

# The Community Root School Student Handbook



Revised September 2019

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The Community Roots School prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation<sup>1</sup>, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the public charter school office for additional information and/or compliance issues:

Miranda Pickner – School Administrator

- ◆ Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate public charter school disciplinary policies. Parents objecting to the release of directory information on their student should notify the public charter school office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the public charter school to release personally identifiable information.

### Mission Statement

Rooted in our local community, we learn in an authentic Montessori environment, growing as conscientious and joyful learners, inspired to lead in the world community.

### Core Values

At The Community Roots School, our core values are fostering a love of learning, encouraging children to grow to be stewards of the planet, and developing values of tolerance and peace in a community of children and their families. We strive to make The Community Roots School a place where our best human qualities are invited to shine. We teach (and learn) ways to learn, grow, and lead that contribute to the larger community. We do this by:

- A rich and holistic educational experience that respects the individuality of each young learner;
- Positive, effective communication that assumes the best in each other and seek the best for our children;
- Respect for a diversity of backgrounds and experiences, and for the perspectives they add to our collective journey;
- A commitment to contribute to the well-being and vitality of our Silverton community;
- The practice and teaching of peace and mindfulness in our classrooms, our community and the world;
- The practice and teaching of wise stewardship of our natural resources and care for our earth.

The Community Roots School Parent Acknowledgment

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on public charter school-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the public charter school to withhold

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the public charter school for use in local school publications, other media and for such other purposes as deemed appropriate by the administrator.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the public charter school of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number or student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the district reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

Parent/Eligible Student (18 years of age or older) Signature \_\_\_\_\_

Date \_\_\_\_\_

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the public charter school from disclosing or requiring a student to disclose their name or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.



## **PREFACE\*\***

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general public charter school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy, or administrative regulation. Board policies are available at the district office and the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **ADMISSION\*\***

A student seeking enrollment in the public charter school for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. An equitable lottery may incorporate a weighted lottery for historically underserved students. Silver Falls School District residents shall have priority for admission into the School and may be allowed to fill all enrollment slots available in their grade in the School. Students are considered SFSD residents if they reside in the district by the application deadline or can prove through documentation that they will be residing in district by the first day of school.

### **Lottery & Enrollment Process**

Receive an enrollment form and fill it out in its entirety.

Applications will continue to be accepted throughout the year.

1. Attend an observation and orientation meeting between October and March to make sure our program is consistent with your family's beliefs and philosophy concerning education.
2. The cut-off date for enrollment forms, to be included in the lottery, for the following school year is the last day in March. See below for lottery process.
3. Enrollment forms received after the last day in March will be enrolled only if spaces are available, or will be added to the waiting list after the lottery (when applicable) has taken place.

### **Lottery Process (when necessary, i.e. if more applications are received before the last day in March, than spaces are available)**

1. The lottery will be conducted by April 15th, if applicable, at Community Roots School or another designated location.
2. The lottery will be observed and documented by an impartial third-party.
3. The lottery is a public meeting and you are welcome to attend.
4. If there are more applicants than spaces available in a given classroom, a lottery will be held for that classroom.
5. Any child who currently attends Community Roots, will not be subject to the lottery.
6. Children with a sibling already enrolled at Community Roots School will be automatically enrolled, unless there are more siblings than spaces available. In that event, siblings will be in the lottery as a separate group.
7. If a sibling is chosen in the lottery, all other siblings will be given preference on the waitlist if spaces are available.
8. The lottery drawing will rotate in choosing applicants for applicable classrooms. Names will be drawn from oldest to the youngest classrooms, when applicable.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in the English language, athletic ability, or academic records, but may limit admission within a given age group or grade level.

**ANIMAL DISSECTION**

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The public charter school will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

**ASBESTOS**

The public charter school has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the public charter school office.

The administrator serves as the public charter school's asbestos program manager and may be reached for additional information.

**ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the public charter school's Student Code of Conduct during an assembly shall be subject to disciplinary action.

**ASSESSMENT PROGRAM**

The public charter school's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and Essential Skills and to identify students who meet or exceed the performance standards and Essential Skills adopted by the State Board of Education.

Students may opt-out of the statewide summative assessments as provided by state law. The public charter school shall provide the required notice and necessary forms to the student. The public charter school shall provide supervised study time for students who are excused from participating in the assessment.

**ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the public charter school administrator or a counselor prior to June 15 of the school year in question. Requests to change a student's assigned class at other times must be directed to the public charter school administrator. Final decisions are the responsibility of the public charter school administrator or designee.



## **ATTENDANCE\*\***

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

Any parent/person who fails to send a student to school within three days of notification by the public charter school that their student is not complying with compulsory attendance requirements may be issued a citation by the public charter school for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.095.

The public charter school will notify the parent in writing that, in accordance with law, the administrator will schedule a conference with the nonattending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The administrator or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the public charter school;
4. The parent has the right to request:
  - (a) An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
  - (b) A review of the student's current IEP.
5. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 4. above, if request by the parent, has been completed.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577(1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Due to the importance of the social, emotional, and academic benefits of arriving at school on time and maintaining good attendance, students are encouraged to attend school daily, arriving at 8:15 a.m. when doors open, providing them with ample time to socialize, prepare for the school day, and ensure participation in valuable opening activities.

If you arrive to campus after 8:30 a.m., you will need to walk your child into the building and sign them in. Parents should inform the school as early as possible if their student will be arriving late, going on vacation, or will be absent for any other reason. This can be done by calling the office at 503-874-4107, emailing or sending a note ahead of time.

## Absences and Excuses

Each school shall notify a parent or guardian by the end of the school day if his/her child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

Students shall remain on school grounds or within the designated bounds of a school sponsored activity during school and activity hours. Parents requesting a student's release during school hours come into the building and sign their student out. When picking up a child in the middle of the school day, please come 10 minutes before you need to leave, so that your child will have time to clean-up their work. Students will only be released to persons identified on the "Pick-Up Authorization Form" on file in the office. Non-parents and/or persons not known to the school may be asked to present identification before taking a student from school. Please keep us informed of changes to your list in the interest of the safety and welfare of your child.

#### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the band, choir, dance, and drama teams may establish rules of conduct – and consequences for misconduct – that are more strict than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the public charter school shall apply in addition to any consequences specified by the organization.

#### **COMMUNICABLE DISEASES\*\***

Parents of a student with a communicable or contagious disease are asked to telephone the administrator so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, cholera, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, tuberculosis and pandemic flu. Parents with questions should contact the school office.

Public charter school may require that students found with live lice or nits be excluded from school and that readmittance will be allowed only after assessment by designated public charter school staff confirms that no live lice or nits are present and may be subject to periodic checks;

#### **COMPUTER USE**

Students may be permitted to use the public charter school's electronic communications system only to conduct business related to the management or instructional needs of the public charter school or to conduct research related to education consistent with the public charter school's mission or goals. Personal use of public charter school computers, including e-mail access, is strictly prohibited.

The public charter school's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;
4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students’ access to materials harmful to students have been installed.

The public charter school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the public charter school’s information system are the public charter school’s property and are to be used for authorized purposes only. Use of public charter school equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the public charter school’s system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on public charter school servers are not private and may be subject to monitoring. By using the public charter school’s system, individuals consent to have that use monitored by authorized public charter school personnel. The public charter school reserves the right to access and disclose, as appropriate, all information and data contained on public charter school computers and public charter school-owned e-mail system.

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of public charter school system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

**CONDUCT**

Students are responsible for conducting themselves properly, in accordance with the policies of the public charter school and the lawful direction of staff. The public charter school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Students may bring personal belongings to school if they have a clear educational purpose and the teacher’s permission. Please mark all personal items with the student’s name. Community Roots is not responsible for items brought to school or school sponsored activities/events.

**We ask that all toys, unless brought for the purpose of sharing, be left at home.** This includes, but is not limited to trading cards. i.e. Pokémon, Magic the Gathering, etc.

Student Code of Conduct

The public charter school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in public charter school-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Harassment, intimidation or bullying, cyberbullying and teen dating violence, as prohibited by Board policy JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student, and accompanying administrative regulation;
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\* as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief, theft;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems JFCG/GBK/KGC – Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

\* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school-sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on public charter school property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, a fine and forfeiture of firearm and/or other dangerous weapon, or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

\*\* In accordance with Oregon law, any person under age 18 possessing a tobacco product or an inhalant delivery system commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or allows to be sold, a tobacco product in any form, a tobacco-burning device or an inhalant delivery system, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of public charter school property is a Class A felony, as provided by ORS 475.999.

