilities. Both facilities include access to field areas for exercise and play, and are equipped with technology services such as internet, staff computers, and laptop carts for student use.

The Wm Finch Parent Staff Council is consulted to determine the charter school's anticipated facility needs by July 1.

The charge for facility usage is determined in compliance with Proposition 39 legislation. Fees are prorated based on facilities usage and evaluated annually by the Wm Finch Parent Staff Council. Fees shall be established in a Memorandum of Understanding (MOU).

ELEMENT 7: MEANS TO ACHIEVE RACIAL & ETHNIC BALANCE OF DISTRICT

Governing Law: Describe 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 47605(b)(5)(G).

Consistent with the intent of the charter law, Wm Finch will continue to strive to ensure that its student population reflects the general population of the districts in Glenn County by 2014. Outreach and monitoring efforts will allow for open access to all students in Glenn County and it will include, but are not limited to:

- Collaboration with the community-based organizations to support outreach efforts,
- Contact with school districts, social services, private schools and religious organizations in our communities
- Use of brochures, newsletters, TV/Radio public service announcements, print and non-print media for outreach communications, and
- Distribution of materials in English and Spanish, and other frequently spoken languages as applies in the county.

Measurable results for racial and ethnic balance will be shown annually through the Accountability Progress Reporting (APR).

ELEMENT 8: ENROLLMENT REQUIREMENTS

Governing Law: Describe admission requirements, if applicable.
California Education Code 47605(b)(5)(H).

The following admission requirements are intended to create informed applicants who want to attend Wm Finch and are committed to the school's program:

- 1) Attendance at an enrollment information meeting
- (2) Completing a written enrollment packet including questionnaires; and

(3) As permissible for charter schools, having a parent and/or guardian sign the master agreement that includes a commitment to support the student's educational needs.

These requirements will continue to be adapted as necessary to accommodate those with exceptional needs, or for whom English is not a primary language.

Wm Finch is committed to maintaining a diverse student body and to attain our vision of a racially and economically diverse student population, including traditionally underserved students, English Learners and Special Education students.

The Wm Finch will continue to work to enroll a diverse student population from the Glenn County and surrounding areas who understand and value the Wm Finch's mission, and are committed to the Wm Finch's instruction and operational philosophy. Admission shall be open to residents of Glenn County and contiguous counties, including Special Education students and English language learners.

ELEMENT 9: AUDIT, FISCAL ISSUES

Governing Law: 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 47605(b)(5)(I).

A. Audit Report

Wm Finch will be audited annually. The audit verifies the accuracy of Wm Finch's financial statements, revenue-related data collection reporting practices and internal controls. The audit will be conducted in accordance with generally accepted accounting principles. 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. The annual audit will be completed within five months after the completion of the fiscal year. The GCOE's Chief Financial Officer will review any audit expectations and, with input from the Superintendent and Wm Finch Parent Staff Council, will provide recommendations on resolutions. All audit exceptions shall be resolved to the satisfaction of the County Superintendent. This will be included in GCOE's report to the charter-granting board, The Glenn County Board of Education. Wm Finch will receive funding through the GCOE. Funds received shall be deposited to the Wm Finch fund as soon as is practical.

B. Financial Reporting

Wm Finch shall work together with the GCOE to prepare an annual financial audit report for the full prior year. Financial data and information will be tracked through the QSS system and by GCOE's Business Office. This will include the annual statement of receipts and expenditures for the prior fiscal year. By September 15th, the GCOE will provide the report submitted to the GCBE each year.

On or before December 15th, a copy of the Charter School's annual audit report for the prior fiscal year will be forwarded to the State Controller, and the State Department of Education.

C. Administrative Services

The GCOE shall provide and/or perform the supervisory oversight tasks and duties specified and/or necessitated by the charter for a fee based on the state approved indirect rate and establish the an MOU.

These supervisory oversight services shall include, but are not limited to, the following:

- Good faith efforts to develop any needed additional agreements to clarify or implement the charter.
- Regular review, analysis, and dialogue regarding the annual performance report of the Wm Finch.
- Monitor of compliance with the terms of this charter and related agreements.
- Good faith efforts to implement the dispute resolution and related procedure described in Section 14 of this charter
- Timely and good faith review of requests to renew or amend this charter as permitted under law.
- The Glenn County Office of Education may allow Wm Finch to separately purchase administrative or other goods or services from the Glenn County Office of Education. Such goods or services shall be made available to the Wm Finch at cost. The specific terms and cost shall be contained in a separate, written agreement. These services and goods may include, but are not limited to, the following:
 - Accounting, payroll, and fiscal support services.
 - Human Resources
 - Student information, technology support, assessment, and other data processing services.
 - Facilities maintenance, utilities, and grounds keeping.
 - Services related to serving exceptional needs or language minority students enrolled in the Wm Finch.
 - Transportation services
 - School Nurse Services
 - Child nutrition services
 - Categorical programs management, grant development and compliance services
 - Legal counsel
 - Insurance services including finance general liability, workers compensation, and other necessary insurances of the types and in the amount required for an enterprise of similar purpose and circumstance.
 - Purchasing, delivery, and warehousing services.

