

# REEDSPORT COMMUNITY CHARTER SCHOOL

2260 Longwood Drive, Reedsport, OR 97467

541-271-2141

[www.reedsport.k12.or.us](http://www.reedsport.k12.or.us)

*“A Community of Learners Preparing to Meet the  
Challenges of the Future”*



2017-2018

PARENT AND STUDENT HANDBOOK

## PREFACE

This student handbook serves to inform students and parents about our school and district, and our rules and procedures. It is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

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

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration

As used in this student handbook, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-0005. The status and duties of a legal guardian are defined in ORS 125.005 - 125.325. 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 ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

*Reedsport School District 105* does not discriminate on the basis of perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation<sup>1</sup>, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

<i>Dan Forbess, Equal Educational Opportunities Compliance Officer</i>
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**Parent Statement Form: REEDSPORT COMMUNITY CHARTER SCHOOL**

I understand and consent to the responsibilities outlined in the Student Code of Conduct (pages 29-31 in student handbook). I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

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

I understand that unless I object to the release of any or all of this information within twelve (12) school days of the date this student handbook was posted on the website and made aware of to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

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

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family and personal identifiers such as the student's social security number or student identification number,, a list of personal characteristics or other such information that would make the student's identity easily traceable.

I understand and consent to the responsibilities outlined in the Student Code of Conduct and understand the information concerning student education records.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I also understand that the district is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the district withhold this information.

**I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to military recruiters.**

**I do ☐ do not ☐ authorize my secondary student's name, address and telephone number be released to institutions of higher education.**

**Student/Parent Agreement/Permission**  
**Electronic Communications System--(Must be renewed each academic year)**

**Student Section**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the district's Electronic Communications System policy and applicable administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may constitute suspension or revocation of system access and related privileges. New to the policy this year: Devices that are connected to the District internet must have current valid virus protection. Electronic devices can be searched by the District to ensure the security of District servers and other electronic devices.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Sponsoring Parent or Guardian Section**

I have read the district's Electronic Communications System policy and administrative regulation. For the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damage identified in the district's policy and administrative regulations.

\_\_\_\_\_ I give my permission for my student to participate in the district's electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give my permission for my student to participate in the district's communications system.

Signature of Parent or Guardian \_\_\_\_\_

Home Address \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_

**WORLD WIDE WEB STATEMENT**

Part of the district's responsibility in preparing students for the 21<sup>st</sup> Century is to provide them with access to the tools they will be using as adults. Our District provides access to the Internet in our school for students to use as a learning tool in a variety of settings, such as computer labs, libraries, and classrooms.

All but a small proportion of information on the Internet is entirely in keeping with standards of good taste. Even with the most stringent technological safeguards, enterprising students can often find a way to access the full range of services and information. Our District has installed filtering software that blocks out most objectionable web sites and materials in addition to staff supervision. In addition we have specific Internet Use Rules that are enforced throughout the district.

Student Internet access is available only for students with a completed Electronic Communications System Form on file in the office.

The district staff monitors students closely and maintains an online filter system. Students will only have access to the Internet and other online electronic features for instructional purposes if this *Electronic Communications System Form* is signed and returned.

Please address any questions to us at Reedsport Community Charter School. The phone number is 271-2141.

# All Students and Parents

## Disclosure Statement

We are required by law to inform you about our use of student Social Security Numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the school district will use your SSN for record keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

The school district and Oregon department of Education may also match your SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records.



## **REEDSPORT COMMUNITY CHARTER SCHOOL**

### **STAFF**

#### **ADMINISTRATIVE STAFF**

##### **Principal/Director**

Vince Swagerty

##### **Athletic Director**

James Hixenbaugh

##### **Counselor**

Ted Homenick

##### **Dean of Students**

James Hixenbaugh

#### **SECRETARIAL STAFF**

##### **Office Manager**

Sheri Wall

##### **Attendance/Athletics**

Michelle Williams

##### **Student Personnel/Registrar**

Karin Smith

#### **CUSTODIAL STAFF**

Jessica Schulz

Pam Pickett

Dana Roane, **Head of Department**

#### **REAP (AYA-Alternative School)**

Scott Cooper, *Director*

Kevin Gowrylow, *Instructor*

Linda Parker, *Admin. Assistant/Aide*

#### **RCCS Partners**

Talent Search Coordinator—TBD

ASPIRE Coordinator—Susan Martin

### **FACULTY**

Josh Peck, *HS English*

John Bintliff, *Physical Education .5/HES*

Sandra Johnston, *Special Ed. Aide*

Randi Carrell, *Special Ed. Aide*

Diana Willis, *Lifeskills Aid*

Susie Chaney, **Head of Mathematics Dept.**

Carol Colton, *Fine Arts*

Jessica Coudare, *Instructional Aide*

Tony Fortier, *Mathematics.*

Ron Frakes, **Head of Science Dept.**

Diana Gunn, *Social Studies, L. Arts.*

Joelle Frost, *Special Ed. Aide*

Lynn Fulps, *Physical Education/Health*

Charissa Hixenbaugh, *Language Arts/Math*

Cathy Hurowitz, *Life Skills Teacher*

Collin Hurowitz, *Music .5/HES*

Lynn Fulps, *Physical Education/Health*

Guy Marchione, *Technology/Industrial Arts*

Tami McGill, *Assistant Cook*

Marjorie Luther, *Spanish*

Brianna Smith, *Lifeskills Aid*

Tina Bettger, *Lifeskills Aide*

Laura Squglio, **Head Cook**

LaRee Thornton, *Librarian*

Jennifer Tymchuk, *Special Education*

Keith Tymchuk, *L. Arts, Head of Soc. Studies Dept.*

Michelle Williams, *.5 Instructional Aide*

Courtney Zietzke, *Social Studies*

Kayla Willson, *Lifeskills Aide*

Tom Wright, *Science*

#### **REGISTERED TEACHERS**

Jessica Coudare, *Gear Up*

Laura Squglio, *Culinary Arts*

## **Reedsport School District**

### **School Board Directors**

Jennifer Clark, Chair  
Duane Wisheart  
Greg Carter  
Shelley Swift  
David Young  
Eric Brandon

