



Three Rivers Charter School

Special Board Meeting

Annual Board Retreat

Date and Time

Wednesday August 12, 2026 at 9:00 AM PDT

Location

Noyo Harbor Inn
500 Casa Del Noyo Drive, Fort Bragg, CA

This Board Meeting is being held in person at the Noyo Harbor Inn Conference Room, Main Building, 500 Casa Del Noyo, Fort Bragg, CA 95437

The agenda provides any citizen an opportunity to directly address the Board under the section entitled "Community Comment" on any item under the subject matter jurisdiction of the Board that is not on the agenda. The Public will be provided an opportunity to address the Board on agenda items before or during the Board's deliberation. Each public member will have 3 minutes for comment.

To request a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting, please submit your request in writing to the School Director or Board President at least 10 days before the scheduled meeting date. In compliance with Government Code section 54954.2(a) Three Rivers Charter School will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the school at (707) 964-1128 at least 72 hours prior to the meeting. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Record Attendance		Sarah Wright	1 m
B. Call the Meeting to Order		Dana Vogeles	1 m
C. Community Comment	Discuss	Dana Vogeles	10 m
Each person wanting to speak may have 3 minutes to make their statements. The Board will not comment unless it is to quickly clarify a procedure, process or policy.			
II. Reports & Action Items			9:12 AM
A. Director's Report	Discuss	Kim Morgan	10 m
B. Approve Revised Student & Family Handbook	Vote	Kim Morgan	10 m
Review changes and approve handbook revised for 2026-27.			
III. Board Retreat			9:32 AM
A. Reflection and Goal Setting	Discuss	Kim Morgan	20 m
Reflect on successes and challenges of the 25-26 year and the board's performance. Review goals set at last retreat and reflect on goals met/not met. Set new goals for 26-27.			
B. Financial Discussion	Discuss	Kim Morgan	20 m
Discuss financial future and plans for a balanced budget.			
C. Board Member Terms, Officer Positions & Recruitment Needs	Discuss	Kim Morgan	15 m
Review current board member and officer terms and discuss plan of action to replace members leaving in the coming months.			
D. Committees	Discuss	Kim Morgan	15 m
Review current committees and needs for committees.			

	Purpose	Presenter	Time
E. CEO (Director) Evaluation Report & Goals	Vote	Dana Vogeles	20 m
Discuss and accept CEO Evaluation Report. Set goals for Director in new school year.			
F. Approve Director's 26-27 Contract	Vote	Dana Vogeles	10 m
IV. Closing Items			11:12 AM
A. Adjourn Meeting	Vote		

Coversheet

Approve Revised Student & Family Handbook

Section:	II. Reports & Action Items
Item:	B. Approve Revised Student & Family Handbook
Purpose:	Vote
Submitted by:	
Related Material:	Student & Family Handbook 8.12.26.pdf



Three Rivers Charter School

Student & Family Handbook

Three Rivers Charter School

1211 Del Mar Dr., Suite 301

Fort Bragg, CA 95437

www.TRCSchool.org

Phone: (707) 964-1128 Fax: (707) 734-5050

Revised: 8/12/26

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Welcome!

Dear Students and Families,

Welcome to Three Rivers Charter School (TRCS)! Three Rivers was founded as a Learning Center in Fort Bragg in 2005 by a small group of dedicated teachers and parents. Three Rivers Charter School was formed in 2011 is a tuition-free, public charter school serving students in grades 1-8 in the Fort Bragg/Mendocino area. We offer a small, family-centered learning community with multi-grade classrooms and dedicated teachers.

This handbook was designed to help students and families better understand the school's mission, vision, policies and operations. It contains descriptions of our educational programs and support services. Please read it thoroughly. If any questions or concerns arise, you are always encouraged to discuss them with the teachers and staff. We believe that clear communication and understanding is crucial in creating a safe and successful learning environment for our students.

Please do not hesitate to contact me with any questions or issues.

With warm regards,

Kimberly Morgan

Kimberly Morgan

School Director

WHO WE ARE: 2026-27

Board of Directors

Dana Vogeles
Angela Dominguez
Lisa Norman
Roger Coy
Sarah Wright

School Staff

Kimberly Morgan – School Director
Marcia Mollett – School Secretary
Cassandra Luna - Teacher, Grades 1-2
Kristin Platt – Classroom Aide, Grades 1-2
Natalie Shoptaw – Teacher, Grades 3-4
Mindy Ballentine – Classroom Aide, Grades 3-4
Dani Krebs – Teacher, Grades 5-6
Chelsea Weeks – Classroom Aide, Grades 5-6
Michael Lang – Teacher, Grades 7-8
Sofia Duran – Classroom Aide, Grades 7-8 & EL Specialist
Rana Adams – TIDES Coordinator & Student Programs Specialist
Marsha Bartholomay – Student Support Counselor
Ginny Varnum – Reading Specialist
Alison Peterson – Nutrition Services Coordinator
Dale Cohn – After School Instructor
Jennifer Franco – After School Instructor

OUR MISSION

The mission of Three Rivers Charter School is to educate students in grades 1-8 to become well-rounded individuals with a life-long love of learning and the ability to think and act with moral integrity.

Students will be taught the intellectual and personal virtues of integrity, courage, perseverance, empathy, humility, and fair-mindedness, which will in turn help students develop the skills necessary to succeed in the world according to their individual talents.

We value Superior Academics, Universal Respect, Healthy Students, a Safe Campus and a Dedicated Staff. TRCS will provide a safe and wholesome learning environment for all students at all times.

TRCS will strive to:

- ⇒ Awaken in students a sense of adventure in facing challenges
- ⇒ Encourage students to become creative problem solvers
- ⇒ Develop in students and staff an awareness of the importance and the habit of actively seeking to improve moral character for the good of the individual and that of the community
- ⇒ Develop in students and staff a pride in academic excellence
- ⇒ Awaken in students a desire to pursue higher education in technical schools and training programs, or colleges and universities
- ⇒ Provide teachers and students with performance-based accountability systems
- ⇒ Empower teachers to use different and innovative teaching methods

OUR VISION

The vision of Three Rivers Charter School is to see that children on the Mendocino Coast have a greater diversity of educational opportunities. Working together with other education providers, we seek to create a community that nurtures and inspires children to pursue their dreams and challenge themselves.

OUR PHILOSOPHY

The parents and faculty of the Three Rivers Charter School believe that our children's experience in school can have a huge impact on the quality of their entire life. We believe that the most desirable school experience happens in an environment where students are known individually and personally; where they receive direct, high quality attention; where their actual needs are being met; and where their potential is being realized. We want our children to grow and learn in an environment where they are respected and taught to respect each other. Teachers at TRCS help students learn how to resolve conflicts in a respectful manner. Our goal is to lay the foundation for an education that helps our children become creative, truthful, compassionate adults who continue to learn and contribute to society in a meaningful way.

Three Rivers Charter School offers classes on site for students in grades 1-8 in multi-grade classrooms. In order to help each student realize their individual talents and abilities, we strive to notice, care for, love,

listen to, respect, support, and understand every individual, each of whom makes an important contribution to this school.

Three Rivers Charter School educates students to be able to make sound, positive decisions and act responsibly on a daily basis. We tailor academic work to the needs of each learner. The California State Standards are the guidelines by which final curriculum decisions are made. Each child in our program is encouraged to become an expert in something and thereby enrich our "school family" with their own passion, making ours a dynamic and vital environment for everyone.

WHAT IS A CHARTER SCHOOL?

Charter schools are independent public schools with rigorous curriculum programs and unique educational approaches. In exchange for operational freedom and flexibility, charter schools are subject to higher levels of accountability than traditional public schools. Charter schools, which are tuition-free and open to all students, offer quality and choice in the public education system.

Like traditional public schools, charters receive state funding based on a formula for each child enrolled in the school. Many charters also do additional fundraising to obtain grants and donations to pay for programs that are not fully funded by state or school district formulas. When lawmakers passed the Charter Schools Act of 1992, California became the second state in the country (after Minnesota) to enact charter school legislation. The intent was to allow groups of educators, community members, parents, or others to create an alternative type of public school.

Charter Schools get desired academic results for students because they have:

- ⇒ More flexibility on curriculum, budget and staffing to meet student needs
- ⇒ High levels of accountability with review and renewal every 5 years
- ⇒ Engaged teachers who are empowered to make important decisions to benefit students
- ⇒ Parents who are encouraged by the school to work as a team with teachers to advance their child's academic progress.

