

# STUDENT + PARENT HANDBOOK



EDDYVILLE CHARTER SCHOOL  
2018-2019

Inside are forms to sign acknowledging your receipt and understanding of the information contained in this document. The signed forms will be kept in your student's file. Keep this handbook at home for reference. If you have questions about the information in this handbook, please contact our office staff: 541.875.2942.

# EDDYVILLE CHARTER SCHOOL

1 Eddyville School Rd.  
Eddyville, OR 97343

[www.eddyvillecharterschool.org](http://www.eddyvillecharterschool.org)

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School Board Vice-Chair: Larry Cook | larry.cook@lincoln.k12.or.us

*At ECS, we seek to be a solid academic foundation on which to build successful futures, by offering a safe and healthy learning environment that nurtures, inspires and challenges all students through our SOAR philosophy.*

*Safety: in our language and actions*

*Organization: in all aspects of personal and academic space*

*Achievement: in striving for excellence in academic and extra-curricular endeavors*

*Responsibility and Respect: to encompass self-reflection and empathy necessary to build on tolerance and understanding; to be accountable for our actions and embody a positive and hardworking individual*

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## **PREFACE TO EDDYVILLE CHARTER SCHOOL HANDBOOK**

Parents and/or eligible students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies.

Parents objecting to the release of directory information on their student should notify the district office within (15) days of receipt of the student handbook.

The material covered within this student/parent handbook is intended as a method of communicating to students and parents regarding general District information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative rules or negotiated agreement.

**Materials contained herein may be superseded by such Board policy, administrative rules, negotiated agreement, Oregon Administrative Rule, state statute, or federal statute(s). Any information contained in this handbook is subject to unilateral revisions or elimination from time to time with notice.**

**The Student Code of Conduct may be modified during the school year. The most current version of this policy will be available as soon as possible after modification on the ECS website [www.eddyvillecharterschool.org](http://www.eddyvillecharterschool.org) and at the school buildings.**

As used in this handbook, the term “parent” includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 126.003 – 126.095. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in LCSD Policy JECC, Assignment of Students to Schools. The determination for other purposes depends on evaluation of those factors and a power of attorney, pursuant to ORS 126.030.

Eddyville Charter School (ECS) does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender or age 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; and the Americans with Disabilities Act.

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

Stacy Knudson: Superintendent Principal  
Dani Ulstad: Dean of Students

Eddyville Charter School  
1 Eddyville School Rd  
PO BOX 68  
Eddyville Or, 97343  
541-875-2942

## **Student Conduct** (Code: JFC)

The public charter school board expects student conduct to contribute to a productive learning climate. Students shall comply with the public charter school's written rules, pursue the prescribed course of study, submit to the lawful authority of public charter school staff and conduct themselves in an orderly manner at the public charter school during the school day or during public charter school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by the public charter school administration and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, the public charter school shall publish a student/parent handbook detailing additional rules specific to that school.

Students in violation of public charter school board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the public charter school and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to, or granted to, students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The public charter school will annually record and report expulsion data for conduct violations to their sponsoring district as required by the Oregon Department of Education.

### **Code: JFC-AR** (LCSD)

#### Code of Conduct

A student, while at school, on school property, including parking lots, or at school-sponsored activities shall:

- a. Obey and comply with the instructions and directions of school employee(s) and official school volunteers;
- b. Attend school regularly and punctually;
- c. Comply with individual building school rules;
- d. Not damage school property;
- e. Not use obscene, profane or libelous language (harmful to another person's character), and not use racially, ethnically, sexually or religiously discriminatory or abusive language; nor shall the student distribute, hand out or display material containing such language, caricatures or representations;

- f. Not disrupt or attempt to disrupt the orderly operation of the school, its offices, classes, assemblies or co-curricular activities;
- g. Comply with Oregon Revised Statutes which make it illegal for children under the age of 18 to possess any form of tobacco and with Board policy JFCG/KGC/GBK - Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems, which includes all tobacco products, nicotine and nicotine delivery devices and inhalant delivery systems;
- h. Not possess, solicit, use or be under the influence of alcohol, non-prescribed drugs or illegal substances, or possess any form of drug, narcotic, imitation illegal substance or related paraphernalia (See Board policies JFCH - Alcohol and JFCI - Substance/Drug Use);
- i. Not possess, store or carry real or replica firearms, destructive devices, dangerous or deadly weapons (as defined in Board policy JFCJ - Weapons in the Schools), dangerous chemicals, stolen property or contraband;
- j. Not loiter, litter, trespass or create nuisances, including while the student is coming to or going from school;
- k. Comply with school rules regarding operation of vehicles on school property during school hours and comply with school traffic rules, and local and state traffic laws (See Board policy JHFD - Student Vehicle Use);
- l. Not steal or rob;
- m. Not dress or groom in a manner that disrupts the educational process or climate, or be unclean, or threaten the health or safety of the student or others, including dress, signing or paraphernalia which reflects gang activity (See Board policy JFCA - Student Attire and Grooming);
- n. Not intimidate, threaten, bully, fight, harass, roughhouse, haze, engage in horseplay or injure any student or staff member (See Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student);
- o. Comply with the established rules and the bus driver's directives when riding buses (See Board policy EEACC - Student Conduct on School Buses);
- p. Not initiate or participate in sexual or other types of harassment (See Board policies JBA/GBN- Sexual Harassment and JFCF Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student);
- q. Not assault or menace another student or school employee. "Menace" any act intended to place a district employee, student or third party in fear of imminent serious physical injury. "Physical injury" means impairment of physical condition or substantial pain (See Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence - Student);
- r. Comply with district and school rules when using electronic technology, including the Internet (See Board policies JFCEB - Personal Electronic Devices and Social Media and IIBGA - Electronic Communications System).

#### Penalties and Disciplinary Procedures

If a student violates this Code of Conduct, individual school rules, Board policy, or local, state or federal law, one or more of the following disciplinary procedures may be taken, depending upon the student's discipline history, maturity of the student, severity of the infraction, and disability (Board policy JGDA/JGEA - Discipline of Students with Disabilities):

- a. Verbal warning;
- b. Teacher-student conference/Behavior plan - training in proper behavior;
- c. In-class consequences;
- d. Work detail and/or remuneration;
- e. Parent contact - Parent/School understanding consequence(s);

- f. Referral to specialist or another public agency;
  - g. Teacher-student-parent conference;
  - h. Administrative conference;
  - i. Detention (includes Saturday School);
  - j. In-school suspension;
  - k. Restorative Justice Conference;
  - l. Out-of-school suspension (1-10 school days)\*;
  - m. Expulsion from Lincoln County School District (LCSD) schools;
  - n. Request that the Oregon Department of Transportation revoke, deny or suspend a student's driving privileges;
  - o. Removal from one LCSD School to another LCSD school – the district may deny admission to a resident student who is expelled from another school district;
  - p. Law enforcement contact/Proper authorities contact, including, but not limited to, Juvenile Department or Oregon Department of Human Services, Community Human Services. Once law enforcement is called Board policy KN - Police Investigations and Interviews dictates that LCSD cooperate with law enforcement and not hamper the investigation. Law enforcement dictates whether or not the parent(s) is notified and when.
- \*State law limits the use of out-of-school suspension for students grade five and below. State law also prohibits expulsion to address truancy. (See Board policies JG - Student Discipline, JGD - Suspension, JGE - Expulsion).

#### Tobacco, nicotine and inhalant delivery system possession and use

Students who use or are in possession of tobacco, nicotine or inhalant delivery systems, as defined in Board policy JFCG/KGC/GBK - Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems, on district property during school hours or at any district-sponsored activity are subject to disciplinary action up to and including expulsion. The student may be subject to additional education programs and obligations established by the district.