### **Advisory Council Members**

Vince Swagerty  
Rachel Carter, Chair  
Amber Corcoran  
David Young  
Michelle Williams  
Susie Chaney  
Julee Noel  
Essie Cardoso  
McKenzie Seeley

### **Superintendent of Schools**

Dan Forbess, Superintendent  
Laura Shivers, Deputy Clerk/Business Manager  
Tom Capps, Technology Coordinator

### **Highland Elementary School**

Beckie Lupton, Principal  
Sherri Zeller, Office Manager  
Lisa Smart, Secretary

Highland Pool, Knox Story, Manager

**REEDSPORT COMMUNITY CHARTER SCHOOL**  
**STUDENT OFFICERS TBD**

**HIGH SCHOOL  
STUDENT BODY OFFICERS**

President-  
Vice President-  
2<sup>nd</sup> Vice President—  
Secretary-  
Treasurer-  
School Board Representative-  
Publicity Director-  
Spirit Officer-  
Technology Coordinator-  
Asst. Technology Coordinator-

**CLASS OF 2017**

President:  
Vice President:  
Secretary:  
Treasurer:  
Class Rep:  
Service officer:

**CLASS OF 2018**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Class Rep:  
Service Rep:

**CLASS OF 2019**

President:  
Vice President:  
Secretary:  
Treasurer:  
Class Rep:  
Service Rep:

**CLASS OF 2020**

President:  
Vice President:  
Secretary:  
Treasurer:  
Class Rep:  
Service Rep:

**JUNIOR HIGH  
STUDENT BODY OFFICERS**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Members at Large:

**CLASS OF 2021**

President  
Vice President  
Secretary  
Treasurer  
Historian:

**CLASS OF 2022**

President  
Vice President  
Secretary  
Treasurer  
Historian:  
Treasurer:  
Class Rep:  
Service Rep:

## ACCIDENTS

All accidents must be reported at the main office within 24 hours and an accident form filled out. If you are injured, school personnel will see that you are properly cared for and your home notified. Be sure that your teacher knows if you have injured yourself in their class. **The school does not provide accident insurance.**

## ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the District or who applies for admission to the district as a non-resident student.

The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

## ALTERNATIVE EDUCATION PROGRAMS

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons laws.

### In-District Alternative Education Programs

1. Reedsport Educational Alternative School (R.E.A.P.)
2. Tutorial instruction
3. Resource rooms
4. Credit Retrieval Program
5. Expanded Options as approved by the district
6. Reedsport Academy
7. Online courses (e.g. Edgenuity – E2020)

### Non-District Alternative Education Programs

1. G.E.D.
2. Community college
3. Others as approved by the district

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

### **ALTERNATIVE EDUCATION PROGRAMS – ESTABLISHMENT**

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include the following:

1. Goals;
2. Criteria for enrollment;
3. Proposed budget;
4. Staffing;
5. Location;
6. Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

### **ALTERNATIVE EDUCATION NOTIFICATION**

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations, as appropriate:

1. When **two or more severe disciplinary problems** occur within a three-year period.
2. When **attendance is so erratic** the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

### **ANIMAL DISSECTION**

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

## **ASBESTOS**

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

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

The superintendent serves as the district's asbestos program manager and may be reached for additional information.

## **ASSEMBLIES**

All students are required to attend school assemblies. Exceptions may be arranged with the Principal or Dean of Students. Any student leaving campus during an assembly, unless signed out of the office with office permission, will be considered truant.

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

## **ASSESSMENT PROGRAM - NEW**

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

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

Students are required to attend the school within the district in which they reside, unless as otherwise mandated by state and federal law. Exceptions may be allowed in certain circumstances. Contact the district office for additional information.

While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover tuition or costs. If a parent wishes the district to consider a publicly-funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request or services.

## **ATTENDANCE**

### **ATTENDANCE INFORMATION**

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

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

The district will notify the parent in writing that, in accordance with law, the [superintendent] will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

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

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

#### **REEDSPORT SCHOOL DISTRICT - IRREGULAR ATTENDANCE PROCESS**

When irregular attendance is identified, the following steps will be implemented until the problem is corrected:

- |         |   |
|---------|---|
| Level 1 | Verbal communication with the student and possibly parent/guardian.   |
| Level 2 | Office may send letter to parent/guardian notifying of the attendance problem.  |
| Level 3 | Student will be referred to the Dean of Students or the Principal for discipline consequences.  |
| Level 4 | School Personnel/School Resource Officer will send Notice of Compulsory Attendance Noncompliance and establish a required conference with parent/guardian and other school staff as determined appropriate. Conference will be conducted. |
| Level 5 | Superintendent will send letter to Local Police Dept./School Resource Officer directing the citing of parents. Parents will be cited under provisions of law.   |
| Level 6 | Court appearance required and decision of judge enforced.   |

#### **ABSENCES AND EXCUSES**

When returning to school after an absence, a student must bring a note within three days signed by the parent that describes the reason for the absence. Parents are encouraged to notify the school that their child will be absent as soon as possible the day of the student's absence. The school will attempt to notify parents by the end of the school day if their student had an unplanned absence that day and no excuse was provided. Requests to excuse an absence will not be honored after the 8<sup>th</sup> school day following the absence. Absence from school or class will be excused under the following circumstances:

### **Excused Absences:** (ORS 339.065)

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Death in the family;
4. Emergency situations that require the student's absence;
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence. (Pre-arranged) (See board policy JEDA for attendance and absences due to hunting.)
6. Temporary exclusion or suspension;
7. Medical or dental appointments. Confirmation of appointments may be required;
8. Field trips and school approved activities
  - a. Parts of class missed shall not be counted as an absence;
  - b. Students shall have the responsibility of making up missed work;
    - 1) Students have as many days to make up work as days of excused absences.  
*Example: 1 day absent = 1 day to make up work;*
    - 2) Exception: if excused absences occur at the end of a grading period, students have until the end of that grading quarter to get work complete.