ELEMENT 10: PUPIL SUSPENSION AND EXPULSION

*Governing Law: Establish the procedures by which pupils can be suspended or expelled.
California Education Code 47605(b)(5)(J).*

Wm Finch has developed and maintains a comprehensive set of student discipline policies. These policies are printed and distributed as part of Wm Finch's student handbook and clearly describe Wm Finch's expectations regarding attendance, mutual respect, substance abuse, violence, safety and work habits. Wm Finch complies with the discipline requirements concerning Special Education and 504 students.

The Wm Finch Principal, pursuant to the Wm Finch adopted policies, suspends students who fail to comply with these policies after meeting with the student to discuss the offense and hear the student's version of the incident. Students who habitually fail to comply with these policies and/or who present an immediate threat to the health and safety may also be suspended and subsequently expelled in accordance with the due process procedures in the student discipline policies. These policies conform to applicable federal law regarding students with exceptional needs. Prior to any expulsion, students are accorded due process.

Consistent attendance and completion of assignments is critical to success in an independent / home study model. During a student's first weeks at Wm Finch teacher/student/parent meetings occur at least weekly. This allows the teacher to orient the parent and student in the independent educational process. If, at any time during the school year, the student begins to fall behind in assignments, the teacher will again schedule more regular appointments with the student. The teacher may also extend his/her hours with the student or revise the class schedule and assignments. Attendance is monitored closely and the Student Success Team process is initiated.

If the student and parent fail to comply with attendance requirements the School Attendance Review Board (SARB) process is initiated. This requires attendance at a meeting with the parent, teacher and administrator and establishes a plan for correction of the attendance issue. If the issue is not corrected the student will be involuntarily disenrolled and referred back to their home district.

Students who are involuntarily disenrolled or expelled from Wm Finch shall be responsible for re-enrolling in their district of residence or other alternative enrollment options available in Glenn County. Wm Finch will account for suspended or expelled students in its average daily attendance accounting as provided by law. (Addendum H)

ELEMENT 11: RETIREMENT SYSTEM

Governing Law: Establish 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 47605(b)(5)(K)

Staff members of Wm Finch are, and continue to be, employees of the Glenn County Superintendent of Schools (Superintendent). As such, they are covered by the State Teachers' Retirement System (STRS) and the Public Employees' Retirement System

(PERS) in the same fashion as are all employees of the Superintendent.. All employer contributions required by STRS, PERS and Social Security, as applicable, will continue to be made by the Superintendent. The Superintendent also will continue to make contributions for workers' compensation insurance, unemployment insurance and any other employer payroll obligations.

ELEMENT 12: ATTENDANCE ALTERNATIVES

Governing Law: Describe the public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.

California Education Code 47605(b)(5)(L).

Students who opt not to attend Wm Finch may attend other public schools either within their district of residence in accordance with school district of residence policy or another district school via an approved inter-district transfer request in accordance with the existing enrollment and transfer policies of the district of residence and receiving district and/or county of residence.

ELEMENT 13: RIGHT TO RETURN AS DISTRICT EMPLOYEE

Governing Law: Describe 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 47605(b)(5)(M).

All employees assigned to work at Wm Finch are and continue to be employees of the Glenn County Superintendent of Schools (Superintendent); as such they continue to have the same rights as other employees of the Superintendent.

ELEMENT 14: DISPUTE RESOLUTION PROCEDURES

Governing Law: Describe the procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to the provisions of the charter.

California Education Code 47605(b)(5)(N).

Disputes between the Glenn County Board of Education and Wm Finch concerning the provisions of the charter will be resolved by the following:

In the event of a dispute between Wm Finch and the Glenn County Board of Education regarding the terms of the charter or any other issue regarding the relationship between Wm Finch and the Glenn County Board of Education, the initiating party shall promptly apprise the other party, in writing, of the specific disputed issue or issues and cc the County Superintendent, excluding issues that might lead to revocation. If the initiating party believes that the dispute relates to an issue that could potentially lead to revocation of the charter, this shall be specifically noted in the written dispute statement. Within 15 days of sending written correspondence, or longer if both parties agree, a Wm Finch School representative and a representative appointed by the County Board of Education shall meet and confer to attempt to resolve the dispute. If this meeting fails to resolve

the dispute, then no later than seven calendar days following the meeting the Wm Finch representative and the County Board representative shall elapse to identify a neutral third-party mediator to assist in the dispute resolution. The mediation shall be held within 30 days of the selection of the mediator, or longer if both parties agree, or if requested by the mediator. The format of the mediation shall be developed jointly by the representatives, with the assistance of the mediator if necessary and shall incorporate informal rules of evidence and procedure unless both parties agree otherwise. Each party shall bear its own costs. The costs of the mediator shall be split 50-50 by the parties. Should the parties fail to choose a mediator as provided herein, if mediation does not take place as provided herein, or if parties fail to resolve the dispute within ten calendar days following the conclusion of the mediation, then both parties shall be left to their remedies as law occurs.