- a. First Offense – discipline may include, but not be limited to:
  - (1) Confiscation of tobacco product, or inhalant delivery system;
  - (2) Contact made with parent(s) of the student;
  - (3) Invoke an appropriate consequence which may include:
    - (a) Special project work;
    - (b) Participation in an approved program that promotes nonuse of tobacco products and inhalant delivery systems through school or community agencies;
    - (c) Discipline up to and including expulsion.
  - (4) Notify the appropriate law enforcement agency.
- b. Second Offense – discipline may include, but not be limited to:
  - (1) Confiscation of tobacco product, or inhalant delivery system;
  - (2) Contact and conference with parent(s);
  - (3) Discipline up to and including expulsion;
  - (4) Notify parent(s) and student that all or a portion of that suspension may be satisfied, subject to participation of the student in an approved program that promotes the nonuse of tobacco products and inhalant delivery systems. Any costs involved in such a program will be the responsibility of the parent(s);
  - (5) Notify the appropriate law enforcement agency;



(6) Any offense that occurs 12 months or more after the previous offense will be considered by the district as a “first offense.”

c. Third and Subsequent Offenses – discipline may include, but not be limited to:

- (1) Confiscation of tobacco or tobacco product or inhalant delivery system;
- (2) Contact and conference with parent(s);
- (3) Discipline up to and including expulsion;
- (4) Notify the appropriate law enforcement agency.

d. As well as the discipline referred to in a.-c. above, any student who distributes or sells a tobacco product or inhalant delivery system to another person who is under the age of 18 will be reported to a law enforcement agency. A student who distributes or sells a tobacco product or inhalant delivery system to a person under the age of 18 has committed the crime of endangering the welfare of a minor, which is in violation of state law and is punishable by a fine. (ORS 163.575).

### Alcohol and Other Drug Use

A dangerous drug is defined as “any drug obtainable with or without a prescription that has been or may be used in a manner dangerous to the health of the user.” This includes, but is not limited to marijuana, cocaine, heroin, stimulants, depressants, hallucinogenic and prescription pain killers. Drug paraphernalia is defined as “all equipment, products and materials of any kind which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducing a controlled substance or intoxicant into the human body.”

### Use or Possession or Intent to Purchase/Solicit Purchase

Students who use, possess or are under the influence of alcohol, narcotics or other dangerous drugs, or an imitation substance, or are in possession of objects classified as “drug paraphernalia” on or near district property, including parking lots, or at any school-sponsored activity, are subject to an immediate suspension pending expulsion. An expulsion hearing will be held within 10 school days and the student may be expelled up to one calendar year. The student is also subject to additional education programs and obligations established by the district as a continued enrollment condition.

In the event of a drug and alcohol violation and related district policy, the principal shall adhere to the following guidelines:

#### First Offense

1. Confiscate alcohol, narcotics, other dangerous drugs, imitation substances and drug paraphernalia;
2. Provide the student with school due process;
3. Notify the student, parent(s) and schedule a conference within 24 hours or at the beginning of the next school day following the offense, if the incident is during a time when school is not in session;
4. Notify the parent that a certified urinary analysis (UA) for drugs and alcohol, at parent expense, is required within 8 hours of incident and that the results of the UA are to be presented at the scheduled conference;
5. Notify the appropriate law enforcement agency;
6. Suspend the student (for violation of district rules) for 10 school days, with an expulsion recommendation pending, beginning with the first day school is in session following the incident;
7. Require that the student be evaluated, at parent expense, for potential substance abuse or other problems by a qualified and district approved drug and alcohol assessor.
  - a. Prepare expulsion recommendation and appropriate student data and submit to the district office, and the appropriate director.

- b. The parent(s) may request the expulsion hearing be expedited by contacting the hearings officer (Lincoln County School District, director of either Elementary or Secondary, as appropriate).
  - c. The student and the parent(s) must agree to provide the principal and hearings officer with a certified UA and the recommendations of the drug and alcohol assessor.
8. If the student and/or parent(s) refuse to permit the drug and alcohol assessment, UA for drugs and alcohol or recommended treatment, a recommendation for expulsion for a minimum of three weeks or a maximum of one calendar year may be implemented. The refusal to comply will be reported to appropriate juvenile authorities;
  9. The student will be placed on 36 month probation for first violation. A second offense within a 36-month period may result in expulsion up to maximum extent allowed by law or as determined by the hearings officer;
  10. A suspended/expelled student will be given an opportunity to maintain course work for credit. Loss of participation credit shall be reflected in performance grade.

#### Second Offense

1. Confiscate alcohol, narcotics, other dangerous drugs, imitation substances and drug paraphernalia;
2. Upon this or subsequent offenses, the principal will follow the same procedure as set forth for a first offense, except that for a second offense, based on the findings of the hearings officer, expulsion up to the maximum extent of the law will be imposed;
3. The student is to be expelled or transferred to an alternative setting for a time period determined by the Expulsion Hearings Officer. Parent(s) will be required to pay for transportation and any related expenses. An appeal of length of an expulsion may be presented to the building principal of the expelling school at future date to be determined by the Expulsion Hearings Officer;
4. Any offense that occurs 36 months or more after the previous offense will be considered by the district as a "First Offense."

#### Distributing

Students who share and/or distribute narcotics, alcohol or other dangerous drugs or imitations, or drug paraphernalia to other students or persons on or near district property or at any district- sponsored activity are subject to immediate suspension and/or expulsion to the maximum extent allowed by law.

Students who share and/or distribute narcotics, alcohol or other dangerous drugs or imitations, or drug paraphernalia to other students or persons on or near district property or at any school-sponsored activity may be subject to disciplinary action as defined in Board policy JFCI - Substance/Drug Abuse.

#### Offer of Sale, Purchase or Delivery of Imitation Controlled Substances

Students who offer to sell, deliver or share an imitation controlled substance, as prohibited by Oregon Revised Statute (ORS) 475.005, on or near district property or at any school-sponsored activity are subject to immediate suspension and/or expulsion. In the event of a violation of these rules and related district policy, the principal shall adhere to the following guidelines:

#### All Offenses

1. Confiscate alcohol, narcotics, other dangerous drugs, imitation substance and drug paraphernalia;
2. Provide the student with school due process;
3. Notify the student, parent(s) and schedule a conference within 24 hours of the offense, or at the beginning of the next school day if the offense occurred at a time when school was not in session;

4. Notify the parent that a certified urinary analysis (UA) for drugs and alcohol is required within 8 hours of incident and that the results of the UA are to be presented at the scheduled conference;
5. Notify the appropriate law enforcement agency;
6. Require that the student be assessed, at parent expense, for potential substance or other problems by an approved third party before the student will be considered for readmission to a district educational program.

Further:

- a. Student submits to a certified UA for drugs and alcohol within 8 hours of incident and results presented at expulsion hearing;
- b. The results of the above assessment and/or treatment will be submitted to the principal and hearings officer for consideration;
- c. The student and the parent(s) must agree to fulfill the recommendations of the assessor and submit necessary progress reports to the principal and hearings officer. If recommendations are not followed, the hearings officer may impose additional consequences, including but not limited to drug counseling, to be paid by the parent;
- d. If recommendations are fulfilled to the hearings officer's satisfaction, the principal may recommend a reduction of the expulsion term;
- e. If the student or parent(s) refuses to provide the appropriate UA or assessment and/or treatment, the student shall be expelled for the full extent the law provides. The hearings officer, at his/her discretion, may expel or transfer the student to another LCSD school or alternative program.

**Co-curricular Activities** Additional consequences for violation of the Code of Ethics will be imposed, as applicable. (Board policy IGDJ - Interscholastic Athletics)

#### Expulsion for Firearm or Dangerous Weapon

The district shall deny admission to a student who is expelled from another school district for an offense that constitutes a violation of the Federal Gun-Free Schools Act of 1994 (under 20 U.S.C. 8921).

#### Use of Physical Force

A teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent that the authorized person reasonably believes it necessary to maintain order in the school or classroom or at the school activity or event, whether or not it is held on school property; i.e., to quell a disturbance threatening physical injury, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student for the purposes of self-defense and for the protection of persons or property. Physical force shall be the minimum force necessary considering the circumstances. Physical force authorized under this paragraph shall be used only for the purpose of safety and control.

When an authorized person uses physical force upon a student, the authorized person shall report the incident to the principal as soon as possible. The principal shall report the action to the parent or guardian and the superintendent or his/her designee within 24 hours. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others or doing harm to district property.