**Note:** Absences do not excuse the student from making up class work. The evaluation and merit of the work missed will be determined by the teacher. **It is the responsibility of the student to see each of his/her teachers to arrange for any assignments or tests missed during the absence. The teacher is not to take class time away from other students to give assignments, tests, etc. to the student who has been absent.** The student may need to make an appointment to see the teacher before or after school to get back assignments, tests, etc. The Attendance office will call the home when an absence has not been pre-arranged.

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. A school official will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

Students who are eighteen may, with parental consent, apply to write their own notes for attendance/excuse reasons. Attendance rules continue to apply, and this privilege (**if granted**) can be revoked if misused. Applications are available in the office and require a signature from the parent/guardian as well as the administration.

Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. A student who is absent from school due to illness, exclusion, or suspension will not be allowed to participate in school-related activities, **including participating and attending sports events and practices, dances, etc., on that day or evening unless prearranged in writing or a phone call to the activities/athletics director prior to the event.**

### **Unexcused Absences**

Truancy (absence without the consent of the parent/guardian or school) and absences not addressed by state law as defined previously will be classified as unexcused. Examples of unexcused absences: oversleeping, missing the bus, car problems, hair/nail appointments, shopping excursions, luncheon, job interviews, etc.

1. Credit may not be given to assignments/tests missed due to unexcused absences;
2. Disciplinary action may result from unexcused absences;
3. Students have three days after an absence to have it excused, otherwise it will remain unexcused.

### **Pre-Arranged Absence**

Students who have planned an absence in advance should pick up a pre-arranged absence form in the attendance office. A note from their parent or guardian will be necessary before the office will give the student a pre-arranged form.



1. Pre-Arranged Absence forms will be issued for absences of 2 days or more;
2. One day or less will either be excused or unexcused and will be treated as a regular absence;
3. Pre-Arranged forms are to be picked up, completed, and turned in to the attendance office at least 24 hours in advance;
4. Pre-Arranged forms must be filled out for the class periods the students will be missing;
5. Students with pre-arranged absences do need an admit slip when returning to school.

### **Re-Admittance Following an Absence**

1. **Students are required to bring a note from home within three days indicating the date, time and reason for the absence. The note must be signed by a parent or guardian;**
2. The student will then take the note to the main office. The attendance office will record when a note has been received.

### **Tardy Policy**

1. Students are tardy when not in class and ready for work at the beginning of the class period;
2. **Tardy students are to report directly to the office to obtain an admit slip before reporting to class;**
3. Excused Tardy: tardiness should be excused if the student has been detained by a staff member and presents the teacher/attendance office with a note;
4. Tardies will also be addressed within each teacher's attendance policy;
5. If a student is more than 10 minutes late, s/he may be marked absent. Even if a tardy is marked as an absence, students must remain in class. Failure to remain in class is insubordination and may result in a consequence.

### **Exemption From Compulsory Attendance**

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such requests must be submitted in writing to the principal and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

### **CLOSED CAMPUS**

Reedsport Community Charter School is a closed campus for all students. Grades 9-12 are allowed to leave campus at lunch only. If a student is habitually tardy to the class period following lunch, open campus privileges will be revoked at the discretion of the administration. If a student must leave campus a parent must approve of the student

leaving BEFORE the student leaves. If the student has an appointment during the school day, the student must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. A school official will decide whether or not the student should be sent home and will notify the student's parent as appropriate. Students will not be allowed to leave campus during the school day without a parent or guardian permission.

### **LEAVING SCHOOL DURING THE DAY**

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

### **7 – 8 Grades**

**Grades 7 and 8 will observe a 'closed campus.'** Grades 7 and 8 will be allowed to leave campus only if signed out at the main office and picked up by the parent or guardian.

### **9 - 12 Grades**

Students must check out of school with the attendance office if they need to leave school. Reedsport Community Charter School is a closed campus – except at lunchtime for 9-12. (Students in grades 9-12 may leave campus without checking out during lunchtime only.) To check out you must have permission. Permission is obtained by bringing a note from home requesting that you need to check out of school and miss class time because your business is such that it cannot be completed at a time other than during the school day. As you return to school you must check back in at the attendance office. A student violating this policy is truant. We strongly recommend that you arrange to take care of your business at those times when school is not in session so as not to lose valuable instruction time. (ie. Curriculum days, in-service days)

### **SCHOOL HALLS/HALL PASSES**

Students are expected to be in class during class time. A student in the hall must have a hall pass from their teacher. Students returning to school just prior to the end of a class are not permitted to loiter in the halls but must report to the office until the end of the period. Students are expected to take care of the hallways. **The physical appearance and cleanliness of the school building is the responsibility of every student.**

### **SUSPENSION OF DRIVING PRIVILEGES**

Students who fail to maintain regular enrollment in school may have either their driving privileges suspended or the right to apply for driving privileges suspended. The superintendent or designee may under ORS 339.257, notify the Oregon Department of Transportation (ODOT) of the withdrawal of a student who is at least 15 years of age and under 18 years of age. Upon notice by the district that a student has withdrawn from school, ODOT shall notify the student that driving privileges will be suspended on the 30<sup>th</sup> day following the date of notice unless the student presents documentation that complies with ORS 807.066. 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

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

### **TRUANCY**

**A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action** including after school detention, suspension, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

## **AWARDS**

### **Valedictorian / Salutatorian**

Eligibility: Valedictorian

Senior(s) with the top accumulative GPA through 7<sup>th</sup> semester.

\*Must be a full time student in good standing and have taken seven (7) classes each year in grades 9, 10, 11, and 12.

Must be in attendance at Reedsport Community Charter School senior year from the 1<sup>st</sup> day of school.

Eligibility: Salutatorian

Senior(s) with the 2<sup>nd</sup> highest accumulative GPA through 7<sup>th</sup> semester.