SCHOOL COMMUNITY & GOVERNANCE STRUCTURE

The TRCS Board of Directors governs TRCS. Board meetings are open to the public and agendas are posted at school on the parent bulletin board, 72 hours prior to all meetings as well as linked on our website. On a practical day-to-day level, the School Director, who reports directly to the TRCS Board of Directors, manages TRCS. An administrative arm of the Board of Directors is the Parent Teacher Network (PTN.) The PTN works on various projects assigned by the Board of Directors and assists the Board as needed. The PTN also runs various fundraising activities and provides input to the School Director on various topics. Parents are encouraged to help with the work of decision making at TRCS by serving one term on either of these two groups.

STUDENT COUNCIL

Each class has student representatives serving on the Student Council. Their main responsibilities are to discuss, organize, guide and implement class and school projects with the assistance of the Student Council Advisor. Class officers organize and execute activities with the consent and approval of the Student Council Advisor. Any person who has leadership ability or wants to get involved with class activities should run for a class office. Teachers may appoint officers in our younger grades. All representatives are required to attend council meetings. The Student Council provides a Student Rep who attends Board Meetings and provides reports to the Board.

ADMISSIONS

ENROLLMENT

Three Rivers Charter School serves all children regardless of race, religion or ethnicity. TRCS admits all students who complete an enrollment application and wish to enroll in the school, subject to capacity. During the Spring of each year, staff will register all returning students for the upcoming year.

When a public lottery drawing is necessary, due to a greater number of applicants for a given grade level than space can accommodate, the lottery shall be conducted in accordance with the guidelines the **ADMISSION AND ENROLLMENT POLICY** Administrative Policy #: TRCS-P-2.1

Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

- ⇒ Siblings of students admitted to or attending the Charter School;
- ⇒ Children of TRCS teachers and staff (this is restricted to no more than 10% of the student population);
- ⇒ Residents of the District.

HOW THE LOTTERY SYSTEM WORKS

There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

The selection of names is done either by a software program or actual drawing. It is public and open to anyone wanting to attend. All individuals on the waiting list are invited to attend the drawing and are notified of the lottery results either by email or by telephone.

The waiting list names are numbered in the order drawn and by grade level for future use during the school year in case openings become available. Applicants are accepted in order of their lottery draw. At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

CHANGES IN STUDENT INFORMATION

Please inform the school in writing at once of any changes in the information contained in the enrollment forms or on the waiting list that you completed at the beginning of the school year.

ATTENDANCE

SCHOOL HOURS

The regular schedule is Monday through Friday 8:30 am to 2:45 pm. Fridays are minimum days: 8:30 – 1:45 for all grades.

Your child's consistent attendance is essential for her/his success and contributes to the unity and success of the school. Good attendance is important because many of the lessons are presented orally and through group interactions. A student who is frequently absent will find it difficult to make up work or fully understand the material. California schools do not receive funding for students who are sick or even excused. Students should attend school whenever possible, and not contagiously sick, for part of a day after or before appointments.

TRCS is a closed campus. Students are not to leave school while school is in session without obtaining permission to leave from the School Director. Permission will be given when the parent sends a note or call the office to share the exact date/time/reason for leaving. The reason for leaving must be a valid reason. Students with permission leaving the campus on their own should sign out when leaving the campus and sign back in when arriving back to school. Parents taking their children off campus during the school day must sign them out in the school office.

ABSENCES AND TARDINESS

Parents/caregivers are required to call, email or respond on Parent Square to inform the school anytime your child will be late or absent, so we can adjust plans for the day and prepare make-up work. In a small school, everyone's presence is important! Please make it your priority to have your child arrive on time. Students arriving late often interrupt ongoing activities and miss important parts of class meetings and decision-making. In addition, the school loses funding every day for every child who is absent. That means that your child's absence hurts, in a variety of ways, our school's ability to provide your child an outstanding education. Therefore, please limit any absence to mandatory or urgent situations such as family emergencies, illness, or doctor's appointments and verify the absence by a phone call or note from the parent or guardian. Students with unexcused absences or unexcused 30+ minute "tardies" for nine days or more per year from any one class shall be considered in danger of failing that class. (Ed Code 49067). Short term Independent Study is available. Please contact the office for more information.

TRUANCY

A student is considered truant when they are absent or tardy for 30+ minutes, without a valid excuse, 3 or more times. Excuses are valid for these reasons:

- ⇒ Illness
- ⇒ Directed by a Health Official to Stay at Home
- ⇒ Medical Appointment
- ⇒ Funeral (1 day in California, 3 days outside of California)
- ⇒ Religious Observance
- ⇒ Immediate Family Leaving for Military Duty

When a student is truant 3 times within the school year they are considered Habitually Truant. Notices will be sent to the parents and parent involvement is expected to make sure the truant child attends school on time. Students Habitually Truant 3 times will be in jeopardy of failing classes and not being promoted to their next grade. Actions will be taken by the school if students continue to show signs of Truancy. Make-up work, after school programs, counseling, and other steps will be taken to correct the problem. Students who miss more than 10% of the school year (18 days) with unexcused absences are considered Chronically Truant. Processes must be started, and certain agencies must be notified in order to remedy this serious situation. SARB Boards may be convened in order to determine the right action to motivate the student and parents so the student stops being truant. Some actions may include fines and other penalties being assessed. TRCS works to support families in removing the barriers to attending school.

STUDENT SUPPORT SERVICES

The school administration and staff help provide information and advise students/families about educational requirements. They also help students with individual concerns about current classes, programming difficulties, scheduling, future planning and personal counseling needs. We do have a Student Support Counselor available for the students to receive social emotional support who helps teach tools for success in emotional regulation and relationships. The counselor is also available to support parents and families. We do not provide therapy, but we can assist in finding a therapist and referring students and families to community resources and programs. In addition to counseling, we provide academic support for all students with our Reading and Math Intervention Programs and classroom aides in every class.

Support staff are available during the regular school day and after school by appointment. On January 1, 1981, AB 763 added Sections 35301 and 72621 to the California Education Code. These code sections create a “counselor-student privilege.” Most information which a twelve year of age or older student discloses is confidential.

TRCS can refer families to local organizations and agencies for financial support, resources and supplies for students. Please contact the School Director.

SPECIAL EDUCATION

Special Education services are provided by Fort Bragg Unified School district and are available for Three Rivers Charter School students (i.e., speech therapy, the support of a Resource Specialist Teacher, etc.). If a child is identified as potentially needing Special Education services, a Student Study Team (SST) meeting is scheduled first. The SST team can include a school psychologist and/or Resource Specialist Teacher, the child's regular classroom teacher, and parents/guardians. During this meeting, the team documents what has been tried to support the student, determines what supports will be put in place and sets a timeline for a next meeting to determine progress. Through the SST process it is determined if the student needs to be referred for formal assessment in order to determine eligibility for Special Education services. If eligible, the necessary services are identified and an Individual Education Plan (IEP) or a 504 plan, with clearly defined goals and objectives, is created. This process is entirely voluntary, and parents can choose to accept or refuse the recommended services.

HEALTH AND SAFETY

SECURITY CAMERA USE

Three Rivers values protecting the health, safety, and welfare of students and staff, and in protecting the community's investment in school facilities. TRCS has a duty to provide a safe, secure, and orderly learning and work environment, and allows the use of security cameras at the Charter School, in school buildings, and upon school grounds in accordance with the TRCS Video Surveillance Policy and Procedures Policy TRCS-P-4.2.

Only the School Director or designated employees may access or operate the security monitoring system. Surveillance cameras will generally be utilized only in public areas where there is no reasonable expectation of privacy. Charter School surveillance cameras will not be installed in private areas. Security camera recordings will be stored for thirty (30) days, unless the Director, Charter School Board President, or other state or federal agency requests that specific recordings be preserved for a longer period. Under no circumstances will the security camera recordings be duplicated and removed from Charter School property except in accordance with the TRCS policy, a court order, and/or a valid subpoena.

EMERGENCY INFORMATION FORM

An emergency information sheet must be on file for every student and should include a signature allowing school personnel to request medical intervention in case a parent or designee cannot be reached in an emergency. This information is used to contact you if your child becomes ill during the day, is confused about after school plans, or in any emergency situation. It is very important to have two additional emergency numbers listed for your child besides your own. It is extremely important that you keep us informed of any address or phone number changes.

IMMUNIZATIONS & MEDICAL EXAMINATIONS

The public health department requires your child to be up to date on his or her vaccinations upon enrolling in school. Please check with your child's physician for the most current requirements. California law has changed, and parents/guardians can no longer choose exemption from immunization requirements based on their personal or religious beliefs. They can choose exemption for medical reasons through the process determined by the state of California. (See Appendix A for Vaccination List¹).