“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

“Deadly weapon” is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

“Firearm” is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

“Destructive device” is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone” as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds, including public charter schools.

### Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. Once admitted to the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student’s education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **CONFERENCES**

Regular conferences are schedule annually in the fall and spring to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The public charter school encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher’s preparation period or request that the teacher call the parent to arrange a mutually convenient time.

### **DAMAGE TO PUBLIC CHARTER SCHOOL PROPERTY**

A student who is found to have damaged public charter school property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the public charter school will notify the student and parent. If the amount due is not paid within 10 calendar days of receipt of the public charter school’s notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fee, Fines and Charges.

### **DISCIPLINE/DUE PROCESS\*\***

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the public charter school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the public charter school's weapons policy, as required by law, shall be reported to law enforcement.

### **Discipline / Behavior Policy**

At CRS, we expect each other to behave in ways that demonstrate respect for ourselves, our respect for each other, and our respect for the learning environment. We put our energies into encouraging the best in each other. All children deserve to be treated as competent, contributing members of the classroom community. All children are capable of self-discipline and self-direction when given the right environmental supports.

It is important for children to feel and experience their parents' support of their educational growth. Please refrain from criticisms and negative remarks about the school, CRS teachers, and other community members in front of your child. See the Grievance Process for more information if you feel your child has been subject to something unfair related to discipline issues.

The children's behavior is always considered to be "in process." When a child acts out, it is a sign that the child's needs are not being met. Teachers strive to understand what the child's needs are and to provide whatever is missing in the environment for that child. If a child's behavior continually or severely disrupts the peaceful working atmosphere of a classroom, the following steps are typically taken.

Level One: Teachers counsel children about the effects their behavior has on the rest of the community and teach new ways to behave. Teaching strategies may include redirection, daily meetings with the child, peer work partners, and modifications from the usual academic work plan. Consequences for misbehavior must follow the three Rs: related to the incident, respectful of the child and community, and reasonable to all parties involved. Teachers also provide opportunities and support for children to make amends and to contribute positively to the classroom. Incident Reports may go out.

Examples of Level One: Persistently interrupting work, annoying others, excessive noisiness, leaving classroom without permission, lack of motivation to work, disruption of class, rude or disrespectful behavior, refusal to do work.

Procedure:

- a) Staff person redirects child towards appropriate work.
- b) Teacher discusses the persistent or immediate problem with parent by phone, email, or in person, as necessary.
- c) Teacher records incidents as they occur, as documentation for possible further disciplinary action should it become necessary.

Possible staff actions may include:

- a) Verbal redirection.
- b) Giving the child an assigned seat for a short period of time.
- c) Requiring the child to repair minor damage to the environment.

- d) Sending work home to complete.
- e) Restriction of certain freedoms, or loss of privilege, as appropriate.

Level Two: Teachers, parents, and a member of the administration are called together to share information about the child and brainstorm ways to meet his or her needs. The team develops an action plan to support the child. The plan lists the date, what the responsibilities of the teachers, of the parents, of the administration, and of the child will be. A follow-up meeting may be held at a later point in time to determine if sufficient progress has been made. Interventions such as behavior plans or sending a child home if misbehavior occurs may be used as the team deems appropriate. If need be, the team will meet regularly until further meetings are not necessary. Teachers will keep written records of all meetings with parents, including those for disciplinary purposes.

Examples: Refusal to do work, temper tantrums, throwing objects, willful damage to materials or property, leaving school premise, profanity, refusal to listen to and/or obey supervising adult.

Procedures:

- a) Immediate intervention by the supervising adult.
- b) Informing the Principal & discussing the course of action to be taken.
- c) Documentation of the incident. – Incident Reports
- d) In the event of hurtful behavior, property damage, vandalism, or other behavior deemed to be more serious, a conference will be scheduled with the administrator, teacher and parents.

Possible consequences may include:

- a) The student may be assigned a place in the classroom for an extended time.
- b) The student may be removed from the classroom.
- c) The student may lose privileges or freedoms at school.
- d) The family may be asked to replace damaged material.
- e) The parent(s) may be immediately involved in amending the situation through obtaining services with other professionals.
- f) The student may be sent home for the day or for a more extended period.
- g) A behavior plan will be created by the school, involving the parents and student as possible.