\*all other criteria same as Valedictorian

## **HONOR ROLL**

At the end of each grading period the names of students with a grade point average of 3.0 or above, are placed on the honor roll. Students taking four or more classes at Reedsport Community Charter School are eligible for the honor roll. Students must be in attendance for their entire senior year to qualify for Valedictorian/Salutatorian honors.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization, founded in 1921, that was created to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service, and leadership remain as relevant today as they were in 1921. Membership is both an honor and a commitment.

Membership is open to sophomores, juniors and seniors who have attended the school for the equivalent of one semester and have a cumulative grade point average of 3.50. Students who meet the scholastic requirement are then evaluated by a faculty committee on the basis of leadership, service, and character. Once selected, members must maintain these standards.

National Honor Society members who exhibit outstanding scholarship, leadership, service and character may be eligible in their senior year to be nominated to compete in the National Honor Society Scholarship Awards Program. The scholarship must be used to pursue a course of study leading to a degree in an accredited university, college, or junior college in the United States.

We, the faculty and staff at Reedsport Community Charter School, are proud of our student body and encourage students to strive for excellence in the areas of scholarship, leadership, character, and service.

### **National Honor Society Procedure for Selection of New Members**

1. The advisor will obtain student GPAs from the counseling center.
2. The advisor will determine the list of potential candidates.
3. The advisor will distribute the Candidate Activity Outline to potential candidates.
4. A letter will be sent to parents advising them that candidates have received the Activity Outline, and urging parents to assist their child to complete the form. Remind them of the deadline for completion.
5. A faculty committee will be established.
6. In the event that a candidate is not selected for membership, an appointment will be made to meet with the student, parent, and advisor to go over the outline. Specific recommendations and suggestions may be given to the student and parent at this time.
7. A letter will be sent to students to congratulate them and invite each to the induction ceremony.

### **Procedure for Dismissal of Members**

1. The advisor will obtain GPA of members after the first semester.
2. Members with less than 3.5 cumulated GPA will be placed on scholastic probation for the following time periods:

Sophomores and Juniors—two (2) quarters to bring grades up to 3.50 cumulative GPA. Seniors—until end of 3rd quarter to bring grades up to 3.50 (this leaves time for us to plan for graduation). Students who do not bring up GPA to 3.50 will be referred to faculty committee for dismissal.

3. Members in flagrant violation of school rules will be referred to faculty committee for possible dismissal.
4. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty committee. A member who has been dismissed may appeal the decision of the faculty committee under the same rules for disciplinary appeals in the school district.

## **BUILDING HOURS**

The school building is open from 7:30 a.m. to 4:30 p.m. during school days. **Students are not to be in the building other than building hours unless supervised by a Reedsport Community Charter School Staff Member or Coach.**

## **CAFETERIA**

This institution is an equal opportunity provider. The district participates in the National School Lunch, School Breakfast, Special Milk Programs and offers free breakfast, lunch, and after school snack to all students.

**Parents and staff who eat breakfast, lunch, or after school snack will pay for those meals.**

The school will begin serving breakfast and lunch on the first day of the school year. Breakfast is served for 7-12 grade levels each morning before the first bell rings. Lunch is served during the lunch break according to the bell schedule for the day. After school snack will be served after the final bell rings each day.

### **Cafeteria Rules**

The same type of courteous behavior is expected in the cafeteria as would be expected in a private dining room.

1. Walk in the hallways and in the cafeteria.
2. Take your place at the end of the lunch line (no cuts).
3. Wait at the tape line to enter food area.
4. Talk in normal indoor tones to keep the noise level down.
5. Eat your meal in the cafeteria or at the red tables on the patio, only. (HS students may eat in HS Commons if no litter or mess is left for others to clean up.)
6. Use the trash cans; clean up your own messes.
7. No throwing food (or other objects), or taking food from other plates
8. Follow all directions from cafeteria staff / monitors promptly and politely.

Failure to abide by the stated expectations will result in work detail, loss of cafeteria privileges or other disciplinary action.

## **CHEATING**

One of the responsibilities of the school is to promote honesty and integrity on the part of students. Cheating will not be tolerated. A student observed by any staff member cheating (such as supplying information to another, copying tests or homework, plagiarism, forging names, or obtaining test answers beforehand) will receive no credit on the assignment and a parent will be notified by the teacher. Furthermore, in the event of a second offense, the following may occur: loss of credit, or suspension and a parent conference.

## **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as the Shop Club, FBLA, Knowledge Bowl, RCLC programs and athletic teams may establish rules of conduct - and consequences for misconduct - that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the district shall apply in addition to any consequences specified by the organization. Students in clubs and organizations may be required to be drug tested as a part of Board policy JFCIA.

# CO-CURRICULAR ACTIVITIES

## ACTIVITIES AND ATHLETICS

Athletic endeavors and student activities in District 105 are an important contributing factor in the development of young men and women. Therefore, participants in these programs should conduct themselves in an exemplary manner at all times. The following rules of conduct are formulated to be strictly adhered to by all athletic and school activity participants.

Sports seasons at Reedsport Community Charter School will begin with the official starting practice date as allowed by OSAA guidelines.

### **ATHLETIC PARTICIPATION FEE GUIDELINES**

Students who participate in the inter-scholastic athletic program will pay a participation fee to partially defray expenses of the program. The following rules and procedures will apply:

#### **Notification:**

Notification of students of the participation fee procedures will be placed in the athletic portion of the Student Handbook publication, which describes available student activities.

#### **Costs:**

High school students involved in any inter-scholastic sport will be assessed a \$80.00 participation fee per sport. Students in grades 7 - 8 will be assessed \$40.00. Each athlete in each sport will be assessed a participation fee. Payment is due before the first competitive event of each season. Other payment arrangements may be considered; please call to inquire.

#### **Forms:**

Physical forms, Insurance forms (strongly encouraged), Interval History forms, and Code of Conduct forms must be on file prior to participating in practices. For those sports for which there is a try-out, money must be paid before the first practice after teams are selected.