Required medical examinations for students entering 1st Grade include Oral and Physical examinations. A waiver must be completed and kept on file in your child's cumulative file. All children entering into the 7th Grade must now provide proof of the vaccine called Tdap.

ILLNESS

We ask you to keep children home when they are ill. Parents will be called to pick up a child with a communicable illness. If your child becomes ill at school and we are unable to contact you, we will attempt to notify one of the other people listed on your child's emergency sheet.

If you have a question, please call the school. Student absences affect state funding, so student attendance is critical to student and school success. Please call the school to alert your child's teacher each day that s/he will be absent. Please do not give your child a fever reducer before bringing the child to school—children with fevers need to stay home and rest.

When your child returns to school please send them with a signed and dated note explaining the student absence. In the case of a serious illness or injury, the school may require information from your doctor or hospital. Short term Independent Study is available. Please contact the office for more information.

HEAD LICE AND OTHER COMMUNICABLE CONDITIONS

Please notify the school at once if your child becomes infected with head lice or other communicable condition. To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School Director, as soon as possible. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information. In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be provided to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance. Excluded students may return to School when reexamination by the School Director, or designee, shows that all nits and lice have been removed. After returning, the student may be reexamined as appropriate to ensure that re-infestation has not occurred. Spot checks may be conducted from time to time. Please note: just because lice have been found on your child it doesn't mean you are not taking care of your child. Lice is highly transferable, and your child can easily pick them up if they are sharing combs, brushes, hats, or clothing with other children infested with lice.

¹ <https://www.shotsforschool.org/>

HEALTH SERVICES

For the students' safety, all injuries must be reported immediately to the nearest staff member and an injury report must be completed. Permission to leave school because of illness must be received from the office. There is not a nurse on duty in the school.

MEDICATIONS

Medications may only be administered per school Policy P-2.2 (Appendix D), and only when a form is filed with the School. School personnel are not allowed to administer medication without the proper training and the approval of the child's doctor.

INJURIES

TRCS school staff have initial training in first aid and CPR. In the event of serious injury, the staff will make an immediate attempt to contact a parent/guardian. If one cannot be reached, they will follow the parents' instructions on the child's Emergency Form. If necessary, an ambulance or paramedics will be called. Until the arrival of a parent, physician, or ambulance, the staff will be in charge and make all decisions about the care of the child. Parents will be responsible for any resultant expense.

INSURANCE

Three Rivers Charter School does not provide medical insurance coverage for school activities. Parents are responsible for medical bills if a child gets hurt during school activities. Information regarding student accident and health coverage for families is available from the office. Insurance is required for participation on athletic teams and school sponsored field trips.

By law, most people are now required to have health insurance or pay a penalty when they file their taxes. Californians can apply through Covered California and select the health insurance plan that works best for their needs and budget. The open-enrollment period happens once a year. Once open enrollment ends, you may enroll in a Covered California health plan only if you have a qualifying life event that makes you eligible to apply. Some examples of qualifying life events are: losing your health coverage, getting married, moving outside your plan's coverage area, having a baby and turning 26. To see if you qualify,

visit www.CoveredCA.com/individuals-and-families/getting-covered/special-enrollment. Individuals and families may also qualify for Medi-Cal benefits. Visit CoveredCA.com for more information. To find free, confidential, in-person help in our area, visit www.CoveredCA.com/get-help/local or call [\(800\) 300-1506](tel:8003001506).

EMERGENCIES/POWER OUTAGES/ACTS OF NATURE

The Three Rivers Charter School has a Comprehensive School Safety Plan that governs what happens in the school in the event of any emergency. The objective of the Plan is to provide effective action to minimize injuries and loss of life among students and school personnel in case of disaster during school hours. The School Director, working in cooperation with county disaster officials, will make decisions and determine actions within the framework of student and employee safety. School staff will notify all parents as soon as possible in the event of an emergency. Evacuation maps are posted in each classroom.

Families will be notified as soon as possible via Parent Square with an alert if there is an emergency including power outage, lock down or other emergency event.

WHAT WILL HAPPEN DURING AN EMERGENCY?

All students are to remain on campus. Based on the nature of the emergency, they will be instructed to:

- ⇒ Stay where they are.
- ⇒ Take cover.
- ⇒ Evacuate buildings and assemble with instructors on the school field.

Under NO circumstances will teachers release their students unless given direction to do so by the Director. Any adult calling for a student will be required to identify him/herself to an assigned staff member before being allowed to take a student out of school.

In the case of a power outage, school will be closed due to the need for power for the school's infrastructure. If the power outage occurs during the school day, when the students and staff are already on campus, school will remain in session for an additional 30 minutes after the outage occurs so that the School Director can determine whether the outage is likely to last for more than one hour. If it is determined that the outage will be longer than one hour in duration, then school will be closed for the remainder of the day, parents will be notified to pick-up the students, and someone will remain at school until all the children have been picked up. Closures due to power outages will be reported on the local radio station responsible for all emergency news bulletins (KOZT) and notification will also be placed in the School Office window for each day that school will be closed. Families will be notified via Parent Square.

SEARCH AND SEIZURE. . . CAN IT BE DONE?

Under California law, school officials may search a student, personal belongings, locker & vehicle whenever there are reasonable grounds to believe the student may have violated the law or school rules or placed the health and safety of students or school employees in jeopardy. In all such cases of search, the search must be within the school personnel's regular scope of duties, and any property seized must be reported to the student immediately. Contact the Director for details regarding search and seizure laws.

NON-DISCRIMINATION POLICY

Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or gender in federally financed education programs or activities. School programs shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The Board is committed to a workplace that is free from discrimination and/or gender bias and shall promote programs that ensure that discriminatory practices are eliminated in all School activities. Any questions or concerns regarding noncompliance can be directed to the School Director, at (707) 964.1128.

BULLYING AND HARASSMENT

Any form of bullying or harassment of any kind will not be tolerated at TRCS. Students practicing these acts will be disciplined and their parents will be notified. Though we appreciate everyone's right to freedom of speech, it is against the culture of our school for students to use "hate" speech or to practice acts that may be hurtful to others.

ACADEMICS

TESTING

Standardized tests by grade level are required of all TRCS students whether enrolled in the seat-based program or the Independent Study Program for grades 3-8. The following standardized tests and the grade levels in which they are administered are as follows:

- **SMARTER BALANCED CAASPP** (Unless Exempt in Writing from Parents, Mandatory State Testing)
– All students in grades 3-8 will take this test in the spring.
- **ELPAC** – English Language Learners in grades 1-8 must take the English Language Proficiency Assessments for California once a year until they are re-classified as proficient in the English language.
- **NWEA** – The NWEA MAP test provides a way to test students throughout the year to check their overall progress in Math and Language Arts. Check with your child's teacher and find out when they will be testing and when you can expect the results.

REPORT CARDS AND GRADING STUDENT PROGRESS

There will be two report cards prepared for each student; one at the end of each semester. In addition, teachers will provide progress reports mid way through each semester or as the teacher deems necessary. Normally, Progress Reports will be prepared around Thanksgiving and around Spring Break. Parents can meet for formal parent/teacher conferences, as well as any necessary additional meetings during the school year.

FAMILY & STUDENT EXPECTATIONS AND PARTICIPATION COMMITMENT

Families of Three Rivers Charter School students are encouraged to be active participants in their child's education and in the school community. This participation is essential to the continued success of our school. Parents/guardians are asked to help the students develop a sense of responsibility and a commitment to active school participation. We encourage you to discuss school and your child's education with your child and with school staff, to read to (and with) your child frequently, and to provide an appropriate setting and schedule for homework. Please also provide for your child's adequate rest and nutrition and regular, punctual attendance so that your child will be ready and able to participate in the school day.

STUDENT EXPECTATIONS

Students are expected to complete the schoolwork assigned by their teachers. Any difficulty in completing the assignment should be communicated to the teacher for assistance or clarification. Students are asked to attend class on time. Students should keep their parents informed as to how they are doing, if they are having any difficulties, or are in need of anything.

Families of the students of TRCS are asked to participate in the following areas:

Three Rivers Charter School
Student & Family Handbook (Rev 8/12/26)

PARENT TEACHER NETWORK MEETINGS: Parent Teacher Network meetings are held four times during the school year. All parents/caregivers are urged to come to these meetings. Notifications will go up at school as a reminder and you will be notified via parent Square of any upcoming school events including these quarterly meetings. Food and childcare are provided!