#### Suspension Procedures

Suspension denies the student attendance at school or school activities in any district school. Only the principal shall have the authority to allow the student on campus for specific purposes such as to receive special education (e.g., individualized education program (IEP)) services.

The principal or assistant principal shall have the authority to suspend a student for up to 10 days. In special circumstances a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, drug assessment, completion of expulsion proceedings or incarceration by court action. Such a request for continued suspension by the principal or assistant principal shall be placed in writing, explaining the reasons for the request, to the superintendent or his/her designee.

The principal must limit the use of out-of-school suspension for a student who is in fifth grade or lower, to the following circumstances:

a. For non-accidental conduct causing serious physical harm to a student or school employee; b. When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or c. When the suspension is required by law.

When a student is to be suspended, the principal or assistant principal shall:

- a. Inform the student that he/she has the right to request the presence of an available adult advocate to help explain his/her conduct;
- b. Inform the student of the reason and supporting evidence for the proposed suspension and allow the student an opportunity to explain his/her conduct prior to imposing the suspension;
- c. Allow the student to record his/her version of the incident with a copy to the district office;
- d. Notify the parent of the suspension, giving full details. A reasonable effort shall be made to make personal contact informing the parent of the suspension before the student is released from school prior to the end of the school day. Students below the ninth grade will be released only after contact has been made with the parent. The above procedures may be postponed or suspended in emergency situations relating to health and safety. An emergency situation occurs when there is a serious risk that substantial harm will occur if suspension does not take place immediately. If the student conduct violates the law, the principal or assistant principal shall refer the student to proper authorities;
- e. Confirm the suspension in writing to the parent by mail at the last known address of the parent. The notice is to be mailed within one school day of the suspension;
- f. In the written confirmation, a conference with the parent may be requested to enlist cooperation in developing a program to modify the unacceptable behavior of the student. The confirmation shall include the conditions for reinstatement and appeal procedures;
- g. Notify the district office in writing within one school day of the incident, giving the reason for the suspension;
- h. The principal or assistant principal shall determine for each case the method and conditions, if any, under which the student's school work may be made up for the time missed because of the suspension. The school will furnish schoolwork within one school day of the suspension. Students will be expected to hand in schoolwork assigned;
- i. The student or parent may appeal the suspension to the superintendent by filing a request for review with the superintendent's office within three school days of the suspension. Additional statements or evidence may be filed with the request for review;
- j. The superintendent or his/her designee shall affirm, overrule or modify the suspension, and notice of the decision shall be given to the student and parent in person or by certified mail within three school days after the appeal;
- k. The Board shall have the right of final review. This review will be of the written records. A separate hearing will not be scheduled.

### Expulsion Procedures

Expulsion denies the student attendance at school and school activities in any district school. Expulsion may be for any length of time up to one calendar year. The district may deny enrollment to a student who has been expelled by another district. The district shall deny enrollment to a student who has been expelled from another district because of firearm or dangerous weapons possession.

The student(s) up for expulsion is expected to attend the expulsion hearing.

Authority to expel is delegated by the Board to a hearings officer, who shall be the superintendent or designee. A student may not be expelled without a hearing unless:

- a. After notice of the place and time set for the hearing, neither parent nor student appears, or the student, if 18 years of age or older, fails to appear; or
- b. The parent or the student, if 18 years of age or older, waives in writing the right to a hearing. The district shall provide notification to students and parents of the availability of appropriate and accessible alternative programs when the district is considering expulsion, or a student is expelled (OAR 581-021-0071(2)).

The principal or assistant principal may request that the superintendent or designee expel a student from the schools of the district for serious misconduct. The principal or assistant principal shall submit to the superintendent or designee the written request for expulsion, which shall include:

- (1) The specific charge or charges being made against the student supported by all available facts and evidence;
- (2) The names of the person(s) so charging the student;
- (3) The recommended length of expulsion.

Upon receipt of a request for expulsion, the superintendent or designee shall:

- a. Establish a date, time and place for a hearing;
- b. Notify the student and the parent in writing by certified mail of the hearing. The period of time from when the notice is mailed or given by personal service until the date of the hearing shall be at least five school days. Parent(s) wishing to expedite the process may request a waiver of the five-day notice. Where notice is given by personal service, the person giving the notice shall file a return of service;
- c. The notice shall contain:
  - (1) The specific charge or charges against the student, and the facts supporting the charges and that it is intended to consider the charges as reason for expulsion;
  - (2) The name of the person making the charge;
  - (3) A statement that the student and the parent have a right to be represented by another person, including legal counsel;
  - (4) The date, time and place of the hearing and a statement that the student or parent may request a change in date, time or place of the hearing by contacting the superintendent at least one school day before the scheduled hearing;
  - (5) The name, school district address and telephone number of the superintendent or designee;
  - (6) A statement to the student and parent that if they fail to attend the hearing and have not requested a change in the date, time or place, the hearing will be held without them, or may be considered a waiver of the hearing;
  - (7) If deemed appropriate by the superintendent or designee, a statement that the student is suspended until the hearing is held and the decision is rendered.

The superintendent or designee shall function as the expulsion hearings officer. Where the student or the student's parents cannot understand the spoken English language, an interpreter is required to be provided by the district. A student may be represented by legal counsel or other persons.

At the hearing the following shall occur:

- a. The hearings officer or the student may make a record of the hearing;
- b. The hearings officer shall not be bound by strict rules of evidence;

- c. The student and parent and their representative shall hear and/or read the charge or charges against the student. The principal or assistant principal or designee shall present the evidence supporting the charges and all other relevant student data, i.e., discipline and attendance history, academic record;
- d. The student and parent and their representative shall hear and/or read the evidence supporting the charges;
- e. The student and parent and their representative may introduce evidence by testimony, writings or other exhibits.

The superintendent or designee shall render a decision based upon the evidence presented in the hearing and any additional investigation by the hearings officer, as necessary. The superintendent or designee shall state the decision in writing in identical form to the student and parent, their representative (if any), and principal or assistant principal requesting the expulsion, within five business days following the close of the hearing.

The statement of recommendation shall include:

- a. That the student and/or parent have the right upon appeal to a Board review of the decision;
- b. The findings as to the facts, whether or not the student is guilty of the conduct alleged, and the decision.

The decision of the superintendent or designee shall be final unless the student and/or parent appeal the superintendent's decision to the Board by filing a written appeal within five business days of the hearings officer's decision. The Board shall thereupon review the expulsion decision at its next regular or special meeting. The Board shall be provided the findings as to the facts and the decision of the hearings officer. The material provided to the Board will include the date, place and time of the meeting when the Board will consider the appeal. When the Board meets to consider the appeal, the Board shall review the following:

- a. The charges against the student;
- b. The findings of fact and the decision of the hearings officer;
- c. Any additional information the Board may request.

The Board may postpone its decision if it decides to call for additional evidence.

When appealed, the Board will affirm, modify or deny the decision of the superintendent. The Board's review shall be closed in executive session unless otherwise requested by the student or the student's parent. If an executive session is held, the name of the student, the issues involved, including a student's confidential medical record and that student's educational program, the discussion or the Board members' vote on the issue (which may be taken in executive session when considering an expulsion) shall not be made public.

A written statement of the Board's decision shall be sent by certified mail to the student and the parent within five days after the Board's decision. The decision of the Board shall be final.

### Free Expression

All students have the right to free expression under the First and Fourteenth amendments of the United States Constitution and also under the Oregon Constitution. Students, as citizens, have the right to state an opinion provided the statement does not interfere with others' rights.

A student's right of expression is not affected by the fact of student status or presence on school premises, except where:

- a. Particular facts and circumstances make it reasonably likely that the expression will cause substantial and material disruption of or interference with school activities, and the disruption or interference cannot be prevented by reasonably available less restrictive means; or
- b. Where such expression unduly impinges upon the rights of others.

Student expression will not be restricted on the basis of content of the expression except as stated in the standard above and except for student expression that:

- a. Is obscene, libelous; or
- b. Is a violation of another person's rights of privacy by publicly exposing private details of such person's life, the exposure of which would be offensive and objectionable to a reasonable person of ordinary sensibilities; or
- c. Advocates racial, religious or ethnic prejudice or discrimination or seriously disparages particular racial, religious or ethnic groups.