Level Three: CRS reserves the right to suspend a child if his or her behavior poses an immediate threat to the learning environment. If this occurs, the child will be separated from the classroom and a parent will be called to pick him or her up. These behaviors include, but are not limited to, physically harming another child, intense verbal bullying, property destruction, or anything illegal. We also follow the Silver Falls School District policy related to expulsion. A meeting with the child, the parents, the teacher, and an administrator must be held, usually the following morning before school, before the child is allowed to return to the classroom.

All students will be treated as unique individuals. Student behavior problems will, therefore, be handled as unique situations. In the event that the actions of the staff appear to be unfair, the individual may respond by filling out the "Due Process" form available on-line or in the office, visit with the staff member involved, and present the individual's case. Consequences may be adjusted accordingly. If the needs of the individual have still not been met, the individual may refer to the official Complaint Policy included in the Family Handbook and the Employee Handbook.

Detention

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student’s parents have been notified of the reason for the detention and can make arrangements for the student’s transportation on the day(s) of the detention.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student’s parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student’s IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student’s disability. Should the IEP team conclude the misconduct has no relationship to the student’s disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student’s disability, the team may review and revise the student’s IEP and determine whether a change in placement is needed. The public charter school may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in public charter school procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer’s order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, “injurious behavior” is defined as behavior that is substantially likely to result in injury to the student or to others.

Expulsion

Students may be expelled for any of the following circumstances: a) when a student’s conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student’s behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The public charter school shall consider the age of the student and the student’s past pattern of behavior prior to imposing the expulsion. The use of out-of-school expulsion of a student in the fifth grade or below, is limited to:

1. Non-accidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administration’s observation or upon a report from an employee, the student’s conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

No student may be expelled without a hearing unless the student’s parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.



An expulsion shall not extend beyond one calendar year.

The public charter school will provide appropriate expulsion notification including expulsion hearing procedures and student and parent rights as required by law. Prior to expulsion, the public charter school must notify the resident district of the student's impending expulsion.

### Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which damages or injures district property.

The public charter school may require a student to attend school during nonschool hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on public charter school property nor participate in activities directed or sponsored by the public charter school.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to: a) nonaccidental conduct causing serious physical harm to a student or employee; b) when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or c) when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the public charter school shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

### **DISTRIBUTION OF MATERIAL**

All aspects of K-8 school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and administrator. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on public charter school property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the public charter school may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the public charter school.

The public charter school may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the administrator; material not approved by the administrator within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

Parents are to access the Parent Directory to distribute birthday invitations.

#### **DRESS AND GROOMING**

The public charter school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. CRS discourages the use of media on clothing and other items brought to school.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the administrator and may be denied the opportunity to participate if those standards are not met.

#### **DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM\*\***

The possession, selling and/or use of illegal and harmful drugs, alcohol, tobacco products and inhalant delivery systems are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any public charter school-related activity, regardless of time or location and while being transported on public charter school-provided transportation. Student in violation of the public charter school's policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the public charter school has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the public charter school. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in public charter school procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The public charter school's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the office for information on public charter school and community resources available to assist students in need.

**EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS**

<sup>(1)</sup>Instruction on fire, earthquake dangers and safety threats, and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

<sup>(3)</sup>At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

<sup>(4)</sup>A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

**EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student’s parents or to another person as directed by parents on the student’s emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student’s parents whenever the student has been transported for treatment.

**EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the administrator may alter public charter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

**EXTRACURRICULAR ACTIVITIES**

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information. Public charter school students may participate in activities of the district in which the public charter school is located if they meet district criteria.

**FEES, FINES AND CHARGES\*\***

Montessori Materials are extremely unique and specific to each classroom based on child development. In lieu of a supply list at the beginning of the school year, CRS needs families to contribute financially to the general supply budget for the classrooms and school. This allows CRS to purchase items that best meet the supply and financial needs of each classroom. Families may be required to pay certain other fees or deposits, including:

- 1. Club dues;

2. Supply Fees;
3. Personal apparel (for example inside or outside shoes);
4. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
5. Student accident insurance;
6. Instrumental rental and uniform maintenance;
7. Fees for damaged library books and school-owned equipment;
8. Field trips considered optional to the public charter school's regular school program;
9. Admission fees for certain extracurricular activities;
10. Participation fees or "pay to play" for involvement in activities.