PARENT-TEACHER CONFERENCES: Teachers, as needed throughout the year, will request Conferences. Parent conferences are an important time for you and your child's teacher to share information and insights. Parents may request additional conferences at any time.

FUNDRAISING: Charter schools do not have access to all of the same funding available to school districts. As part of the original vision of our school, our Parent Teacher Network Fund was created to support student engagement activities such as field trips, rewards and events beyond what our public education funding allows. Family involvement in our fundraising events is essential to their success.

CLASSROOM VOLUNTEERS AND VISITATION: Parents and guardians are encouraged to volunteer in the classrooms. If you are interested in supporting in this way, please contact your student's teacher.

SKILLS & TALENTS: We often request help from parents who have particular areas of expertise, working with special work projects and/or curriculum enrichment activities. If you have a skill or talent that you would like to share with the school, please contact the teachers.

FIELD TRIPS: TRCS classes venture regularly around our community and beyond with parents drivers making field trips possible. Field trips expand our students' horizons while providing engaging and enhanced learning experiences. If you are available to be a driver on field trips, please complete the paperwork available from teachers or in the school office. There are insurance requirements and documentation involved and the process must be completed in advance of a trip. We greatly appreciate the support of chaperones and drivers who make field tips possible for the students!

PERSONAL PROPERTY - ITEMS FROM HOME

At all times students should avoid leaving personal belongings unattended and may not bring toys or trinkets from home unless determined allowed by the teacher. Do not bring valuable items to school. The School assumes no responsibility or liability for loss or theft of property belonging to students. In the event of loss of property, the school authorities will make every effort to recover the lost or stolen property. The school does maintain a "lost and found." Items in the "lost and found" will be dated and after 2 weeks will be donated to the local thrift shop or thrown away if the item is of no value.

STUDENT PROGRAMS

TRCS BREAKFAST & LUNCH PROGRAM

TRCS provides a free breakfast for the students each morning. Currently it is a cold breakfast option including such foods as fruit, yogurt, bars and cheese. Breakfast is served outside from 8:00-8:20 and

students may take snacks for morning recess if they choose to eat later. Lunches from Harvest Market are available daily and a monthly menu is sent home hard copy monthly and posted on our website.

FOOD FROM HOME

Free breakfast and lunch is offered daily for all students at TRCS. Families may also provide a nutritious lunch and snacks for students from home. A microwave is available for heating lunches. Please label any lunch bags/boxes with the child's name. Studies have shown the importance of eating nutritious foods that are low in sugar, and avoiding foods high in refined carbohydrates. Please keep this in mind when preparing your student's breakfast, lunch and snack. If your child forgets their lunch, and you bring it to school for them, please bring it to the office and school personnel will deliver the lunch to your child.

*****Prohibited on campus: Sodas, energy drinks and gum*****

TIDES AFTER SCHOOL PROGRAM

TIDES is our after-school program which is operated on Monday through Thursday from 2:45 pm – 5:00 pm and 1:45 - 5:00 on Friday. The program is free and features a snack, outdoor play, academic support, sports and enriching activities. The program also features a focus on social emotional learning (SEL) as well STEAM (science, technology, engineering, art and math). A registration form is required to attend the program. Once signed up attendance is not mandatory and students may be picked up at any time until 5pm.

COMMUNICATIONS

CALL THE SCHOOL OFFICE

Please feel free to call the school office with questions or issues: (707) 964-1128. In the event we are unable to answer, please leave a message. Voicemails are checked regularly.

PARENT SQUARE

TRCS utilizes the communication platform ParentSquare. The platform allows families to select how they would like to receive notifications from the school via text or email and in what language. The Parent Square app allows users to engage in messaging and an even more robust experience and is recommended. Please sign up for ParentSquare! Emergency notifications and alerts come through ParentSquare delivered by phone, text and email.

EMAIL

Staff members can be reached through their school email address or via the ParentSquare app.

Cassandra Luna – cluna@trcschool.org

Natalie Shoptaw – nshoptaw@trcschool.org

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Dani Krebs – dkrebs@trcschool.org
Michael Lang – _mlang@trcschool.org

School Director – Kim Morgan – director@trcschool.org
Office – Marcia Mollett – office@trcschool.org
Student Support Counselor - Ms. Bart – mbart@trcschool.org
Rana Adams – Student Programs & TIDES Afterschool - radams@trcschool.org

MEETINGS

Parents/guardians are encouraged to contact their student's teacher and set up a meeting at any time that they would like to discuss concerns, questions, or ideas about their student's progress at greater length. Please also take time to let your child's teacher know when you are especially pleased with how things are going. The best teamwork between parents, teachers, and students occurs when as much energy and enthusiasm go into praising successes as is applied to tackling problems and disagreements.

INFORMATION BOARDS

School-wide announcements (i.e. dates of school-wide events, Parent Teacher Network Meetings, and School Board Meetings, etc.) will be posted on the School Information Board located outside the Director's office and on the marquee in front of the school. In addition, there is a Bulletin Board outside the school office with community notices. We also have a TRCS Parent Teacher Network Facebook page group that members of the school community are welcome to join where information about school and events in the community are posted.

TRCS SCHOOL WEBSITE

<http://www.trcschool.org/>

The website has a wealth of information about TRCS including info on our staff, programs, monthly meal menus, calendars, documents and other important resources can be found there. Please check it out and utilize it as a place to get information.

PARENT TEACHER NETWORK GROUP

Minutes of the meetings are available upon request. Meetings are held four times per year. Everyone is welcome!

BOARD OF DIRECTORS

Typically, Board Meetings are the second Tuesday of each month at 5:30 pm. Minutes and agendas of the monthly TRCS School Board meetings are posted on the school website and the public is welcome at meetings.

CONCERNS

When you have a concern about your student, an event, or a practice at school, the best first step is having a conversation with your child's teacher. We are committed to making your child's school

experience as positive as possible. Please remember that we need to know about problems before we can address them. Please contact the School Director with any concerns that are not being addressed.

GRIEVANCE PROCEDURE – UNIFORM COMPLAINT POLICY

If resolution of a classroom problem is not achieved between teacher and parent, either the parent or the teacher may bring the matter to the School Director. All formal grievances, following the TRCS Uniform Complaint Policy & Procedure (Board Policy TRCS-P-1.2), should be put in writing, explain the complaint clearly and concisely, should include a signature and date, and be presented to the School Director. The School Director will then take the appropriate action.

STUDENT TELEPHONE CALLS

Students, with the permission of their teacher, may ask the School Secretary to call their parent/guardian for them in case of emergencies or unforeseen situations requiring resolution. Students may also use a cell phone, with permission from their teacher and under staff supervision, to contact their adult. At all other times, cell phones must be turned off and stowed securely out of sight unless the student has been given direct emergency authorization (by a staff member) to use it for a specific purpose. Use of the school phone is for emergencies only. It is not for children to arrange play-dates or find out who is picking them up. That information should be worked out prior to coming to school and parents may call and leave information with the office for their child.

DROP-OFF, PICK-UP, AND PARKING

TRCS does not provide busing. Transportation is provided by the family. Please do not leave your car where it may block the passage of another. Please use extreme caution in our parking area, never exceeding 5 mph. Please keep the mailbox area unobstructed.

If you have a meeting or have an emergency situation, please exit the traffic circle and park in the spaces provided near the basketball court. Handicap Parking space will be provided near the college.

DROP-OFF PROCEDURE:

When students are arriving for drop-off (between 8:00 am and 8:30 am) traffic cones will be set-up for the cars to follow. Adults should stay in their car unless they have business on campus and a school staff member will be standing to greet the students.

PICK-UP PROCEDURE:

As the adults pull into the pick-up area the staff member in the area will radio for your child and your child will be sent out. Please remain in your car until your child arrives.

Dress Code

Three Rivers Charter School has adopted and feels strongly about the following dress code as a way to support the learning environment, offer no distractions, and avoid safety hazards. Considerations for appropriate attire include being comfortable, our ever changing coastal weather, daily physical education class, and recesses.

We consider school to be similar to a profession and want to teach students that there is appropriate attire for different situations. TRCS staff works hard to make our school a fun place for learning and expression; yet students must be able to comfortably and safely sit, bend over, reach, and be active to engage in the educational process. We ask families to partner with staff in supporting students to know and adhere to the TRCS Dress Code.