Students may refuse to participate in patriotic exercises as long as the manner of non-participation does not deny other students their right to participate, nor disrupt the educational process. Students may wear distinctive insignia as long as they do not violate the rights of others or interfere with the orderly operation of the school.

#### Assembly of Students

Students in the district shall have an opportunity to meet during school hours on school property, provided such meetings do not disrupt the orderly operation of the school or violate the rights of other students or staff. Students shall request permission of the principal or designee for organized and/or scheduled meetings prior to the meeting and if approved, the time, place and supervision shall be designated.

The buildings use Board policy KG - Community Use of District Facilities, which provides for the use of buildings for non-school functions.

#### Damage and Injury to Staff or Fellow Students

A student shall not willfully damage any district property or threaten or intimidate or bully or willfully injure any fellow student or staff member. Willful damage to property or injury to a staff member or fellow student will result in disciplinary action.

The amount of damage to any school or district property shall be determined by procedures established by the Board and they may be assessed against the student willfully causing injury or damage and against the parent or parents having legal custody of the student. If assessed damages are not paid as demanded, the Board, in addition to any other remedy provided by law, may bring an action against the student and the parent for the amount of the assessed damages not to exceed \$5,000, plus costs.

#### Attendance

All students have the right to a basic education. Oregon law requires that all children between the ages of 6 and 18 years of age attend regularly a full-time public school if they have not completed the 12th grade or been exempted from compulsory school attendance. School officials will encourage regular student attendance, but compliance with Oregon laws, district and building policy regarding attendance is the responsibility of the student and his/her parent. The district may establish grading policies that permit teachers to consider a student's attendance in determining the student's grade, but student attendance may not be the sole criterion. The school administrator may excuse a student's absence as per Board policy JED - Student Absences and Excuses.

In accordance with ORS 339.030(2), a school may grant an exemption from compulsory attendance to the parent or legal guardian of a child who is 16 or 17 years of age or an emancipated minor, provided the child is:

- a. Employed full-time;
- b. Employed part-time and enrolled in school part-time;

- c. Enrolled full-time in a community college or state-registered alternative program.

A request in writing, including documentation of the student's employment or enrollment status by a school must be provided when exemption from compulsory school attendance is requested.

An interview will be held with the parent and student once the documentation is received. Reasons for the request will be considered at this interview along with information regarding credit, grades, test results, handicapping status (if applicable), teacher evaluations, short-range and career goals, immediate plans and administrative and counselor appraisal. A completed copy of the Form GC-02 - Release from Compulsory Education - Parent Request is to be sent to the director of education for final approval for release from compulsory education.

Parents who wish to waive the compulsory education requirement, for the purpose of home schooling, must comply with all aspects of Oregon Revised Statutes, including notification to the Linn-Benton-Lincoln Education Service District superintendent, in writing, and assumption of financial responsibility for academic testing as required by Oregon law.

### Student Vehicles

If the school provides areas for student vehicles (non-motorized or motorized) on school grounds, the student shall comply with the rules and regulations governing the use of student vehicles. In addition to local school rules, which shall be available at the school principal's office, each student operator must comply with the following:

- a. School rules, courteous and defensive driving procedures, and local and state traffic laws must be followed when operating vehicles on school grounds;
- b. Vehicles must not be operated or parked except in designated areas. (Board policy JHFD - Student Vehicle Use)
- c. Vehicles on district property are subject to search. (Board policy JFG - Student Searches)

### Sexual Harassment

The district defines sexual harassment of students, staff or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

- a. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- b. 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;
- c. 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 subjected 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.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student



and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

**Those who believe they are the victims of sexual harassment or know of an incident of sexual harassment shall follow the procedures outlined below:**

Step 1: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 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 district 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. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 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.

Step 5 If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office of Civil Rights, Region X, 915 2nd Avenue, Room 3310, Seattle, Washington 98174-1099.

Search and Seizure

District officials may search the student, his/her personal property and property assigned by the District for the student's use at any time on district property when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion base 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.

**a. Personal Searches**

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 district.

District 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.

District may also search when they have reasonable information that emergency/ dangerous circumstances exist.

#### **b. Locker Searches**

District-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 district. The student will generally be permitted to be present during the inspection.

#### **c. Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant. Refusal for consent of vehicle search may result in revocation of on campus parking privileges.

#### **d. Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition. (Board policy JFG – Student Searches).

#### Intradistrict Transfer and Revocation of Transfer

A student in one district attendance area may apply for a transfer to attend another school within the district. (Board policy JECC - Assignment of Students to Schools) Application is available from the student's resident school and on the LCSD website. Students on a transfer are guests of the host school and may have the transfer revoked for any violation of the attending district's Student Code of Conduct and other provisions.

#### SCHOOL INFORMATION AND POLICIES

(This is not a complete list of policies. LCSD/Charter school policies can be found on our website).

#### CHILD ABUSE REPORTING (See FULL Board policy JHFE) Adopted 9/21/17

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law by Oregon Revised Statute (ORS) 419B.005, by any adult or by a student with whom the employee is in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human Services, or the local law enforcement agency.

The district employee shall also immediately inform his/her supervisor, principal or superintendent.

#### DIRECTORY INFORMATION (See FULL Board policy JOA) Adopted 9/21/17

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student's name;
2. Dates of attendance;
3. Degrees or awards received.

#### DISCIPLINE AND DUE PROCESS

The Board expects student conduct to contribute to a productive learning climate. Students in violation of Board policy (JFC), administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Complete information is in the Student Code of Conduct (JFC)

Students may be denied participation in co-curricular activities. Titles and/or privileges granted to students may also be revoked (e.g. valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.) A referral to law enforcement may also be made.

The District's disciplinary options include using one or more discipline management techniques based on the nature of the offense and the student's behavioral history.

Student conduct, off-campus and outside-of-school-time that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

#### DISTRIBUTION OF MATERIALS (Code KJA) Adopted 9/21/17

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the charter school administration. Materials and the proposed method of distribution shall be subject to review.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the public charter school superintendent.

The superintendent shall determine distribution procedures. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

#### EDUCATION RECORDS Education Records Management

The Lincoln County School District has established procedures specified in Education Records Policy and Administrative Rules – JO/IGBAB-AR. Copies of this policy are available through the district website, from any school or at the District Office.

The permanent record on each student includes:

- a. Name and address of educational agency or institution;
- b. Full legal name of the student;
- c. Student birth date and place of birth;

- d. Names of parents
- e. Date of entry in school;
- f. Name of school previously attended;
- g. Courses of study and marks received;
- h. Data documenting a student's progress toward achievement of state standards and must include a student's Oregon State Assessment results;
- i. Credits earned;
- j. Attendance;
- k. Date of withdrawal from school; and
- l. Such additional information as the district may prescribe

#### Rights of Parents and Eligible Students

- 1. Inspect and review the student's education records;
- 2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
- 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- 4. Pursuant to Oregon Administrative Rule 581-021-0410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 CFR § 99.64 concerning alleged failures by the District to comply with the requirements of federal law; and
- 5. Obtain a copy of the district policy with regards to student education records.

An eligible student is a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student. Nothing prevents the district from giving students rights in addition to those given to parents.

**Parent's or Eligible Student's Right to Inspect and Review** The district shall permit an eligible student or student's parent(s) or a representative of a parent or eligible student, if authorized in writing by the eligible student or student's parent(s), to inspect and review the education records of the student, unless the education records of a student contain information on more than one student. In that case the eligible student or student's parent(s) may inspect or be informed of only the specific information about the student.

The district shall comply with a request for access to records:

- a. Within a reasonable period of time and without unnecessary delay;
- b. for children with disabilities before any meeting regarding an individualized education program (IEP), or any due process hearing, or any resolution session related to a due process hearing;
- c. In no case more than 45 days after it has received the request.

The district shall respond to reasonable requests for explanations and interpretations of the student's education record.

Rights are extended to either parent unless the District has been provided with specific written evidence as defined in LCSD Board policy (GBH/JECAC) on child custody that revokes these rights. If enrolling parents wish to implement restrictions, they start this process at the school office where copies of the policy and forms are available.