Any required fee or deposit may be waived if the student and parent are unable to pay. Requests for waiver may be made to the administrator.

The public charter school may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the public charter school may be waived at the discretion of the administrator or designee if:

1. The public charter school determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the administrator or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the public charter school's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the public charter school, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The public charter school may pursue possible restrictions and/or penalties through a private collection agency or other method available to the public charter school.

Debts not paid within 10 calendar days of the public charter school's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the public charter school. A request to waive the student's debt must be submitted in writing to the administrator or designee. Such requests must be received no later than 10 calendar days following the public charter school's notice.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in public charter school-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

### **Field Trip Chaperone Guidelines**

#### Chaperone Expectations

- Chaperones will actively participate in the field trip, taking responsibility for their assigned students
- Chaperones will supervise and assist students during the field trip
- Chaperones will model appropriate behavior:

- Speak in a positive, quiet voice
- Walk over to the child, rather than talking across the room
- Get down on the child's level, rather than standing over him/her
- Chaperones will be provided with CRS Discipline Policy
- Chaperones are expected to abide by the terms in The Volunteer Confidentiality Agreement
- Drivers will pull off the road if they need to use the cell phone/two-way radio
- Drivers will NOT feed students, or take them anywhere not on the trip itinerary. Drivers whose cars are equipped with DVD players are asked not to play movies while transporting students in their vehicles for the purpose of the field trip.

Teacher Expectations

Teachers will supply each chaperone with:

- A written list of all chaperones and their assigned students
- Pertinent medical information regarding student(s) (asthma, allergies...)
- Chaperone cell numbers if applicable
- A map/directions to the field trip location
- Time lines for departure and arrival to location, activities, lunch, departure from location and return to school
- Teachers will brief the chaperones on the field trip activities, expectations of both students and chaperones, the supervision and communication (cell phone/two-way radio) strategies to be used, any changes to itinerary and potential hazards to be aware of, prior to departure.

Supervision Strategies

- Chaperones will be assigned students to supervise throughout the field trip. Teachers will be available to float, offer guidance, take periodic head counts and handle behavior challenges, etc.
- Chaperones will be assigned an area/zone within a secure environment (for example a museum). Children move from one area to another. Teacher and or assistant will take periodic head counts
- Students will be escorted to and from the restroom. Chaperones should either take their entire group or ask the teacher to escort student(s) to the restroom. Restrooms should be checked for safety.
- Parents attending a field trip with a student's younger sibling will not be able to act as a chaperone. The parent may be responsible for his/her student and sibling only.

**FLAG SALUTE**

Students shall receive instruction in respect for the national flag, and will be provided an opportunity to salute the United States flag at least once a month by reciting *The Pledge of Allegiance*.

Individual students who do not participate in the salute must maintain a respectful silence during the salute.

**FUND RAISING\*\***

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. Request for permission must be made to the administrator at least 10 days before the event.

All funds raised funds will be receipted, deposited and accounted for in accordance with Oregon law and applicable public charter school policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The administrator is responsible for administering student activity funds.

Fundraising is a Parent Group activity lead by volunteer parents. The Parent Group decides on fundraisers as needed throughout the year. These may include such things as a Direct Fund Drive, Amazon, Box Tops for Education,, and fundraising events such as the annual auction, wreath sale, and the garage sale. New ideas are always welcome and can be submitted to the fundraising committee. CRS does not participate in fundraisers that require students to individually sell products outside of school. The Montessori philosophy encourages students to be active participants in their community and the world. Students will often form committees to do fundraising for humanitarian purposes and families are encouraged to participate if they can. These may include bake sales, fundraising dinners, or other special events.

#### **HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Harassment, intimidation, bullying, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the public charter school. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or

2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse by one or more of the following acts between family and household members:

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury;
2. Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury;
3. Causing another to engage in involuntary sexual relations by force or threat of force.

“Cyberbullying” is the use of any electronic communication device harass, intimidate or bully.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

The Administrator will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Administrator who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence or acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate public charter school official.

The public charter school shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7-8.

All complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the administrator. Complaints against the administrator shall be filed with the Board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The public charter school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The public charter school official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the complainant is not satisfied with the decision at Step 2, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file in the public charter school office.