#### **Playing Time:**

The payment of a participation fee is not to be misunderstood to insure that equal playing time will occur with other team members.

#### **Refunds:**

If a student discontinues participation from the team prior to the first contest, he/she shall receive a full refund. After the first contest, the student shall receive a portion of the fee paid in the amount according to the percentage of contests remaining. It will be the responsibility of the athlete to promptly notify the Athletic Director and/or coach when he/she chooses to discontinue participating on a team.

**EXAMPLE:** If there are 9 contests on the schedule and one has been played, he/she shall receive 8/9th of the dollar amount. There will be no refund after one half of the contests have been played. Should an injury cause a player to miss the season but he/she remains a part of the team, he/she will not receive a refund. In case of a question, the appeals process will be the same as the District Athletic Code of Conduct policy.

#### **Standards Agreement:**

Once a student signs a Code of Conduct he/she has agreed to abide by the Standards of Conduct for Activities and Athletics in School district 105 for the remainder of that school year. He/she understands that there is no grace period between seasons to violate the standards of the Code of Conduct.

## ACTIVITIES AND ATHLETICS CODE OF CONDUCT

Athletic endeavors and student activities in Reedsport School District are an important contributing factor in the development of young men and women. Therefore, participants in these programs should conduct themselves in an exemplary manner at all times. The following rules of conduct are formulated to be strictly adhered to by all athletic and school activity participants.

All students who participate in extracurricular athletics and activities must abide by the Activities and Athletics Code of Conduct. To be eligible for participation in extracurricular athletics and/or activities, a student and his/her parent must sign the Activities and Athletics Code of Conduct. The Standards of Conduct for Activities and Athletics must be obeyed from the point of the first meeting. Activities and Athletics are defined in Board Policy IGDJ.

### **Standards of Conduct for Activities and Athletics:**

1. All participants in athletics and activities are expected to practice the concept that the primary and most important reason for attending school is to get an education.
2. Students shall meet all Oregon School Activities Association (OSAA) and Reedsport School District requirements for participation.
3. Any student participating in an activity or as a member of an athletic team within Reedsport School District who in any way conducts himself/herself in such a manner as to bring discredit upon the student, the team/group, or the school will be suspended immediately from the sport or activity by an administrator or advisor for at least one contest/activity but the suspension may be extended to include any or all of the remainder of the season. Suspension under this policy must be approved by the principal.
4. Employees, volunteers, or students in violation of OSAA rules and/or regulations will be required to remunerate the district in the event fines are assessed by OSAA as a result of their actions.
5. Where there is probable cause that a student is guilty of the possession or use of tobacco products, alcoholic beverages, drugs, controlled substances or imitation controlled substances at any time or place while a member of an athletic team or activity, the student may be tested as soon as possible for those substances.
6. When a student decides to quit a sport or activity, the student should consult with the coach or advisor and by mutual agreement, the student will be dropped from the sport/activity. If the student wishes to join another team/activity, the student can do so only when the coaches or activity advisors involved confer and have reached a mutually acceptable decision.
7. A student who misuses the facilities and/or equipment at the student's disposal will be subject to suspension. This includes, but is not limited to, taking school materials for personal use (jersey, balls, etc.) If the student is caught with school materials, the student will be suspended from the sport or activity for a length of time determined by the athletic director or activity advisor.
8. Students will maintain neat appearance, promote good hygienic standards and for safety purposes, abide by regulations regarding hair length and facial hair, where applicable. Individual coaches may enforce more stringent regulations if they are written and approved by the athletic director and building principal before the season begins.
9. Students must be in attendance at school all day, each day, when practices, activities or contests are held, unless the absence is pre-arranged or excused through the athletic director.
10. A student is expected to practice with the team when suspended for a drug/alcohol/tobacco suspension. A student may not practice when academically ineligible or suspended from school for disciplinary procedures.
11. Participating students, grades 9-12, at Reedsport Community Charter School will be passing all classes or be earning a 2.0 G.P.A. for the previous grading semester. Transportation for participants to and from out-of-town contests/activities is provided by the school district. Team members are to travel with the team to the out-of-town contests/activities and also return with the team. The only exception will be with prior parental arrangement or with personal arrangement by the parent with the coach/advisor allowing the parent to provide return transportation. The coach/advisor will make the final decision.

- 12.
13. Participants must meet minimum OSAA eligibility requirements when applicable.
14. Eligibility requirements will be checked at the end of each semester.
15. Students ineligible after one semester will be ineligible until the next grading period, unless incompletes are made up.
16. Objections may be appealed.
17. Participating students, grades 7-8, at Reedsport Community Charter School will be passing all classes or be earning a 2.0 G.P.A. for the previous grading quarter.
18. Participants must meet minimum OSAA eligibility requirements when applicable.
19. Eligibility requirements will be checked at the end of each quarter.
20. Students ineligible after one quarter will be ineligible until the next grading period, unless incompletes are made up.
21. Objections may be appealed.

#### **Penalty for Alcohol/Drug/Tobacco Violation**

Where there is reasonable suspicion that a student is guilty of the possession or use of alcoholic beverages, drugs, or controlled substances, **or the student is in the presence of others that are using alcoholic beverages, drugs, or controlled substances**, the student will be suspended from the sport or activity and the penalty applied as documented below. For the first violation the student will be suspended for the remainder of the current season and the next athletic/activity season conforming to the fall, winter and spring athletic/activity seasons. The student may be reinstated after a full six weeks if he/she:

1. Completes an alcohol/drug assessment.
2. Complies with the treatment program (developed as a component of the assessment) as delineated by the assessment professional;
3. Meets the treatment schedule as developed;
4. Signs a release of information allowing the assessment professional and school official to exchange information regarding student behavior; and
5. Fulfills his/her practice obligation to his/her team/activity.