Transfer of Education Records

This notice advises parents and eligible students that the District will forward education records to other educational institutions when requested under OAR 581-021-0250 (1)(m) and (p) normally within ten (10) days of receiving the request.

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requests for use in the appropriate placement of a student.

If you need to transfer records into or out of the Lincoln County School District, it is advisable to discuss this process with office personnel at your school. They will be able to assist you in streamlining the process and avoiding delays.

#### FEES, FINES, AND CHARGES (See Board Policy JN) Adopted 9/21/17

The Board recognizes the need for student fees to fund certain school activities which are not sufficiently funded by the public charter school. No student will be denied an education because of his or her inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in the *Student/Parent Handbook*, or in some other written form, and distributed to each student. Students will be advised of the due dates for such fees and charges as well as of possible penalties for failure to pay them. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed until payment of the debt.

Education records shall not be withheld for student fees, fines and charges if requested in circumstances described in ORS 326.575 and applicable rules of the State Board of Education or such records are requested for use in the appropriate placement of a student.

#### FEE SCHEDULE:

Elementary Supply Fee for K-5: \$30

MS/HS Student Body Card (opt): \$10

Locker Fee Grades 6-12: \$5

Middle School Sports Fee: \$50

High School Sports Fee: \$60

#### FIELD TRIPS (See Board policy IICA/IICA-AR)

The Board recognizes that first-hand experiences are an effective and worthwhile means of learning. In planning and authorizing field trips, primary consideration shall be given to the educational values derived and the safety and welfare of students involved. Active consideration should also be given to equitable access for all students and a realistic cost/benefit ratio given limited funds of the district and the communities to support these trips. Within these contexts, it is the desire of the Board to facilitate field trips as an integral part of each school's educational and activities program. Field trips are to be for educational and cultural purposes only. Expenditure of public resources on recreational activities with no educational value are prohibited.

Parent Permission All field trips will require individual parent/guardian permission forms which will be sent home with specific information about the trip, including the mode of transportation. Specific authorization must be received from the parent/guardian and in the possession of the school before a student may participate in the field trip. Blanket permission can be given for recurring field trips.

Transportation Use of district transportation services for field trips is encourage whenever feasible. Licensed commercial carriers may be used. Private transportation may be used as follows:

1. All drivers are adults (not students);
2. District procedure has been followed and use of private vehicle forms have been submitted and approved at least one week in advance of the field trip to allow the school office to verify them.

## GANGS (See Board policy JFCEA)

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process.

“Gang” is defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

The district will work with local agencies and officials as needed to plan and review prevention and intervention programs. The program shall include an assessment and the impact of gang-related activities in the district, strategies, methods and training for the reduction of gang involvement.

## GRADUATION REQUIREMENTS (See Board policy IKF) Adopted 9/21/17

The public charter school board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The public charter school will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student’s parent or guardian or by the student if he/she is 18 years of age or older or emancipated.

The public charter school will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The public charter school will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

### Essential Skills

The public charter school will allow English Language Learner (ELL) students to demonstrate proficiency in Essential Skills of Apply Mathematics, in a variety of settings, in the student’s language of origin for those ELL students who by the end of high school:

1. Are on track to meet all other graduation requirements; and
2. Are unable to demonstrate proficiency in the Essential Skills in English.

The public charter school will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student’s language of origin for those ELL students who by the end of high school:

3. Are on track to meet all other graduation requirements;
4. Are unable to demonstrate proficiency in the Essential Skills in English;
5. Have been enrolled in a U.S. school for five years or less; and
6. Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21)<sup>1</sup>.

The public charter school will develop procedures to provide assessment options as described in the *Essential Skills and Local Performance Assessment Manual*, in the ELL student’s language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student’s language of origin are scored by a qualified rater.

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<sup>3</sup>[www.ode.state.or.us](http://www.ode.state.or.us); or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

<sup>4</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

The public charter school may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The public charter school may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The public charter school shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district's superintendent in which the public charter school is located, who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the public charter school will annually provide to the parents or guardians of the student, information about the availability of a modified diploma, an extended diploma and an alternative certificate.

A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public charter high school, unless reduced by the individualized education program (IEP) team.

The public charter school will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the public charter school will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The public charter school may not deny a diploma to a student who has opted out of the Smarter Balanced or alternate Oregon Extended Assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirements using another approved assessment option.

The public charter school will issue a high school diploma, upon request, to a person who served in the Armed Forces<sup>2</sup>, as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the Armed Services Vocational Aptitude Battery.

The public charter school shall establish conduct and discipline consequences for student-initiated test impropriety. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

GRADUATION REQUIREMENTS: Code IKF-AR Adopted 9/21/17

**Diploma**

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 25 credits according to the following table:

| Subject   | Graduates of 2014 & beyond  |
|---|---|
| English   | 4 (shall include the equivalent of one unit in written composition)   |
| Math  | 3 (shall include one unit at Algebra I level and two units at a level higher than Algebra I)  |
| Science   | 3   |
| Social Studies  | 3 (including history, civics, geography and economics (including personal finance))   |
| Health  | 1   |
| PE  | 1   |
| Career Technical Ed, The Arts or World Language (in any one or combination thereof) | 3   |
| <b>Senior Project</b>   | 1   |
| Electives   | 6   |
| <b>Total credits required to graduate:</b>  | 25  |
|   |   |
| <b>Essential Skills required:</b>   | Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education. |
| <b>Other graduation requirements:</b>   | Develop an education plan and build an education profile.   |
|   | Demonstrate extended application through a collection of evidence.  |
|   | Participate in career-related learning experiences.   |

The public charter school shall offer students credit options provided the method for obtaining such credit is described in the student’s personal education plan and the credit is earned by meeting requirements described in OAR 581-022-1131.

**Essential Skills Appeal**

The public charter school will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The public charter school will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

**Modified Diploma**

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A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

| Subject   | Modified Diploma requirements   |
|---|---|
| English   | 3   |
| Math  | 2   |
| Science   | 2   |
| Social Studies                                      | 2   |
| Health  | 1   |
| PE  | 1   |
| Career Technical Ed, The Arts or World Language     | 1   |
| <b>Senior Project</b>                               | 1   |
| Electives   | 11  |
| <b>Total credits required for modified diploma:</b> | <b>24</b>   |
| <b>Essential Skills required:</b>                   |   |
|   | Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education. |
| <b>Other graduation requirements:</b>               |   |
|   | Develop an education plan and build an education profile.<br>Demonstrate extended application through a collection of evidence.                           |

Public charter schools may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

3. For a student on IEP's, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
4. For a student not on IEP's, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified Smarter Balanced assessment. A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working toward a modified diploma should work toward one when the student is less than two years from anticipated exit from high school if the documented history has changed.

## Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
  - a. Two credits of mathematics;
  - b. Two credits of English;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics or civics;
  - e. One credit of health;
  - f. One credit of physical education;
  - g. One credit of the arts or a world language.
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

## Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the public charter school. Alternative certificates will be awarded based on individual student needs and achievement.

## Assessment

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form<sup>3</sup> and submitting the form to the public charter school.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE-STUDENT (See Board policy JFCF/JFCF-AR) Adopter 9/21/17

The Board, in its commitment to providing a positive and productive learning environment, will consult with parents/guardians, employees, volunteers, students, superintendents and community representatives in developing this policy compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. 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. The public charter school may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

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<sup>3</sup>[www.ode.state.or.us](http://www.ode.state.or.us): or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

The superintendent is responsible for ensuring that this policy is implemented.

## Definitions

“Public charter school” includes public charter school facilities, public charter school premises and non-public charter school property if the student 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.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business, such as employees of businesses or organizations participating in cooperative work programs with the public charter school and others not directly subject to public charter school control at inter-public charter school and intra-public charter school athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any public charter school-sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“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 public charter school grounds, at any public charter school-sponsored activity, on public charter school-provided transportation or at any official public charter school bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

7. Physically harming a student or damaging a student’s property;
8. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
9. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>4</sup>, national origin, marital status, familial status, source of income or disability.

“Teen dating violence” means:

10. 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
11. 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<sup>5</sup>:

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<sup>4</sup>“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

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

“Cyberbullying” is the use of any electronic communication device to 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 and acts of cyberbullying, teen dating violence or retaliation.