ELEMENT 15: EXCLUSIVE EMPLOYER/COLLECTIVE BARGAINING

Governing Law: 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 the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code).

California Education Code 47605(b) (5)(O).

For the purposes of the Educational Employee Relations Act, and to the extent not superseded by federal labor law, the Glenn County Superintendent of Schools (Superintendent) is and will continue to be the exclusive employer of the employees assigned to work at the Wm Finch.

ELEMENT 16: SCHOOL CLOSURE

Governing Law: Describe of the procedures to be used if the charter school closes.

Education Code Section 47605(b)(5)(P).

Wm Finch does not intend to close. However, in the interest of planning for contingencies, the following outlines a school close-out process.

A. Documentation of Closure Action

The decision to close the School, for any reason, will be documented by an official action of the Glenn County Board of Education in accordance with applicable law. The action will identify the reason for the school's closure. The Superintendent or his/her designee will act as the designated responsible entity to conduct closure-related activities. All required records, including a list of pupils in each grade level and the classes they have completed, together with information on the pupils' district of residence will be provided to the Superintendent or his/her designee. All pupil records, CALPADS information, state assessment results, and any special education records will be maintained there as required by law, except for records and/or assessment results that the law may require to be transferred to a different entity.

If it is feasible to do so while still maintaining a viable and appropriate educational program, charter school closure will occur at the end of an academic year. Mid-year school closures should be avoided if possible, and the charter school and charter authorizer should work together to ensure that an appropriate, viable, and legally compliant education program continues until the end of the school year.

Wm Finch will provide advance notice to the charter authorizer, parents, teachers and community of any consideration for Board action of school closure of at least nine months unless unfeasible due to exigent circumstances.

B. Notification to the California Department of Education, SELPA, and State Board of Education

Wm Finch will send a notice of the school closure to the Charter Schools Unit at the California Department of Education, and the State Board of Education. The notification will include the following information:

- Charter school name, charter number, and CDS code
- Date of closure action
- The name(s) and contact person(s) for information regarding closure
- The pupils' districts of residence
- The manner in which a parent may obtain copies of pupil records, including specific information on completed courses and credits that meet graduation requirements.

C. Notification to Parents and Students

Parents and students of the School will be notified as soon as possible when it appears that school closure will be imminent. The notification will include information on assistance in transferring the student to another appropriate school, and a process for the transfer of all student records.

Parents will be provided with a packet of student information that may include the closure notice, grade reports, discipline records, immunization records, completed courses and credits that meet graduation requirements and college entrance requirements, etc. This will facilitate transfer to another school.

D. Notification to Receiving Districts

Wm Finch will notify any school district that may be responsible for providing education services to the former students of the School so that the receiving district(s) are prepared to assist in facilitating student transfers.

In addition, Wm Finch will notify the charter school associations and the California Department of Education for assistance in placing the School's students.

E. Student and School Records Retention and Transfer

Wm Finch has, or will establish, a process for the timely transfer of student records to the students' district of enrollment or other school to which the student will transfer. Wm

Finch will assist parents in the transfer of the students to other appropriate schools and facilitate the transfer of all student records. .

F. Financial Close-Out

Wm Finch will commence an independent audit as soon as practicable, or at least within 60 days after the closure of the school. This may coincide with the regular required annual audit of the school. The purpose of the audit is to determine the net assets or net liabilities of the school. The assessment should include an accounting of all the school's assets, including cash and accounts receivable and an inventory of property, equipment and supplies. It will also include an accounting of the school's liabilities including any accounts receivable, which may include reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation. The audit will also assess the disposition of any restricted funds received by or due to the School. The cost of the audit may be considered a liability of Wm Finch.

In addition to a final audit, Wm Finch will submit any required year-end financial reports to the California Department of Education and the Glenn County Board of Education and the County Superintendent of Schools in the form and within the time-frame required. These reports will be submitted as soon as possible after the closure action, but no later than the required deadline for reporting for the fiscal year.

G. Dissolution of Assets

Upon completion of the closeout audit, Wm Finch Administration and the Superintendent will develop a plan for the repayment of any liabilities in conformity with the Suggested Process for Charter School Closures (11/19/01) published by the California Department of Education.

TERM OF THE CHARTER

The term of this charter shall commence on July 1, 2011, and expire five years later on June 30, 2016.

MATERIAL REVISIONS

In accordance with Education Code section 47607, Wm Finch may present a petition for a material revision of this charter at any time to the Glenn County Board of Education.

SEVERABILITY OF THE CHARTER

If any clause of the Charter is found to be invalid for any reason, all other clauses shall remain in effect.

All terms of the Charter that can be interpreted as within the intent of the California Education Code shall be interpreted in such a manner.

Any element of the Charter that, through legislation or legal ruling, is deemed to be outside the language or intent of the California Education Code or other applicable law, should be removed from the charter. Such a situation would not result in the revocation of the Charter. The remaining provisions of the Charter shall remain in place.

NOTICE

Unless changed by written notice to the charter authorizer, all notices to Wm Finch shall be sent to:

Wm Finch Charter School
607 E. Tehama Street
PO Box 428
Orland, CA 95963