The cost of the assessment, counseling sessions, and any follow-up is the responsibility of the student and the parent/guardian. The penalty period does not end with the sport or activity season, but continues regardless of seasons ending or beginning. If the prescribed treatment program extends beyond the suspension period, the student must continue in the program to be eligible to participate in sports and activities. A second infraction of the alcohol/drug standard during the remainder of the school year will result in the student losing all extracurricular participation privileges for the remainder of the next three sport/activity seasons. A third positive result will result in loss of participation privileges for the next two years.

#### **Penalty for Tobacco Violations**

Where there is probable cause that a student is guilty of the possession or use of tobacco products, the following suspensions from the sport or activity shall apply:

1. First Offense: **3 week suspension and enrollment into a tobacco cessation program. If the program continues beyond the three week time period, the student must continue in the program to be eligible to participate in sports and activities.**
2. Second Offense: Ineligible to play for the rest of the season **and the next season.**
3. Third Offense: Ineligible to play for the next two years.

**NOTE: Any disciplinary action that extends into the following season will impact the next season the student has traditionally participated in. The athletic director will determine which season is the "following season" for the purposes of administering consequences.**

#### **Penalty for Tobacco Violations**

Where there is probable cause that a student is guilty of the possession or use of tobacco products, the following suspensions from the sport or activity shall apply:

1. First Offense: 2 week suspension
2. Second Offense: Ineligible to play for the rest of the season and the next 9 weeks
3. Third Offense: Ineligible to play for the next two years.

#### **Appeal Process**

Any participant in athletics or an activity who believes their position in a situation resulting in disciplinary action has not been fully understood or administered, may ask for a hearing before a three (3) member Hearings Committee composed of head coaches and/or staff members as appointed by the athletic director. The athletic director will serve as the Hearings Officer. All

hearings dealing with disciplinary matters related to athletic and school activities will follow due process procedures. Requests for hearings must be submitted in writing to the school principal.

1. Charges must be presented to the student in writing.
2. Hearings will be conducted within seven (7) calendar days after suspension occurs. The student will be informed in writing of the date of the hearing.
3. Students have the right to have counsel present during hearings proceedings.
4. The student has the right to present evidence/witnesses on his or her own behalf.
5. The district has the right to present evidence/witnesses
6. The student will receive, in writing, the findings and conclusions of the Hearing Committee within five (5) days of the completion of the hearing.
7. The student has the right of appeal to the next level, which is the principal.
8. The principal will review the findings and conclusions of the Hearing Committee and render a judgment.
9. If the student is not satisfied with this judgment, the student may appeal to the superintendent.
10. If the student is dissatisfied with the results, the student may appeal to the Board of Directors.

## **PHYSICAL EXAMINATIONS**

Students in grades 7 through 12 must have on file a physical examination performed by a physician prior to practice and competition in athletics and shall additionally have a physical examination once every two years and after either a significant illness or a major surgery prior to further participation.

The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.

Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.

Students shall not participate without a completed school sports pre-participation examination form on file with the district.

## **COMMUNICABLE DISEASES**

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

## **COMMUNICATIONS, HOME – TO – SCHOOL (and School – to – Home)**

The school recognizes that communication is not a one-way process, but that the home and school have a mutual responsibility to keep the other well-informed.

- The school will send a report card home after each nine weeks grade period.
- A progress report card will be sent home approximately mid-way through each nine-week grading period and at any other time a teacher wishes to communicate with the parents.
- Parents may request a progress report to be carried by the student each Friday during a grading period. If you would like your child to carry a Progress Report on Fridays, please call and talk with the counselor or other school personnel.
- Parents who become aware of developing student problems should not hesitate to call upon us for assistance at Reedsport Community Charter School, 271-2141.
- Our school has an informative website at <http://www.reedsport.k12.or.us>



- We welcome communication via e-mail. Using Upper case letters for first and last name initials then lower case letters for the rest of the last name, type the staff member's first initial and last name followed by: @Reedsport.k12.or.us – Example: [swall@reedsport.k12.or.us](mailto:swall@reedsport.k12.or.us)
- General school, and specific class and student information (including progress grades and attendance) is also available on our school's website homepage.

## **COMPLAINTS**

### **STUDENT/PARENT COMPLAINTS**

#### **District Personnel Complaints**

A student or parent with a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 15 calendar days. The superintendent will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

#### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact Dan Forbess, Equal Educational Opportunities Compliance Officer, at the school district offices, 100 Ranch Road, Reedsport, OR.

#### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complaint may make a direct appeal to the State Superintendent of Public Instruction.

#### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

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

#### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education coordinator or principal.

### **Placement/Enrollment of Homeless Students Complaints**

In the event a dispute arises over school selection or enrollment of a homeless, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting Ted Homenick, the district's liaison for students in homeless situations.

### **Students with Sexual Harassment Complaints**

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

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

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

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

#### **Step I**

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

#### **Step II**

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.

The date and details of notification to the complainant together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

#### **Step III**

If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II 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 ten working days.

#### Step IV

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

#### Step V

If the complaint is not satisfactorily settled at the Board level, the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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

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

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

### **COMPUTER USE**

The district's electronic communications system is available to students for instructional purposes--schoolwork--only. Personal use of district computers, e-mail, chat and instant messaging are not allowed. Students must return a signed Electronic Communications System Agreement before using district equipment. Personal devices that are connected to the District internet must have current valid virus protection. Electronic devices can be searched by the District to ensure the security of District servers and other electronic devices.

The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

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

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

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by

authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

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

## **ELECTRONIC COMMUNICATIONS SYSTEM**

### **General Use Prohibitions/Guidelines/Etiquette**

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines, which require legal, ethical and efficient utilization of the district's system.

#### **A. Prohibitions**

The following conduct is strictly prohibited:

1. Attempts to use the district's system for commercial or personal gain purposes;
2. Attempts to use, reproduce or distribute material on the district's system in violation of copyright law or applicable provisions of use or license agreements;
3. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system. This prohibition includes attempts to gain unauthorized access to restricted information, networks, other user's accounts or files;
4. Attempts to evade, change or exceed resource quotas or disk usage quotas;
5. Attempts to intentionally access or download any text file or picture or engage in any conference that includes material which is libelous, obscene, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation of the school or school activities, will cause the commission of unlawful acts or violation of lawful Board policies and/or administrative regulations;
6. Attempts to gain access to any service via the district's system which has a cost involved or attempts to incur other types of unauthorized costs. The user accessing such services will be responsible for these costs;
7. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher. Personal contact information includes photograph, age, home, school or work addresses or phone numbers;
8. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval.