Clothing Requirements:

- Clothing must cover up to two inches below the collar bone
- Clothing must cover down to five inches above the knee (skirts, shorts, dresses, etc.)
- Any rips, tears, or holes must be outside the required covered areas
- Leggings must be opaque
- Midriffs fully covered with arms up
- Strap width must be at least 2 inches wide
- Undergarments must be covered
- Any print must be school appropriate in accordance with all school rules

Footwear Requirements:

- Footwear must support safe, active play and exercise
- Closed toed/heeled shoes, firm sole
- Students must have athletic shoes for P.E. (Support is available, speak with TRCS staff)
- Students must refrain from wearing roller shoes, slippers, open toe/heel shoes

Accessories/Other:

- Hats, hoods, and sunglasses will be removed when inside classrooms
- Hair, nails, and accessories that do not pose a distraction or safety concern in the classroom or to others as determined by TRCS staff are permitted
- Hairstyles must allow eyes to be visible at all times
- Non-medical masks and costume attire must remain at home
- Make-up that does not pose a distraction is permitted for 5th - 8th grades

TRCS holds many special events throughout the year that may allow for exceptions to the dress code. Students must seek TRCS staff approval for any dress code exceptions during school-wide or classroom special events.

Administrator discretion will be used when determining when a student needs to change attire because of any violation of the dress code. Families will be notified regarding any violations.

THREE RIVERS CHARTER SCHOOL CELL PHONE AND OTHER ELECTRONIC DEVICES POLICY (TRCS-P-5.2)

Because of the need to maintain a proper school atmosphere and the need of some families to have close communication with each other after school for emergency situations we have created the following cell phone policy.

Students may not have cell phones out and visible at any time while they are on school property except immediately after school directly in front of the School Director's Office and in cases of emergency when a staff member may give special permission to take them out to call home (for example if the power goes out and we need to make a large volume of calls quickly to parents). In this case students will receive special instruction from staff; students are not to take the initiative on their own. We are not trying to ban them from possession but restrict their use at school.

This policy allows only direct communication with parents and caregivers. Texting with friends on school grounds is not allowed.

Phones are not to be turned on during school hours. Violation of this policy will result in the confiscation of the phone. Repeated violation of this policy within the same school year will result in the student losing the privilege of carrying a cell phone at school.

iPods, CD/DVD Players, Game Boys and other gaming and music devices are not allowed on school property but are permissible in cars on field trips if approved by the teacher and the driver of the car. Such devices will be confiscated by the teachers if discovered at school and will be returned to the student's parent or guardian upon request. Because of the difficulty in managing this policy the Three Rivers Staff considers this policy to be a living policy; additions or changes may be made periodically to address changing needs. As new technology is available, staff retains the discretion to confiscate any electrical device that is not specifically named in this policy but which they deem to be distracting students from focusing on their schoolwork, responsibilities, or the TRCS code of behavior. For example, many of the new cell phones have applications and games that are considered off limits.

Three Rivers Charter School Discipline Policy (Summarized from TRCS-P-5.0)

Part 1: DISCIPLINE LESS THAN SUSPENSION/EXPULSION

The following rules for conduct apply to all students in grades 1-8 at Three Rivers Charter School (TRCS) unless otherwise noted and violation of the rules could result in the disciplinary process, as described. In most cases, the teacher is granted the authority to exercise their good judgment in applying the process described. When appropriate, as defined below, the School Director will make the final decisions regarding actions taken. It is the responsibility of the student to follow school policies during the following times, indicated in Section 48900 of the California Education Code:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period and all breaks
4. During, or while going to or coming from, a school sponsored activity
5. All acts related to school activity or school attendance occurring within the School

Parent/Guardian Responsibilities

If a meeting is requested by the School Director and the parents/guardians are invited and do not attend, then the meeting will continue and disciplinary action will be set without parent/guardian input.

Tier 1 Infractions

Discipline less than suspension/expulsion shall be based on and not limited to the following inappropriate conduct:

- Dishonesty or Cheating – including plagiarism, copying or doing another student’s work
- Use of computers for unauthorized copying
- Use of Inappropriate language
- Disruption of Learning Environment
- Displays of Affection - Kissing, prolonged embracing, and certain other forms of personal physical contact are not acceptable at school, as determined by TRCS staff. Students will be taught “body boundaries” and reminded of these, when noticed by a staff member.

Tier 1 Disciplinary Actions

Step 1: Adult supervisor provides student with a warning and reminds them of expectations.

Step 2: Student may speak with their teacher regarding behavior and together make a plan for improvement and restorative actions.

Step 3: Continued demonstration of inappropriate school behavior may be elevated to Tier 2.

Tier 2 Infractions

Discipline less than suspension/expulsion shall be based on and not limited to the following inappropriate conduct:

- Use of computers in any of the following ways is prohibited: Harassing, cyber-bullying, changing someone else's material, impersonating someone, visiting unauthorized sites, inappropriately changing settings
- Harassment or bullying (please see TRCS Harassment Policy).
- Sexual or racial comments, threatening statements, intimidation, extortion, coercion and verbal abuse are not allowed.
- Physical Fighting
- Creating an unsafe or dangerous environment
- Inappropriate use of cell phones - Cell phones may not be used by students on school grounds or during school sponsored events, unless accompanied and approved by a staff member. The device is to be turned off and not to be taken out or used in any way when on campus. Students using their phone outside of the allowed time and place will have it confiscated and parents will be asked to pick them up from the Director.
- Other Electronic Devices, including smartwatches and wearable devices, are not allowed on campus at any time unless a student has received special specific permission. Such items will be confiscated if brought to school without specific permission. The devices will only be returned to parents.

Tier 2 Disciplinary Actions

Step 1: Student may speak with the Director regarding behavior and together make a plan for improvement and restorative actions. Parents/Guardians may be contacted by the Director to address the behavior.

Step 2: Parents/Guardians may be asked to meet with the student, teacher, and Director to address the behavior and together make a plan for improvement and restorative actions.

Step 3: Continued demonstration of inappropriate school behavior may be elevated to Tier 3.

Tier 3 infractions:

See Suspension & Expulsion Policy for list of Tier 3 Infractions.

Tier 3 Disciplinary Actions

Step 1: Student may be removed from their regular classroom setting for one or multiple modified schedule days.

Step 2: Student may be removed from the school setting and suspended for one or multiple days according to TRCS Suspension & Expulsion Policy.

Step 3: Student may be recommended for expulsion from the school according to TRCS Suspension & Expulsion Policy.

Appendix A – Immunization Requirements

Information taken from <https://www.shotsforschool.org>

Students Admitted at TK/K-12 Grade Need:

Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses

(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)

For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.

- **Polio (OPV or IPV) — 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements also apply to students entering transitional kindergarten. California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) —1 dose**
(Whooping cough booster usually given at 11 years and up)
- **Varicella (Chickenpox) — 2 doses**
(Usually given at ages 12 months and 4-6 years)

Additional school immunization requirements for 7th graders typically apply to students who:

- Previously had a valid **personal beliefs exemption** filed before 2016 upon entry between TK/Kindergarten and 6th grade, or
- Are new admissions, including from out-of-state; applies to all grades.

California schools are required to check immunization records for all new student admissions and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

Appendix B – Acceptable Internet Use Policy

Internet access is available to students and teachers at Three Rivers Charter School. The school is pleased to be able to offer this access, believing that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication. The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users. Students and teachers have access to:

- ⇒ Electronic mail - Email - communication with people all over the world (Middle & High School Students only).
- ⇒ Public domain software and graphics of all types for school use.
- ⇒ Discussion groups/Chat Rooms on a plethora of topics ranging from Chinese culture to the environment to music to politics. (Middle & High School Students only).
- ⇒ Access to University Libraries, catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- ⇒ Graphical, filtered access to the World Wide Web.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. Three Rivers Charter School firmly believes that the valuable information and interaction available on this word-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Responsible staff will monitor student Internet use at all times, either through direct supervision or by using technology.

Terms & Conditions of Use of the Internet

The purpose of Internet access in the schools is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Pornographic materials are inappropriate in a school setting. Access to such materials is specifically forbidden. The system administrators, school administration and teachers will deem what is inappropriate internet use and their decision is final. Students expressly agree to abide by this Internet Use Policy when they use school computers.

The student is personally responsible for his/her actions when using school equipment to access computer resources outside the school networks. The user may also be held personally responsible for actions of other people using the user's account. Items located on network drives in the account holder's file space will be regarded as being in the possession of that account holder's file space. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Email - is not guaranteed to be private. School administrators and teachers have access to all email carried over the school's network. In addition, it is conceivable that (as with any type of mail) messages might be

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intercepted and read by others. Messages relating to, or in support of illegal activities will be reported to the authorities.