### **HOMEWORK**

Homework may be assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

### **IMMUNIZATION, PHYSICAL EXAMINATION, VISION SCREENING/EYE EXAMINATION AND DENTAL SCREENING\*\***

#### Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

#### Vision Screening

CRS adheres to the SFSD protocols for vision screening.

### **INFECTION CONTROL/HIV, HBV AND AIDS\*\***

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the public charter school requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

#### HIV, HBV, AIDS - Students

A student infected with HIV<sup>1</sup>, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If the public charter school is informed, the public charter school is also prohibited by law from releasing information unless the infected person or parent gives permission for such release. If a student (parent) wishes to divulge such information and continues attending school, the public charter school will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or public charter school procedures should contact the administrator.



## LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. The CRS staff is committed to providing a school environment that promotes and protects student's health, social and emotional wellbeing, and ability to learn by supporting healthy eating, physical activity and other behaviors that contribute to student wellness.

### Drinks

Fresh water is always available at school, however children may bring their own water bottle if desired.

Some lunch ideas include:

Protein	Carbohydrate	Fruit	Veggie	Other
Yogurt	Bread w/butter	Apple slices	Carrots w/ hummus	Hot Soup
Meat sandwich	Tabouli	Pear slices	Celery w/peanut butter	Tortilla chips
Pasta w/ sauce	Pretzels	Pineapple, peach, mango	Broccoli w/ranch dip	Cheese puffs
Nuts, almonds	Grape nuts, granola	Berries	Guacamole	
Beans	Rice	Dried fruit	Salsa	
Cheese slices	Crackers	Fruit Leather		
Bean dip	Pasta salad	Banana		

### Celebrations

- Soda will not be distributed during the school day as part of a celebration or school party.
- Nutritious foods are encouraged when used as part of a social or cultural event in the schools. During the school day, classrooms should limit the use of food at celebrations that are not related to the curriculum.
- Foods of Minimal Nutritional Value, as defined by the U.S. Department of Agriculture, will not be distributed by staff as a reward for a student's academic performance or good behavior.
- Food used as part of the curriculum for students should be used judiciously, taking into consideration the nutritional value of the food being served.
- Food offerings at after school programs and performances shall include healthy options.

**Birthday invitations for celebrations that will take place outside the school setting are to be distributed to every child in the class. If it is the intent to invite a select number of students, we ask that they are distributed outside of school.**

**LOCKERS**

Lockers and other public charter school storage areas provided for student use remain under the jurisdiction of the public charter school even when assigned to an individual student. The public charter school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on public charter school premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim public charter school property including instructional materials.

**LOST AND FOUND**

Any articles found in the school or on public charter school grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or public charter school property should be reported to the school office.

**MEAL PROGRAM**

The public charter school participates in the National School Lunch Program and offers free or reduced meals based on a student's financial need. Applications can be obtained in the school office or may be filled out online. Breakfast and lunch will be offered to all students without regard to the student's ability to pay. Students that do not have an approved application on file for free or reduced meals will be charged the posted fee for breakfast or lunch if they receive a meal during the school day.

Additional information can be obtained in the office.

**MEDICINE AT SCHOOL (PRESCRIPTION/NON PRESCRIPTION)\*\***

Students may be permitted to take prescription or nonprescription medication at school-sponsored activities, under the supervision of school personnel and in transit to or from school or school-sponsored activities. All medication must be in the original labeled bottle and checked in the office. Students are not permitted to self medicate unless under the direction of a medical professional and approved by the district medical supervisor.

Pre Measured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

Public Charter School-Administered Medication

Requests for the public charter school to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions with permission of the parent, which include the information above, are required for all requests to administer non prescription medication.

All medication to be administered by the public charter school is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the public charter school.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom.

## **PARENTAL INVOLVEMENT\*\***

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the public charter school asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the public charter school provides;
2. Keep informed on public charter school activities and issues.
3. Become a public charter school volunteer. For further information contact the administrator;
4. Participate in public charter school parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

### **Observation/Visitor Guidelines**

Given time without distraction or disruption, Montessori classrooms develop into normalized environments where children are absorbed in their work and confident of their ability to engage in it- either in small groups or alone. If observers and visitors come into the classroom before the children have learned to attend to their own work, the children will most certainly respond to the stimulation of observers and the very atmosphere that the observer has come to see will not exist.

CRS students and teachers will use the first six weeks of school to normalize the Montessori environment. After that time frame, interested persons may make an appointment with the office to coordinate the classroom visit.