“Menacing” includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

### **Reporting**

Superintendent will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on public charter school property, at a public charter school-sponsored activity or in a public charter school vehicle or vehicle used for transporting students to a public charter school activity shall immediately report the incident to the superintendent. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing or an act of cyberbullying to superintendent may subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the superintendent who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the superintendent 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.

Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent review the actions taken in the initial investigation, in accordance with administrative regulations.

The public charter school shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying.

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<sup>5</sup>“Family or household members” means any of the following:

1. Spouses;
2. Former spouses;
3. Adult persons related by blood, marriage or adoption;
4. Persons who are cohabiting or who have cohabited with each other;
5. Persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing by one of them of a petition under Oregon Revised Statute 107.710;
6. Unmarried parents of a child.

The public charter school shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grade 7 through 12.

The public charter school shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying, teen dating violence, domestic violence and acts of cyberbullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district website, and school and public charter school office and the development of administrative regulations, including reporting and investigative procedures.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

## HEALTH RELATED SERVICES AND INFORMATION

The District provides several health related services that require specific permission from parents. In addition, we are occasionally required to exclude students for health conditions. We also make referrals to other agencies or private physicians in given situations. The information below briefly describes these areas and provides notification and information about activities you will be asked to authorize.

**Communicable Diseases/Medical Exclusions Required by Law:** Parents of a student with a communicable or contagious disease are asked to notify the school office so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious.**Medical Treatment in Emergencies** In the event of an emergency, basic first aid/ CPR will be provided and 911 will be called.

**Medicine at School** - If your student must take prescription and/or over the counter medication during the school day a parent/guardian must bring in medication to the school health assistant and complete the appropriate forms. Medications will be administered by trained staff under the direction of the District Nurse in accordance with district policy and procedures. Refer to Policy and Rules and Regulations JHCD/JHCDA-AR - Student Medication at School.

**Parent/Guardian Authorization to Request/Release Information** -This form is used if we are assessing a student as a result of a health or special education referral. It will be provided on an as needed basis. (Form available at Schools.)

**Specialized Health Care Plans** - If your child requires special procedures such as blood glucose monitoring, catheterization, tube feeding, insulin supervision, oxygen administration, epi-pen or glucagon injections to attend school, the school staff will provide you with the necessary forms to complete. The LCSD Nurse will contact you when the forms are received to discuss your child's unique health care needs. (Form available at Schools.)

**Health Screenings** Lincoln County schools provide various optional annual health screening services at certain grade levels in accordance with ODE requirements.

If you have information about your child's health, which you think will be pertinent to the screening process, please let your school know. Any questionable finding will be routinely re-screened. Parents will be notified of any area of concern after completion of the re-screening. Please be aware that this is simply a screen and should not replace a thorough visual, auditory or physical examination. If your child exhibits any sign of visual difficulty, even if the screening is passed, further evaluation is necessary as there are many visual problems a simple screening cannot detect.

**Students - HIV, HBV, and AIDS** The district will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS. The district recognizes a parent (student) has no obligation to inform the district of an HIV, HBV or AIDS condition and that the student has a right to attend school. If the district is given information of such a student, written guidelines shall be requested of the parent (student). These guidelines shall include who may have the information, how the information will be given and where and when the information will be given.

When informed of the infection, and with written permission from the parent (student), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative education programs shall be made to the parent or eligible student, if an HIV, HBV, or AIDS student withdraws from school.

Individuals with questions regarding these requirements of law or District procedures should contact the school principal.

Required Immunizations Schools use state forms supplied by the Health Department to gather and maintain required information on immunizations. State law requires schools to verify immunization status of all students and to work with parents/guardians and the Health Department to meet these requirements.

The Health Department will exclude students from school who are not in compliance with minimum standards.

### HOMELESS STUDENT SERVICES

The McKinney-Vento Act is a federal law guaranteeing all children and youth the right to an equal education, regardless of their living situation. Protection under the McKinney-Vento Act extends to those who lack a fixed, regular, and adequate nighttime residence. Those covered by the law have the right to:

1. Attend their school of origin (including necessary transportation);
2. Expedited enrollment in the appropriate school;
3. Receive free/reduced meals;
4. Receive support from the District's McKinney-Vento Liaison. The District offers resources and educational support through four H.E.L.P. Centers located in Lincoln City, Newport, Toledo and Waldport. For more information call 541-265-4506.

**HOMESCHOOLING** If your child resides in Linn, Benton or Lincoln counties call the Linn Benton Lincoln Education Service District at (541) 812-2600. Homeschool staff will explain the process and a home school packet, including a notification form will be sent to you. Submit the form to the district within 10 days of withdrawing your child from classes.

**INSURANCE** At the beginning of the school year, the District will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

Before participating in school-sponsored athletics, students and parents must have:

- (1) purchased the student accident insurance; or
- (2) shown proof of insurance.

**MILITARY OFFICIALS** "Federal law, The No Child Left Behind Act, requires that school districts, on request from military recruiters, provide the names, addresses and telephone listings for high school students. Name, address and telephone number of a student will be released to military recruiters unless the student's parent(s) or eligible student objects. Parents may request that such information not be released for their child. Parents wishing to do so need to provide the school with a dated and signed written notice to that effect. Students 18 years old or older may request their own exemption."

**NON-DISCRIMINATION** (See Board policy AC) The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation,

national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates.

**PARENTAL INVOLVEMENT** The Board recognizes that parent involvement is vital to achieve maximum educational growth for students in school. Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the District asks parents to:

1. Encourage your child to put a high priority on their education and to commit themselves to making the most of the opportunities the District provides;
2. Keep informed on school activities and issues;
3. Become a school volunteer. For further information contact the office for requirements
4. Participate in District parent organizations. The activities are varied, ranging from field trip chaperones to graduation activities to site councils that work with instructional improvements.

**PERSONAL ELECTRONIC DEVICES and SOCIAL MEDIA** (See full Board policy JFCEB/JFCEB-AR)

Student possession or use of personal electronic devices on public charter school property, in public charter school facilities during the school day and while the student is in attendance at public charter school-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent.

A “personal electronic device (PED)” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

“Independent communication” means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time, during passing times between classes or at any other time where such use of the device would cause a disruption of school activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on public charter school property or while a student is engaged in public charter school-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

If the public charter school implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The public charter school will not be liable for personal electronic devices brought to public charter school property and public charter school-sponsored activities.

Students may not access social media websites using public charter school equipment, while on public charter school property or at public charter school-sponsored activities unless the access is approved by a public charter school representative. The public charter school will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy<sup>6</sup>. A referral to law enforcement officials may also be made. Personal electronic devices brought to public charter school property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building superintendents are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

#### PERSONALLY IDENTIFIABLE INFORMATION (See FULL Board policy JOB) Adopted 9/21/17

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the public charter school reasonably believes knows the identity of the student to whom the educational record relates.

#### **Prior Consent to Release**

Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the public charter school will provide a copy of the disclosed record.

#### **Exceptions to Prior Consent**

The public charter school may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the public charter school or district<sup>7</sup> who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of or compliance with federal or state supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;

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<sup>6</sup>The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

<sup>7</sup>"District" for the purpose of this policy, means the district in which the public charter school is located.



6. To personnel conducting studies for or on behalf of the public charter school or district<sup>1</sup>;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as “directory information;”
13. To the courts when legal action is initiated
14. To a court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependency matters;
16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

#### SEARCHES AND QUESTIONING (Code: JFG)

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, school officials may, subject to the requirements below, search a student’s person and property, including property assigned by the public charter school for the student’s use. Such searches may be conducted at any time on public charter school property or when the student is under the jurisdiction of the public charter school at school-sponsored activities.

All student searches conducted by the public charter school shall be subject to the following requirements:

1. The school official shall have individualized, “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;
2. The search 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 not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of public charter school property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

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.

Students may be searched by law enforcement officials on public charter school property or when the student is under the jurisdiction of the public charter school. Law enforcement searches ordinarily shall be based upon a warrant. School officials will attempt to notify the student’s parent(s) in advance and will be present for all such searches, whenever possible.