Privacy - Computer storage space may be treated like school lockers. Administrators and technical support personnel may review computer content to maintain system integrity and insure that students are using the system responsibly.

Software - Students should never download, load or install any software, shareware, or freeware onto network or workstation drives or disks, or load any such software from portable storage devices, unless they have written permission from their teacher. Students may not copy other people's work or intrude into other people's files. Students may not run any server software on the network. Students must obtain teacher approval to store files larger than 10 Megabytes. Game files are strictly PROHIBITED on the school network.

Hardware - Students may not connect/disconnect any computers or peripherals without prior authorization from the Network support staff. Student laptops are prohibited from Network Access. Unauthorized network access, including so-called 'hacking' and other unlawful activities is strictly prohibited.

Security - Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession any item that can be used for the purpose of bypassing computer security.

The Law - The U.S. Government and the State of California have established laws governing the use of computers. Students may not use district computers to engage in activities that may be in violation of either federal or state law.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette and common decency. These are guidelines to prevent the loss of computer privileges at Three Rivers Charter School:

Be polite and do not use abusive language in messages to others.

Do not use a computer to harm other people or their work.

Do not damage/deface the computer system or the network in any way.

Do not reveal personal addresses or phone numbers to strangers over the Internet.

Report to staff any attempts by others to obtain your personal information via email, chat rooms, instant messaging, or other means.

Do not violate copyright laws or license agreements.

Do not interfere with the operation of the network or any workstation by downloading/installing ANY software, shareware or freeware files.

Do not bypass security measures on workstations or the network.

Do not view, send or display offensive materials.

Do not play software games on district computers.

Do not share your password with another person (other than your parents).

Do not trespass in another user's folders, work or files.

Review and follow the Internet Safety Tips.

Do not engage in any illegal activity.

Students and staff cannot campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.

Use of district computers is for schoolwork ONLY. No commercial use is permitted.

Students should BE PREPARED to be held accountable for actions and for the loss of privileges and/or other disciplinary action(s) if the Rules of Acceptable Use are violated. This may include suspension, expulsion from The Three Rivers Charter School, or referral to appropriate local, state, or federal authorities.

Violations will result in a loss of access. The school staff and administration may determine additional disciplinary action. When applicable, law enforcement agencies will be involved. The system administrator will deem what is inappropriate use. Decisions to deny, revoke, or suspend accounts will rest with the school principal and the system administrator, and their decision is final.

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, The Three Rivers Charter School is ready to take immediate action when individuals violate system integrity, this use policy or the rights of members of this community.

Borrowed School Property

If permission is given by the student's teacher or School Director for the student to borrow a computer or other school property, then the student is responsible for the return of the computer and other borrowed property in good condition minus normal wear and tear. The student and parents are fully responsible for the return of the property and for any costs associated with the repair or replacement of broken or unreturned borrowed property.

Appendix C – Uniform Complaint Policy

Board Policy # TRCS-P-1.2

Scope

The Charter School's policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program. The Charter School acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

THREE RIVERS CHARTER SCHOOL DIRECTOR
Kimberly Morgan
1211 Del Mar Dr., Suite 301
Fort Bragg, CA 95437

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee.

Notifications

The Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Governing Board, appropriate private officials or representatives, and other interested parties.

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The Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

Identify the person(s), position(s), or unit(s) responsible for receiving complaints.

Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.

Advise the complainant of the appeal process pursuant to Education Code Section 262.3, including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.

Include statements that:

The Charter School is primarily responsible for compliance with state and federal laws and regulations;

The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;

An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;

The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within fifteen (15) days of receiving the Charter School's decision; and

The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained

knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process to occur..

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

OPTION 1:

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Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

OPTION 2:

Within thirty (30) days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60) day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within sixty (60) days of the Charter School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

- ⇒ The findings of fact based on evidence gathered.
- ⇒ The conclusion(s) of law.
- ⇒ Disposition of the complaint.
- ⇒ Rationale for such disposition.
- ⇒ Corrective actions, if any are warranted.

Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.

For discrimination complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE:

- ⇒ A copy of the original complaint.
- ⇒ A copy of the decision.
- ⇒ A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
- ⇒ A copy of the investigation file including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
- ⇒ A report of any action taken to resolve the complaint.
- ⇒ A copy of the Charter School's complaint procedures.
- ⇒ Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Appendix D – Emergency Medications Policy

Administration of Medications Policy

TRCS-P-2.2

The California Education Code (Section 49423) allows school staff to assist students who are required to take medication during the school day. When possible, the schedule for giving medication should be planned outside of school hours. Medication, including both prescription and/or non-prescription (over the counter medications and products) may be administered at school ONLY when in compliance with this policy.

The following policy regarding the administration of medications is applicable when the staff of Three Rivers Charter School (the “School”) is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co- curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before the School will allow a student to carry and self administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- ⇒ The Parent and Physician Medication Authorization Form executed by the student’s authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;
- ⇒ The Parent and Physician Medication Authorization Form executed by the student’s parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider’s written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider’s written statement.
- ⇒ In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and from the parent/guardian consenting to the student’s self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.

New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student’s authorized health care Provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. New statements shall also be required for each medication. If there is not a current written statement by the student’s parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements. Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver the medication for administration to the Principal or his/her designee.

Responses to the Parent/Guardian upon Request: The School shall provide a response to the parent/guardian regarding which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the School Director.

Storage of Medication: Medication for administration to students shall be maintained in the School Office in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator that may only be accessed by authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

Confidentiality: School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the School Director or other designated School employees.

Medication Record: The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication. The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication. The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the pupil is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

Deviation from Authorized Health Care Provider's Written Statement: If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by an individual other than a licensed health care professional, notification shall be given to the School Director, the student's parent/guardian, and the student's authorized health care provider.

Medical Emergencies

A. First Aid and CPR

All teachers are trained in first aid and CPR and are re-trained every year. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

B. Resuscitation Orders

School employees are expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed. The School Principal, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

C. Emergency Contact Information

For the protection of a student's health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached.

D. Emergency Aid to Students with Anaphylactic Reaction

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414. Trained School personnel shall immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at School or a School related activity when a physician is not immediately available.

The School Director shall create a plan addressing the following issues: 1) Designation of the individual(s) who will provide the training for administration of emergency epinephrine auto- injectors; 2) Designation of a licensed health care provider or local emergency medical services director for consultation for the prescription of epinephrine auto-injectors; 3) Documentation as to which School personnel will obtain the prescription from the individual identified under subparagraph (2) and the medication from a pharmacist; and 4) Documentation as to where the medication is stored and how the medication will be made readily available in case of an emergency.

Administration of Medications Form

Parent/Provider Request for School Personnel to Administer Medicine

TRCS-P-2.2

The Three Rivers Charter School Board policy requires consent of the parent, guardian, or eligible student 18 years or older before medication (including prescription medication, inhalers, Epinephrine, etc.) can be given to a student by school personnel. The following information is necessary to comply with this policy. Please answer all questions and return this completed form to your student's school Director.

Student Name: _____ Date of Birth: _____

Home Phone: _____ Street Address: _____

City: _____ State: _____ Zip: _____

TO BE COMPLETED BY THE STUDENT'S PROVIDER (Physician/Nurse Practitioner/Dentist)

Name of Medication: _____

Dosage: _____ Time/Frequency: _____

How Administered: _____

Date to Begin: _____

Permission for this medication is only valid through the end of the current school year unless otherwise noted. EXCEPTION: For emergency medications for asthma, anaphylaxis, seizures or diabetes, this permission can be valid for 3 years. A provider order is required for any changes in this medication.

Date to Terminate Emergency Medication: _____

Please attach an emergency action plan with procedures to be followed if emergency medication does not alleviate student's emergency.

For Epinephrine orders only: ____ I have determined that this student is capable of possessing and using this auto injector/EpiPen appropriately and have provided the student with training in the proper use of the auto-injector.

Severe reactions that should be reported to the physician:

Special conditions for storage of drug:

Provider's Signature: _____ Date: _____

Provider's Name: _____

Emergency Phone #: _____

TO BE COMPLETED BY THE STUDENT'S PARENT OR ELIGIBLE STUDENT

The medicine must be in pill, capsule, liquid, auto-injector or inhaler form; and must be clearly marked from the pharmacist. The label must show the student's name, medication name, dosage directions, doctor, and prescription number.

Pharmacy: _____ Phone Number: _____

As the parent/guardian of this student (or eligible student), I give permission for the Director or designee to administer the prescribed medication. The undersigned agrees not to file or make any claim for negligence in connection with the administration or non-administration of this medicine(s) and further agrees to hold them harmless from any liability incurred as a result of the administration or non-administration of any medicines. I will inform the school if there is a change in any of this information.