#### Procedure:

1. Observations must be scheduled ahead of the day of the visit. Up to two persons may visit per day, but we ask that alternate care is provided for younger siblings. Observations of up to one hour are appropriate.
2. Please try to arrive at the school at least five minutes prior to your appointment.

#### CRS Observation Guidelines:

The CRS staff hopes you enjoy your visit. Your cooperation according to the following guidelines would be greatly appreciated.

1. While in the classroom, please remain seated. Do not move around the room, as this is distracting to the children and interferes with the environment you came to observe. If your observation includes both parents, please refrain from discussing your visit until you are outside the classroom.
2. If students speak to you a brief answer will suffice. You may wish to suggest that the child go on with his/her work so that you can continue your work of observing.

3. If you have questions about the material, interactions, etc., please jot them down so you can refer to them while debriefing with the administrator.

PLEASE NOTE: observations do not always give the observer the full appreciation or understanding of a particular classroom. Just as every child is very different from day to day, so can each day be different in the classroom.

### **PARENTAL RIGHTS**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the public charter school or school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Students are required to check in all personal electronic devices with the classroom teacher upon arrival at school and they are returned at the end of the day. Students may not use cell phones or other similar electronic devices during school hours, and during school sponsored activities.. Students may use the school's phones for emergency calls. Cell phones shall be turned off and inaccessible at all times during school hours. PLEASE NOTE: All students must read and sign The Student Technology Agreement.

The public charter school will not be liable for personal electronic devices brought to public charter school property and public charter school-sponsored activities. The public charter school will not be liable for information or comments posted by students on social media websites when the student is not engaged in public charter school activities and not using public charter school equipment

**POSTERS**

Signs, banners or posters that a student wishes to display must first be approved by the administrator. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

**PROGRAM EXEMPTIONS\*\***

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the public charter school.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the administrator by the parent in writing and include the reason for the request.

**PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS\*\***

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students will be placed in the grade level or course best suited to meet their needs, based on the public charter school's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the public charter school.

If the student is unable to provide appropriate documentation, the administrator or designee will make the grade level or course determination placement based on public charter school-administered assessment(s) as deemed appropriate.

**RELEASE OF STUDENTS FROM SCHOOL\*\***

A student shall not be released from school at times other than regular dismissal hours except with the administrator's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

**REPORTS TO STUDENT AND PARENTS\*\***

Written reports of a student's progress shall be issued to parents annually, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria. There are three grading periods in the school year, and you will receive progress reports.. Students will not be given letter grades, and they are not graded comparatively. Teacher's record keeping is designed to track the work they have done and the individual progress they have made.

**STUDENT SEARCHES\*\***

Searches

Public charter school officials may search the student, his/her personal property and property assigned by the public charter school for the student’s use at any time on public charter school property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be “reasonable in scope”, that is, the measures used are reasonably related to the objectives of the search, the unique features of the official’s responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the public charter school.

Public charter school officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Public charter school officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Public charter school-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the public charter school. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or Student/Parent Handbook may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administrator or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude public charter school personnel from the investigation and may prohibit personnel from contacting parents.

**SPECIAL PROGRAMS**

Bilingual Students English Language Learners

The school provides special programs for bilingual English language learning students. A student or parent with questions about these programs should contact the administrator.

In conjunction with the school’s language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
  - a. Detailing the right to have their student immediately removed from such program upon their request;
  - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
  - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the public charter school.

Students with Disabilities

The district where the public charter school is located provides programs and services for students with disabilities. A student or parent with questions should contact the administrator of the public charter school.

**STUDENT/PARENT COMPLAINTS\*\***

Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis prescribed by law should contact the administrator.

Education Standards Complaints

Any resident of the public charter school or parent of a student attending public charter school schools may make an appeal or complaint alleging violation of the public charter school's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable public charter school complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint with 90 days of the initial filing of a written complaint with the public charter school (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should follow policy and administrative regulation KL - Public Complaints be directed to the administrator.

The complainant may appeal the administrator's decision to the Board, whose decision will be final.

Public Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested within five working days. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 working days following receipt of the administrator’s decision. The administrator will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within five working days of receiving the administrator’s decision. The Board may hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board’s decision within 20 working days from the hearing of the appeal by the Board. The Board’s decision is final.