#### **B. Guidelines/Etiquette**

System users will:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their permission;
5. Cite all quotes, references and sources;
6. Adhere to guidelines for managing and composing effective e-mail messages:
  - one subject per message - avoid covering various issues in a single e-mail message;
  - use a descriptive heading;

- be concise - keep message short and to the point;
  - write short sentences;
  - use bulleted lists to break up complicated text;
  - conclude message with actions required and target dates;
  - remove e-mail in accordance with established guidelines;
  - remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
  - always sign messages;
  - always acknowledge receipt of a document or file.
7. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only;
  8. Communicate only with such users and/or sites as may be authorized by the district;
  9. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
  10. Report security problems to the supervising teacher or system coordinator.

### **Violations/Consequences**

- A. Students
  1. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
  2. Violations of law will be reported to law enforcement officials.
  3. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

## **CONDUCT**

### **STUDENT CODE OF CONDUCT**

Ideally our students have reached a level of maturity and self-discipline which makes strict rules of discipline unnecessary. Obviously it is essential that students obey the laws of the State of Oregon, respect the rights and property of others, and respect public property. Courtesy and cooperation in dealing with other people are essential to a good school program. Teachers and administrators will use discretionary powers in maintaining a climate conducive to learning and protecting life and property.

**Note:** In any case of student breach of conduct, due process will be followed.

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

### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **Student Code of Conduct**

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

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

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

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing, as prohibited by Board policy JFCF/GBNA-Hazing/Harassment/Intimidation/Bullying/Menacing and accompanying administrative regulation
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM – Threats of Violence;
5. Disorderly conduct, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ – Weapons in the Schools;
7. Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB – Vandalism/Malicious Mischief/Theft and JFCB – Care of District Property by Students including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco, alcohol or drugs, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI – Use of Tobacco, Alcohol or Drugs JFCG – Tobacco Use by Students, JFCH – Alcohol and JFCI – Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to ODOT.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

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

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

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

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

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

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

## **CONFERENCES**

Open house and parent conferences are scheduled each fall. Please see our webpage for this year's dates.

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

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

## **COUNSELING**

### **ACADEMIC COUNSELING**

Students are encouraged to talk with the district counselor, teachers and building administrator in order to learn about the curriculum, course offerings and graduation requirements. All students in grades 7-12 and their parents shall be notified annually about the recommended courses for students. Students who are interested in attending a college, university or training school or pursuing some other advanced education, should work closely with their counselor and the ASPIRE, Talent Search, and GEAR UP coordinator so that they may take the courses that will

best prepare them for their future. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

## **PERSONAL COUNSELING**

A counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, drug, alcohol or tobacco dependency. The counselor may also make available information about community resources to address personal concerns.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the building principal or a counselor prior to [June 1] of the school year in question, or no later than [six] weeks prior to a semester break during a school year. Requests to change a student's assigned class at other times must be directed to the building principal and/or guidance counselor. Students may not drop or change a class after the first two weeks of each semester. Final decisions are the responsibility of the building principal or designee.

## **COUNSELING CENTER**

The Counseling Center maintains student permanent records including grades, testing, correspondence concerning student progress, and graduation requirements. Our counselor will help you with course selection and program planning to meet graduation requirements and personal-vocational goals. Our counselor and your academic advisors can help you locate college and vocational materials and answer questions you may have about college or vocational schools. Students seeking self-understanding or changing behavior patterns may find time with a counselor well spent. Time spent in counseling will help you with personal, emotional, educational and vocational concerns.

## **TRANSCRIPT EVALUATION**

Transfer credits and attendance may be accepted or rejected at the discretion of the district consistent with Oregon Administrative Rules and established district policy, administrative regulation and/or school rules.

## **CYBERBULLYING**

The district also prohibits any form of harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation.

## **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such damages. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines, and Charges.

## **DANCES / SOCIAL EVENTS**

The rules of good conduct, dress code, and grooming shall be observed for school dances and social events. Guests are generally not permitted at junior high social events. Guests at high school events will be expected to observe the same rules as students attending the events, and the guest must complete a guest pass at least 1 day prior to the event. The person inviting the guest will share responsibility for the conduct of the guest. A high school student attending a dance or social event may be asked to sign out when leaving before the end of the activity. A junior high student may not leave an event unless a parent has been contacted. Anyone leaving before the official end of the activity will not be readmitted. A student who is absent from school due to illness, exclusion, or suspension will not be allowed to participate in school-related activities, **including dances and social events, on that day or evening unless prearranged in writing or a phone call to the administration or designee.**



## **Grades 7 – 8**

The Middle School student council will plan or delegate regular social events for the 7-8 student body, within the following parameters:

1. Activities may include dancing, games, approved movies/videos, etc.
2. There will be no more than one event per academic quarter.
3. Events will be from 7:00pm until 9:00pm. Students will need to pre-register with a signed parental permission form, and will stay for the duration of the event. Late-arriving students will not be admitted, and students may not leave before the scheduled end time, unless a parent has been contacted.
4. There will be at least two RCCS staff present for each event. The names of at least two parent chaperones must be submitted to the principal by noon of the Wednesday preceding the event.
5. Participation is limited to grade 7-8 Reedsport Community Charter School students and guests are generally not permitted unless prior approval has been obtained from the principal or designee at least 1 day in advance. High school or older students are not permitted at grade 7-8 events, however, parents are welcome and encouraged to attend.
6. The student code of conduct and dress code remain in effect: misbehavior will result in disciplinary action.
7. The school dress code is also in effect and will be enforced.
8. A Reedsport Police Officer or School Resource Officer is present at the beginning of all events; a breathalyzer may be used on all students as they enter.