The administrator shall develop an administrative regulation for implementing this policy in a manner which protects students’ rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board’s policy and accompanying regulation shall be included.

#### **Relations with Law Enforcement Agencies (See FULL Board policy KN-AR(1)) Law Enforcement Initiated Requests**

SECTION 504 - STUDENTS (See Board policy JBAA) Adopted 9/21/17

The public charter school recognizes its responsibility to provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Accordingly, no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any public charter school program or activity or those provided by the public charter school through contractual or other arrangements. Public charter school aids, benefits and services will afford qualified students with disabilities equal opportunity to obtain the same result, gain the same benefit or reach the same level of achievement as students without disabilities in the most integrated setting appropriate to the student's needs. Programs and activities shall be accessible to and usable by individuals with disabilities as prescribed by law.

A qualified individual with disabilities under Section 504 is an individual who has a physical or mental impairment<sup>8</sup> that substantially limits one or more major life activities<sup>9</sup>; has a record of such an impairment; or is regarded as having such an impairment.

In compliance with the provisions of Section 504, the public charter school will:

1. Provide written assurance of nondiscrimination in accordance with application procedures whenever the public charter school receives federal money;
2. Designate an employee to coordinate compliance with Section 504;
3. Provide procedures to resolve complaints of discrimination under Section 504;
4. Provide notice to students, parents, employees, including those with vision or hearing impairments, of the public charter school's policy and compliance with law assuring nondiscrimination in admission or access to, or treatment, in public charter school programs, activities or employment. Notice will be included in student/parent and staff handbooks and other materials as appropriate;
5. Annually identify and locate all Section 504 qualified students with disabilities in the public charter school who are not receiving a free appropriate<sup>10</sup>, public education;
6. Ensure that tests and other evaluation materials have been validated, are administered by trained personnel, are tailored to assess educational need and are not based on IQ scores, and reflect what the tests purport to measure.
7. Provide nonacademic and extracurricular services<sup>11</sup> and activities in such a manner as to afford students with disabilities an equal opportunity for participation in such services and activities;

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<sup>8</sup>Impairments which may substantially limit major life activities, and without regard for the ameliorative effects of medication or aids/devices include, but are not limited to, chronic asthma and severe allergies, blindness or visual impairment, cancer, diabetes, deafness or hearing impairment, heart disease, mental illness and conditions which may be episodic or in remission.

<sup>9</sup>"Major life activities," as defined by the Americans with Disabilities Act Amendments Act of 2008, include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, communicating; and major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

<sup>10</sup>"Appropriate education" means the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of persons without disabilities are met and are based upon adherence to appropriate procedural requirements of 34 C.F.R. §§ 104.34 - 104.36 concerning educational setting, evaluation and placement and procedural safeguards.

<sup>11</sup>Nonacademic and extracurricular services and activities may include, but are not limited to, counseling services, transportation, health services, athletics, intramurals, clubs or organization activities, referrals to agencies which provide assistance to persons with disabilities and employment of students, including both employment by the public charter school and assistance by the public charter school in making available outside employment.

8. Annually notify students with disabilities and their parents or guardians of the public charter school's responsibilities under Section 504, including those with limited proficiency in English and those with vision or hearing impairments;
9. Provide parents or guardians with procedural safeguards, including notification of their right:
  - a. To be notified in writing of any decisions made by the public charter school concerning the identification, evaluation or educational placement of their student pursuant to Section 504[. The public charter school will request parental consent prior to conducting an evaluation of the student];
  - b. To examine, copy and request amendments of the student's educational records;
  - c. To request an impartial hearing, with opportunity for participation by the student's parents or guardian and representation by counsel regarding public charter school decisions concerning identification, evaluation or educational placement of their student. A review procedure will be provided.

Students identified as qualified individuals with disabilities under Section 504 shall be placed in the regular educational environment unless it is demonstrated by the public charter school that the education of the student with the use of related aids and services in such a placement cannot be achieved satisfactorily. All placement decisions will be made by an evaluation team comprised of persons designated by the superintendent, knowledgeable about the student, the meaning of the evaluation data and placement options.

Students will be reevaluated periodically, but no less than every three years. Additionally, before implementing discipline that constitutes a significant change in the placement (i.e., expulsion, serial suspensions which exceed 10 school days in a school year, a series of suspensions each of which is 10 or fewer school days in duration but that creates a pattern of exclusion), the public charter school shall conduct a reevaluation of the student to determine whether the misconduct in question is caused by the student's disability and, if so, whether the student's current educational placement is appropriate.

If it is determined that the misconduct of the student is caused by the disability, the district's team, in which the public charter school is located, will continue the evaluation following the requirements of Section 504 and the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendments Act of 2008 (ADA) for evaluation and placement to determine whether the student's current educational placement is appropriate. Due process procedures that meet the requirements of the IDEA may be used to meet the procedural safeguards of law. If it is determined that the misconduct is not caused by the student's disability, the student may be excluded from school in the same manner as are similarly situated students who do not have disabilities.

A student identified as a qualified individual with disabilities under Section 504, who is also covered by the Individuals with Disabilities Education Act, will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Students with Disabilities and accompanying administrative regulation.

A reevaluation will also be required before any other significant change in placement (i.e., transferring a student to alternative education, graduation from high school, significantly changing the composition of the student's class schedule, such as from regular education to the resource room, etc.).

SEXUAL HARASSMENT (See JBA-GBN-AR(1)/JBA-AR(2) for full information and complaint form.

The public charter school board is committed to the elimination of sexual harassment in public charter schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, public charter board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business, such as employees of businesses or organizations participating in cooperative work programs with the public charter school and others not directly subject to public charter school's control at interschool athletic competitions or other public charter

school events. "Public charter school" includes public charter school facilities; public charter school premises and nonpublic 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. The prohibition also includes off duty conduct which is incompatible with public charter school job responsibilities.

Sexual harassment of students, staff or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal 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 subjected 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.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings, pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the public charter school superintendent or compliance officer who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate public charter school superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the public charter school against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the public charter school board that appropriate corrective action will be taken by the public charter school to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the public charter school superintendent or public charter school board.

Additionally, the public charter school may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The public charter school superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of public charter school officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The public charter school's policy shall be posted in the public charter school. Such posting shall be by a sign of at least 8 1/2" by 11".

The public charter school superintendent will establish a process of reporting incidents of sexual harassment.

#### SPECIAL EDUCATION SERVICES (See Board policy IGBA)

The district implements an ongoing system to locate, identify and evaluate all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education (EI/ESCE) or special education services. For preschool children the district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency Linn-Benton-Lincoln ESD is responsible for determining the eligibility of children for EI/ESSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100. The district identifies all children with disabilities, regardless of the severity of their disabilities.

Your local school is the first stop for more information. There are a number of people in the school who can answer questions about your child's education. You may contact your child's general or special education teacher or the school principal. You can contact the special education representative for the school district or the Education Service District (ESD). Parental Rights Brochures and pamphlets explaining the district program are available in every school's main office or the district office.

If there is a concern that your child may need special education services, a Student Study Team (SST) will meet with you to determine if your child requires a special education evaluation. The IEP team makes disability determination. This team usually consists of the school's special education teacher, principal, classroom teacher(s), and the parent/guardian.

If you disagree with the identification, evaluation, educational placement or other aspects relating to your child's free and appropriate public education, please obtain the "Parental Rights for Special Education-Notice of Procedural Safeguards" brochure available at every school and the district office.

#### STUDENT RECORDS

Lincoln County School District keeps student records for the period of time required by law. After that time we may destroy student records. If you have questions regarding your student's records, please contact your school registrar or secretary.

#### STUDENT/PARENT COMPLAINTS (PUBLIC COMPLAINTS: Code: KL)

No staff, student, parent or community member will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative process for resolution before investigation or action by the Board. Exceptions are complaints that concern the superintendent or involve Board actions or Board operations.

The Board advises the public there is a proper process for resolving complaints, including but not limited to concerns in the following areas:

1. Instruction;

2. Discipline;
3. Learning materials; or
4. Retaliation against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation.