Please check the following if applicable:
For Students with Asthma:

_____ As the parent/guardian of this student, or myself, an eligible student, I authorize the student (or myself) to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school participates.

For Students with EpiPen/Twinject/Auto Injector:

_____ As the parent/guardian of this student, or myself, an eligible student, I authorize the student to possess and use an Epinephrine Auto-Injector, as prescribed, at the school and any activity, event, or program in which the student's school participates. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school as required by law.

Name of Parent/Guardian/Eligible Student (please print):

Signature of Parent/Guardian/Eligible Student:

Date: _____

Emergency Phone#: _____

2nd Emergency Phone: _____

Coversheet

Reflection and Goal Setting

Section:	III. Board Retreat
Item:	A. Reflection and Goal Setting
Purpose:	Discuss
Submitted by:	
Related Material:	Board & Director Goals 2025-26.pdf

Board Goals:

1. Board involvement in community outreach
2. Forming active board committees who report to the board
3. Recruiting and training new board members on Brown Act and bylaws
4. Collaborate more with staff to in order to better support the staff.
5. Support the Director as needed in the charter renewal process with FBUSD.

Director Goals:

1. Use data to improve student academic achievement
2. Increase student enrollment and improve student retention
3. Improve Student Attendance
4. Review and digitize school policies, store them in one central place
5. Focus on the charter renewal process with FBUSD.

Coversheet

Board Member Terms, Officer Positions & Recruitment Needs

Section:	III. Board Retreat
Item:	C. Board Member Terms, Officer Positions & Recruitment Needs
Purpose:	Discuss
Submitted by:	
Related Material:	Board Member Terms_Aug.2026.pdf

Board Member Terms

Name	Position	Term-Start	Term-End	Officer Term Start	Officer Term End
Lisa Norman	Member	12/2/21	12/2/27		
Angela Dominguez	Member	9/15/20	9/15/26		
Dana Vogele	President	9/20/22	9/20/26	11/18/25	11/18/27
Roger Coy	Treasurer	10/17/23	10/17/25	8/20/24	8/20/26
Sarah Wright	Secretary	1/21/25	1/21/27	5/12/26	5/12/28

Coversheet

CEO (Director) Evaluation Report & Goals

Section:	III. Board Retreat
Item:	E. CEO (Director) Evaluation Report & Goals
Purpose:	Vote
Submitted by:	
Related Material:	Kim_Morgan_CEO_Evaluation_FY25-26_evaluation..pdf



**Three Rivers Charter School
CEO/Director Evaluation 2025-26
Kim Morgan**

Prepared By: Dana Vogeles
Date: 12 Aug 2026

Purpose of Evaluation

It is the Board's responsibility to hire, manage and support the CEO/Director of the organization. This annual evaluation serves as an important tool in meeting that responsibility. The main purposes of the evaluation are:

1. To provide the Director with the opportunity to reflect on their performance over the past year, and to share those reflections in a structured way with the board
2. To provide feedback from staff and the Board to the Director on her performance, to help her recognize both strengths and areas for improvement.

Methodology

The Director, Kim Morgan, completed a self-evaluation. TRCS staff was also provided with an evaluation survey to provide feedback regarding Kim's performance over the past year. Finally, the Board of Directors was provided with an online evaluation survey for the same purpose, evaluating Kim's performance over the past year.

Executive Summary

The Director's performance over the past year has been exceptional. She is an effective and compassionate leader who has successfully guided her team while fostering a strong sense of cohesion and collaboration. She consistently makes herself available to staff, families, students, and the broader community, modeling the REACH values in all that she does.

Kim continues to grow and develop in her role, demonstrating a willingness to learn, seek feedback, and ask for support when needed. Her integrity, commitment, and strong engagement with the community are among her greatest strengths—qualities that have been consistently recognized by both staff and the Board of Directors.

This evaluation also identifies areas for improvement for Kim to consider over the next school year. These key areas for improvement identified through the evaluation survey are the following:

1. Student enrollment and attendance: Increasing student enrollment and community awareness of TRCS. Encourage student attendance to maximize learning and state revenue.
2. Managing the budget: finding ways to cut costs in the event that enrollment remains low.

3. Proactively prepare and navigate multiple staff members with planned leaves of absence in the coming year.

Evaluation

The structure of this evaluation is through an examination of the important pieces of the Director's job at Three Rivers Charter School. As the Director, Kim Morgan is the chief executive of the organization and bears ultimate responsibility for staff contributions to academic performance, mission-aligned school culture, and organizational viability. With the Board, the Director sets short and long term goals for the organization and assesses the organization's adherence to its mission and charter promises.

The core of this evaluation is provided within this construct, outlining specific measures that the Director is responsible for and an evaluation of her performance against those responsibilities.

The other responsibilities are evaluated qualitatively, largely based on Board perspectives, with additional data provided through the Director's self-evaluation and through input from the staff at Three Rivers.

CORE COMPETENCIES

Demonstrates Integrity

The evaluation survey responses were unanimous across both TRCS staff and the Board that demonstrating integrity is Kim's greatest strength. It was agreed by all that Kim demonstrates the highest level of integrity as she carries out her duties as Director. She models REACH values and leads by example.

Cultivates a Culture of Excellence

The staff and the Board of TRCS agree that Kim cultivates a culture of excellence at the school. That is likely in part the result of the emphasis of the REACH values throughout the school year.

Drives Academic Excellence/Student Performance

The staff and the Board of TRCS agree that Kim strives for academic excellence. This is reflected in the amount of supports, (spaces, staff members, etc), that are available at TRCS. Staff commented that extra student support is much needed and very appreciated.

ROLE SPECIFIC COMPENTENCIES

Leads the Educational Program

The Board is in agreement that Kim is doing a great job of leading the educational program. Kim has made sure that each class is using standards-based curricula and has made NWEA testing available along with dedicated time for staff to work with the NWEA data. In addition, Kim has ensured that TRCS provides extra support to students in the areas of reading, math and social/emotional development. The staff also report that they have the resources and materials they need to perform their jobs at the highest level.

Develops and Leads Staff

TRCS staff and the Board agree that Kim has done a good job of developing and leading the staff this year. The staff survey, although only taken by five staff members, has overwhelmingly positive responses in all categories. Staff feel supported by Kim and understand their expectations.

Manages Organizational Compliance and Administration

The Board unanimously and strongly agrees that Kim excels in managing organizational compliance and administration. She consistently stays abreast of local, state, and federal requirements, ensuring that TRCS remains in compliance with all applicable mandates and regulations. Her attention to detail, proactive approach, and commitment to organizational accountability are key strengths in this area.

These strengths were particularly evident throughout the Charter Renewal process, which Kim successfully led and completed this year.

Builds and Maintains Family Satisfaction

Kim's focus on building and maintaining family satisfaction has been apparent over the past year. Notably, the responses to the bi-annual family surveys have been extremely positive. The board believes that Kim has done a great job at listening and responding respectfully to the range of concerns expressed by families and parents.

Manages Financial Performance

The board agrees that Kim does a good job of managing the financial performance of TRCS. Kim has a great handle and understanding of using the "back office" systems to track and stay on top of financial management. One board member commented: "Kim maintains an accurate accounting system and as she gains more experience she is becoming more comfortable with the school's financial system."

Actively Promotes the Organization and Ensures Adequate Resources

The board unanimously agrees that Kim does an outstanding job of promoting the school and connecting with the community. TRCS has had a presence at many community events, and in conjunction with the Board's Community Outreach committee, Kim continues to actively promote a greater community awareness about what TRCS has to offer.

Ensures Adequate Facilities

The board agrees that Kim has done an outstanding job of planning and managing the facilities improvement project over the past several years. After the large facilities project was finished, smaller projects have been executed successfully and with the overall goal of improving school culture, morale and efficiency.

Partners with the Board

The board unanimously agrees that this is an area of great strength for Kim. The board appreciates Kim's facilitation of the Board's governance and that she is a great communicator with the Board. Finding more board members continues to be a goal of the board.

Engages the Community

The board unanimously agrees that Kim does a fantastic job of engaging the community about TRCS. Kim is well connected with the community and keeps a sharp focus on community outreach opportunities.

Overall Leadership and Performance

From a governance perspective, the Board sees Kim as an outstanding leader. She effectively oversees both certificated and classified staff and efficiently manages the administration aspect of her position.