Complaints against the principal may be file with the administrator. Complaints against the administrator should be referred to the Board chair on behalf of the Board.

Complaints against the Board as a whole or individual Board members should be made to the Board chair on behalf of the Board.

Staff Sexual Conduct with Students

Sexual conduct by public charter school/school employees as defined by Oregon law will not be tolerated. All public charter school employees are subject to this policy.

*“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and public charter school Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

The public charter school will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the administrator will follow upon receipt of a report. In the event the designated person is the suspected perpetrator, the administrator shall receive the report. When the administrator takes action on the report, the person who initiated the report must be notified.

The public charter school will provide annual training to public charter school employees, parents and student regarding the prevention and identification of sexual conduct.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the public charter school’s services, activities or programs to a student, should be directed to the administrator.

Students with Sexual Harassment Complaints

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business is strictly prohibited in public charter school. Public charter school includes public charter school facilities, public charter school premises and non-public charter school property if the student or employee is at any public charter school-sponsored, public charter school-approved or public charter school-related activity or function, such as field trips or athletic events where students are under the control of the public charter school or where the employee is engaged in public charter school business.



Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subject to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The administrators and the compliance officer have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The public charter school official receiving the information or complaint shall promptly initiate an investigation. The public charter school official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
- Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the public charter school administrator or compliance officer.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the administrator.

## STUDENT EDUCATION RECORDS\*\*

The information contained below shall serve as the public charter school's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and public charter school official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the public charter school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records are maintained in a minimum one-hour fire-safe place in the public charter school office by the administrator. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

The public charter school may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

### Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age unless the public charter school is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular public charter school hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student’s education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. If the public charter school refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the administrator;
2. The administrator shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
  - a. The administrator or designated representative;
  - b. A member chosen by the parent;
  - c. A disinterested, qualified third party appointed by the administrator.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the public charter school’s education records policy and administrative regulation may be obtained by contacting the office.

Requests for Education Records

The public charter school shall, within 10 days of a student seeking initial enrollment in or services from the public charter school, notify the public or private school, education service public charter school, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student’s education record.

Social Security Number

The provision of the student’s social security number is voluntary and will be included as part of the student’s permanent record only as provided by the eligible student or parent. The public charter school will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student’s social security number or student identification number be considered directory information.

Student Restraint and Seclusion

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the public charter school-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee, as necessary, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the public charter school whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Parents will be notified if their student has been restrained or secluded as described above.

#### Transfer of Education Records

The public charter school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the public charter school. The transfer shall be made no later than 10 days after receipt of the request.

The public charter school shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

See Fees, Fines and Charges. Records requested by another public charter school or district to determine the student's placement may not be withheld.

#### **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours 8:15-3:15, while traveling on public charter school-provided vehicles to and from school and while engaged in public charter school-sponsored activities.

#### **THREATS**

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The public charter school prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated.

Students in violation of the public charter school's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

#### **TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS**

Student possession, use, sale, distribution, including smoking of any tobacco product or inhalant delivery system is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include USFDA approved tobacco products or other therapy products used for the purpose of cessation.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

**VISITORS/VOLUNTEERS\*\***

**Visitors**

Parents and other visitors are encouraged to visit public charter school schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the public charter school facility. The administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the administrator.

**Volunteers**

All families are encouraged to volunteer 30 hours during the school year as part of the enrollment process. Volunteer activities may include making classroom materials for teachers, chaperoning field trips, assisting with special events, working on school clean up days, working on fundraisers, and assisting specialist teachers (art, music, etc.) or special areas such as our walks to the library. Teachers note volunteer needs in their weekly notes to families.

Volunteers who will be in contact with students must consent to a background check paid for by the school. This protects all our students. Volunteers who will be driving students on school business (field trips) must complete an Auto Insurance Information Form and have on file in the school office a copy of their current insurance coverage and driver’s license. Background checks must be completed and volunteers must be approved by the office staff (i.e. have all paperwork completed) prior to engaging in activities that involve contact with students. Volunteers and visitors are always asked to sign in at the office and wear a volunteer or visitor badge prior to entering classrooms.

PLEASE NOTE: We ask that all volunteers have a short meeting with the Administrator to discuss volunteer confidentiality. A signed copy of **The Volunteer Confidentiality Agreement** must be on file with the front office prior to volunteering at CRS.