Community members, staff, parents and students who have a complaint are encouraged to start at the lowest level in the organization to attempt to resolve the complaint.

The following order will be used unless otherwise identified (see administrative regulation KL-AR - Public Complaints Procedure for specific procedures and timelines):

1. Teacher/Employee;
2. Superintendent;
3. Board.

Any complaint about public charter school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in a session open to the public unless an employee requests an open session.

Complaints against the superintendent may be filed with the Board chair, on behalf of the Board.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board.

The superintendent will develop and administer the general complaint process, as appropriate.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the local level, then the public charter school will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

#### STUDENT VEHICLE USE (See Board policy JHFD)

All students who drive vehicles to school are subject to parking and driving rules developed by the principal. The district may require all students parking vehicles on district property on a regular basis to show evidence that the:

1. Student driving the vehicle holds a valid driver's license;
2. Vehicle is currently registered;
3. Student driving is insured under a motor vehicle liability insurance policy or other satisfactory proof of compliance with the financial responsibility requirement of the state.

Parking privileges will be subject to the specific requirements of this policy and any other applicable policy and/or rules of the district. Parking privileges, including driving on district property, may be revoked by the principal for violations of Board policies, administrative regulations or school rules.

The district will post appropriate parking signs.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet, as required by law. The District assumes no responsibility or liability for loss or damage to vehicles or bicycles.

#### SUSPENSION OF STUDENT DRIVING PRIVILEGES (Code: JHFDA)

The superintendent may, under ORS 339.254, make a request to the Oregon Department of Transportation (ODOT) for the suspension of a student's driving privilege or the right to apply for a driving privilege on the basis of conduct as provided below.

If a request is made, the following requirements will be met:

1. The superintendent will meet with parent before submitting a request to ODOT;
2. The request to ODOT will be in writing;
3. The student involved is at least 15 years of age;
4. The student has been expelled for bringing a weapon on school property; or
5. The student has been suspended or expelled at least twice for any of the following reasons:
  - i. Assaulting or menacing a school employee or another student;
  - ii. Willful damage or injury to district property;
  - iii. Use of threats, intimidation, harassment or coercion against a school employee or another student;
  - iv. Possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.
6. The request to suspend a student's driving privilege or the right to apply for a driving privilege shall not be for more than one year unless the superintendent is filing a second written request. A second request may state suspension of driving privilege until the student reaches 21 years of age;
7. If a driving privilege is suspended the student may apply to ODOT for a hardship permit.

### **Withdrawal**

The superintendent may, under ORS 339.257, notify ODOT of the withdrawal from school of a student who is at least 15 years of age and under 18 years of age.

Upon receipt of the district's notice that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30th day following the date of notice unless the student presents documentation that complies with ORS 807.066. For purposes of this policy, a student shall be considered to have withdrawn from school if the student has:

1. More than 10 consecutive school days of unexcused absences; or
2. Fifteen school days total of unexcused absences during a single semester.

### **Appeals**

The student has a right to appeal the superintendent's or Board's decision through district suspension/expulsion due process procedures.

### **TRANSPORTATION OF STUDENTS**

A student being transported on District provided transportation is required to comply with the Student Code of Conduct (Board policy JFC-AR) and Student Conduct on School Buses (Board policy EEACC). Any student who fails to comply with the Student Code of Conduct and the Student Conduct on School Buses may be denied transportation services and shall be subject to disciplinary action. Any violation may result in loss of riding privileges for a specified number of days or for the remainder of the year. Violations of state law may require notification to police authorities. (See Board policy JFC-AR and EEACC for more information)

### **VIDEO CAMERAS ON DISTRICT TRANSPORTATION VEHICLES (See Board policy EEACCA)**

The Board, as part of the district's ongoing program to improve student behavior and ensure the health, welfare and safety of all those riding school transportation vehicles, shall utilize video cameras on various school vehicles transporting students to and from curricular and extracurricular activities. The Superintendent or designee is directed to develop rules and regulations governing the use of video cameras in accordance with the provisions of law and established Board policies and procedures. (See Board policy EEACCA-AR for more information.)

VIDEO SURVEILLANCE (See Board policy ECAC) The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

#### VISITORS TO SCHOOL FACILITIES (See Board policy KK)

The Board believes that a better understanding of its educational program and improved relationship between the schools and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students.

The public charter school is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to public charter school facilities must report to the school office upon entering school property.

1. Teachers' work must not be impeded by interruption of visitors or by unreasonable demands on their time.
2. Visitors must not contact individual students except as authorized by the superintendent and/or teachers.
3. When in the interest of orderly educational programs and the safety of students it is determined by the superintendent that some specific visitor or visitors shall not be permitted to enter the school facilities, the superintendent shall do the following:
  - a. Advise the person that he/she is refused admission and give that person an explanation for the refusal;
  - b. If possible and appropriate, attempt to arrange alternative visitation of school facilities.
4. A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct.  
A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions or unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, school regulations or would violate the law.
5. A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The superintendent's office should be notified of any direction to leave and given a copy of any written notice.
6. Those who insist on remaining despite an administrator's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to local law enforcement. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statutes.
7. Any visitor who believes that he/she has had a visit unfairly limited, may request a meeting with the superintendent. The superintendent shall meet with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
8. Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school-sponsored event or on the way to and from



school, shall be reported immediately to the superintendent. The administrator shall immediately contact any student involved.

#### WEAPONS IN THE SCHOOLS (See Board policy JFCJ)

Students shall not bring, possess, conceal or use a weapon on or at public charter school property, activities under the jurisdiction of the public charter school or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A "firearm" means 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, frame or receiver of any such weapon, any firearm silencer or any destructive device;
4. A "destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any 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.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by public charter school board policy. Exceptions to the public charter school's replicas prohibition may be granted only with prior public charter school superintendent approval for certain curriculum or public charter school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to a public charter school superintendent, his or her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform the superintendent.

The public charter school superintendent shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to the superintendent.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The public charter school superintendent may, on a case-by-case basis, modify this expulsion requirement. The public charter school may also request suspension of a student's driving privileges or the right to apply for driving privileges with the Oregon Department of Transportation, as provided by law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Students with Disabilities, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel are permitted. The public charter school

superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the public charter school and conducted on public charter school property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The public charter school may post a notice at any site or premise off public charter school grounds that at the time is being used exclusively for a public charter school program or activity. The notice shall identify the public charter school as the sponsor, the activity as a public charter school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

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.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

The superintendent has the authority to approve purchase of ammunition for use by the marksmanship team for practice and competitions.

## SCHOOL EMERGENCY + WEATHER INFORMATION

### **Where to get Information:**

Eddyville Charter School uses several communication methods to help inform families about school closures, delayed openings or other school related emergencies.

INTERNET Check our website at [www.eddyvillecharterschool.org](http://www.eddyvillecharterschool.org) and our Facebook page: Eddyville Eagles

PHONE: In the event that there is no power, our phone system may be down but we may call you through our mass phone call system.

### **Weather Related School Delays or Closures**

Adverse weather conditions or other emergencies that affect the safety of our students may require schools to be closed for the day or the opening to be delayed for several hours. Here is what you can expect:

1. By 6:00 a.m., we will have the closure on our website and Facebook page.
2. A message will be recorded on your primary contact number listed during registration (please make sure your contact information is up to date for this reason).

### **Special Notes:**

- If announcements are not on our website or made through the one-call system, Mid Columbia Bus Company will run their regular routes and schools will operate on their regular schedules.
- Power outages and/or downed power lines may make Internet access and phone messaging systems unavailable.
- Because of isolated inclement weather situations, some areas might close or have a two-hour delay, while other unaffected areas will remain open.

### **Bus Accidents**

If your child is injured in a school bus accident, he/she will be taken to a hospital. If your child is not injured, he/she will be returned to the school of origin, taken home, or brought to a family reunification site. In any case, please bring government issued photo ID to pick up your child.

### **Family Reunification**

If there is an emergency that prevents a normal school dismissal, school administrators will decide if it is best to stage a reunification on the school campus or at an off-campus location. When you receive notification to pick up your child, write down the instructions you are given and be sure to bring government issued photo ID.