The feedback provided by the TRCS staff is equally meaningful in evaluating Kim's overall leadership. It is important to note that only five staff members completed the evaluation survey, this data is still valuable. Some positive feedback regarding Kim's leadership as reported by the TRCS staff includes the following:

- Even on my hardest days, I feel like TRCS is the right place for me to work.
- Roles and responsibilities are clear among staff at this school.
- Kim models the school mission, vision and values as well as the expectations for staff and students consistently.

Some of the constructive feedback regarding Kim's leadership as provided by the TRCS staff includes the following:

- Some members of the staff would like more staff supports for high-need students.
- Some members of the staff would like more team building opportunities and more team time looking at data results.

By taking into consideration both the positive and constructive feedback provided by the TRCS staff, the Board is extremely satisfied with Kim's leadership and performance in her role as Director of TRCS.

Significant Accomplishments and Strengths Demonstrated this Year

Looking back at the 2025-26 school year, here is a list of significant accomplishments attributed to Kim as Director of TRCS.

- Successful secured the renewal of the TRCS charter petition with FBUSD through 2031.
- Advocating for competitive staff pay.
- Strengthened and expanded the after-school and school meal programs.
- Secured funds to help offset budget deficit.

Top things to do to move organization forward

Looking forward to the next school year, here is a list of things identified by the Board that Kim can facilitate to move TRCS forward:

- Work toward a balanced budget while maintaining high quality programs and staffing.
- Reduce chronic absenteeism.
- Increase student enrollment to balance the budget.
- Organize and upload TRCS policies to Board on Track.
- Research and pursue opportunities for philanthropic support.

Key Challenges

The Board anticipates another successful year in 2026-27, but here is a list of key challenges to consider as we move forward:

- Managing staff transitions with staff members going on leave.
- Managing a budget with deficits in the outyears.
- Strengthening school-wide systems for student behavior and extra supports.
- Recruit new board members
- Increasing student enrollment
- Increasing student attendance

Final Remarks

The Board would like to express its sincere appreciation to Kim for her outstanding leadership over the past year. The continued success of TRCS is due in large part to her dedication and commitment to our students, staff, Board, families, and broader community.

We deeply appreciate Kim's integrity, hard work, and ongoing commitment to

learning and improvement. Her leadership continues to strengthen TRCS and support the organization's overall success. We look forward to another successful year under her leadership during the 2026–27 school year.

Coversheet

Approve Director's 26-27 Contract

Section:	III. Board Retreat
Item:	F. Approve Director's 26-27 Contract
Purpose:	Vote
Submitted by:	
Related Material:	KM Contract 26-27.docx.pdf

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At-Will Employment Agreement
Between
Three Rivers Charter School & Kimberly Morgan

This Employment Agreement (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Three Rivers Charter School (“TRCS”), a California public charter school approved by the Fort Bragg Unified School District (the “District”). The Board desires to hire employees who will assist TRCS in achieving the goals and meeting the requirements of TRCS’s charter. The parties recognize that TRCS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting TRCS in implementing its purposes, policies, and procedures.

Whereas, TRCS and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

Statutory Provisions Relating to Charter School Employment

- TRCS has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, et seq. TRCS has been duly approved by the District, according to the laws of the State of California.
- Pursuant to Education Code section 47604, TRCS has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 et seq. of the Corporations Code). As such, TRCS is considered a separate legal entity from the District, which granted the Charter. The District shall not be liable for any debts and obligations of TRCS, and the employee signing below expressly recognizes that s/he is being employed by TRCS and not the District.
- Pursuant to Education Code section 47610, TRCS must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts excepts as specified in Education Code section 47610.
- TRCS shall be deemed the exclusive public school employer of the employees at TRCS for purposes of Government Code section 3540.1.

Employment Terms and Conditions

- The term of this contract is from 7/1/26 - 6/30/27

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- The School Director will perform such duties as TRCS may reasonably assign and School Director will abide by all TRCS policies and procedures as adopted and amended from time to time. The School Director further agrees to abide by the provisions of TRCS's charter.
- A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of TRCS.
- The daily work schedule for this full-time position shall generally be Monday through Friday, 8:00 a.m. to 4:30 p.m. While the School Director shall generally be available at TRCS during this time period, the duties of this exempt position may require work outside of the regular hours of the work day. During summer months employee will work as needed and maintain a visible presence at the school. Employee will attend all school wide functions.
- Workdays for the School Director shall be consistent with the applicable calendar of workdays for this position.
- The School Director will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with TRCS.
- The annual compensation for this position shall be **\$88,510** per year, to be paid monthly, subject to all regular withholdings. The School Director's compensation may be prorated depending on whether the School Director remains employed, or in active work status, for the entire year. As an exempt employee, the School Director shall not be eligible to earn overtime.
- The employee benefits are outlined below.

Employment Rights and Benefits

Employment Rights and Benefits for employment at TRCS shall only be as specified in this Employment Agreement, TRCS's charter, the Charter Schools Act and TRCS's Employee Handbook, which from time to time may be amended and modified by TRCS. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education.

During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with TRCS.

- At TRCS's expense, the School Director shall be afforded such health and other benefits of employment as shall be granted to TRCS's employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- The School Director is entitled to fifteen (15) vacation days annually, which shall accrue monthly. During the first six (6) months of employment, vacation time will accrue but may

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not be utilized unless otherwise approved. Thereafter, vacation days may be used by the School Director subject to the prior approval of the Board. The School Director is expected to take vacation during periods when teaching is not in session (e.g. holiday breaks) and during the summer break. The annual accrual and carryover of vacation will be capped at thirty (30) days. Once that “cap” is reached, no more vacation will accrue until such time as the School Director has used enough time to fall below the cap. Vacation will begin accruing again at that point and no retroactive accrual will be made. All unused vacation shall be paid out upon termination of employment.

- The School Director will receive 10 days of paid sick leave at the beginning of each school year. Sick leave may be used to deal with personal illness or preventive treatments, a family member’s illness or preventive treatment, or certain other personal emergencies. Sick days do not carry over from year-to-year and will not be paid out upon termination of employment.
- The School Director shall take holiday days according to the calendar of holidays observed by TRCS annually.

Evaluation

The Board shall evaluate the performance of the School Director at least once annually. This evaluation shall be based on the job description and annual goals determined by the Board and the School Director.

If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the School Director and he shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the School Director, the Board shall meet with the School Director to discuss the evaluation. Failure to evaluate the School Director shall not prevent TRCS from disciplining or dismissing the School Director at-will in accordance with this Agreement.

Licensure & Credentials

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom s/he knows or reasonably suspects has been the victim of child abuse to report the known or

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suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges s/he is a child care custodian and is certifying that s/he has knowledge of California Penal Code section 11166 and will comply with its provisions.

Fingerprint Clearance

Fingerprint clearance for employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician and/or licensed entity that s/he was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

Conflicts of Interest

Employee understands that, while employed at the School, s/he will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her/his employment with TRCS.

Outside Professional Activities

Upon obtaining prior written approval of the School Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking and writing. The outside activities shall not occur during regular work hours. TRCS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

Expenses

TRCS shall reimburse the School Director for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable TRCS policy and authorization.

The following provisions are required to be included in this Agreement by the California Government Code:

- In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the School Director multiplied by eighteen (18).
- The School Director shall be required to reimburse TRCS for any salary or fees she receives from TRCS in relation to her placement on paid administrative leave pending criminal charges if she is convicted of a crime involving the abuse of his office/position. Regardless of any term of

	Three Rivers Charter School Phone: (707) 964-1128 Fax: (707) 734-5050 www.TRCSchool.org 1211 Del Mar Dr. Suite 301 Fort Bragg, CA 95437
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this Agreement, if the Agreement is terminated, the School Director must reimburse TRCS for any cash settlement he receives in relation to her termination if she is convicted of a crime involving the abuse of her office/position.

Employment At-Will

TRCS may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at TRCS's sole and unreviewable discretion. Either party may immediately terminate this Agreement and Employee's employment upon written notice to the other party. Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of TRCS. No one other than the Board of TRCS has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contract to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of TRCS and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this agreement cease immediately upon the effective date of revocation or non-renewal.

General Provisions

1. The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.
2. The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party
3. This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.
4. If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

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Acceptance of Employment

By Signing below, the Employee declares the following:

1. I have read this Agreement and accept employment with TRCS on the terms specified herein.
2. All information I have provided to TRCS related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between TRCS and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Dated: _____
Kimberly Morgan

Board President Signature: _____ Dated: _____
Dana Vogeles, Board President

This Employment Agreement is subject to ratification and approval by the Governing Board of TRCS.