## **Grades 9 – 12**

The High School student council will plan or delegate dances for the 9-12 student body, within the following parameters:

- There will be no more than one dance per month.
- Dances will be from 8:00pm until 11:00pm. (After-game dances will begin at the conclusion of the game, and end at 11:30pm. Prom will be from 8:00pm until 11:00).
- There will be at least two faculty advisors present for each event. The names of at least two parent chaperones must be submitted to the principal by noon of the Wednesday preceding the event.
- Participation is limited to grade 9-12 RHS students and their guests. Guest passes are required and must be completed by noon of the Thursday before the event. Guest passes may be denied at the discretion of the administration. Each student may host only one guest, and guests must remain with their hosts. Students younger than 9<sup>th</sup> grade may not attend, however, parents are welcome and encouraged to attend.
- The student code of conduct remains in effect: misbehavior will result in disciplinary action.
- A Reedsport Police Officer or School Resource Officer is present at the beginning all events; a breathalyzer may be used on all students as they enter.

## **DISCIPLINE/DUE PROCESS**

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

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

The district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, work detail, suspension, expulsion, loss of driving privileges and loss of right to apply for driving privileges and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

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

When students commit drug and alcohol-related offenses, school imposed discipline may also include completion of a district selected and approved drug and alcohol assessment and rehabilitation program.

### **Detention**

A student may be detained outside of school hours for not more than three hours on one or more days if the student violates the Student Code of Conduct. After school detention may also be assigned from 3:55 to 4:30 p.m. The after school detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Lunch detention is assigned as needed, and parents will be notified any time a student is assigned more than three lunch detentions in an academic quarter.

Students must be seated in the detention room BEFORE 3:55 or within ten minutes of the start of their lunch period, with school work and/or reading material. No personal electronic devices, talking, or sleeping are allowed. Students must follow all instructions given by the detention supervisor.

### **Suspension**

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

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

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

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

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

The following is part of Oregon State Law as pertains to the duty of pupils. Since many students do not know what the law is regarding the students, we have printed it for your convenience:

#### **Suspension/Expulsion**

1. Public school pupils shall comply with rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority.
2. The district school board has authorized, in district policy, the discipline, temporary exclusion, suspension, or expulsion of any refractory pupil.
3. Willful disobedience, open defiance of a teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, temporary exclusion, suspension, or expulsion from school.
4. Expulsion of a pupil for any cause shall not extend beyond the current term or semester.
5. An alternative to suspension may include a temporary exclusion or disciplinary measures such as work, detention, loss of privileges, etc.
6. Absences due to suspension and/or temporary exclusion will be considered excused and it is the responsibility of the student to make up the missed assignments.
7. Absences due to expulsion will be unexcused.
8. A temporary exclusion is when a student is denied the right to attend school determined by the administration not to exceed seven (7) calendar days.
9. A suspension is *immediate* removal from school by the administration not to exceed seven (7) calendar days. A student will be suspended immediately when he or she is a physical threat to themselves or other students or staff.

## **Expulsion**

A student may be expelled for severe or repeated violations of the Student Code of Conduct.

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

An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

## **Fighting**

Fighting will result in suspension for a period deemed appropriate by the administration. Students may also be referred to law enforcement.

## **HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING**

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Students who are found to be in violation of this policy will be subject to discipline up to and including expulsion. Students may also be referred to law enforcement.

## **Discipline of Students with Disabilities**

When a student being served by an Individual Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

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

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

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

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including, web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

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

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

The district may designate the time, place and manner for distribution.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, to prevent disruption and to avoid safety hazards. Students will observe a reasonable amount of modesty in choosing their clothing. Students not in compliance may be asked to do one of the following: change their clothing, call a parent to bring a change to school, be excluded from the classroom, or be sent home. The dress code applies to all field trips and other school sponsored activities.

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

Dress and grooming while in school is the responsibility of the student. When dress and/or grooming disrupts the learning process, affects the individual student, other students, or the learning climate of the school, it becomes a disciplinary matter.

### **Hats, hoods, or sunglasses are not worn in the building during school hours (7:30 a.m. – 4:00 p.m.).**

Exceptions are made for special activities like spirit days. Hats should be stored in lockers upon entering the building.

- Shoes must be worn at all times.
- Slippers or pajamas are not permitted.
- Bare midriffs, shirts of see-through material, low cut shirts, halter tops, tank tops/spaghetti straps, or cut shirts, and shirts with modified or large holes will not be permitted.
- Clothing or jewelry bearing inappropriate logos, or caricatures or logos of products illegal for students will not be permitted.
- Clothing or jewelry with obscene or profane references and comments, or with illicit drug or alcohol references are prohibited.
- No undergarments should be visible.
- Tights and leggings (including yoga/exercise pants) must be worn with shorts, skirts, or dresses, which must be no higher than mid-thigh and stay at the appropriate length during normal movement.
- Jeans with holes that are higher than mid-thigh are not allowed.
- All pants must be worn so that underwear is not showing.
- Shorts, skirts, and dresses must be no higher than mid-thigh and stay at the appropriate length during normal movement.

### **Physical Education/Physical Skills:**

- Clothing worn for PE shall conform to the all other dress code standards.
- The regular PE uniform is a t-shirt with sleeves that cover the shoulder and have no holes or modifications and athletic shorts that are no higher than mid-thigh. Spandex are not allowed unless covered by appropriate shorts or sweat pants.
- Athletic shoes must be worn.

Science/Laboratory:

- Students working in science labs are required to wear long pants.
- Students may also be required to wear protective gear for long hair and eye protection.

Shop:

- Students are required to wear long pants.
- Students are prohibited from wearing “baggy” clothing or clothing with holes.
- Students may be required to wear protective gear for long hair and eye protection.
- Students working with specialized tools or machinery may be required to wear protective clothing specific to that tool or machine (e.g. welding masks).

Student Responsibilities:

1. A student’s dress and grooming shall contribute to a well-groomed look, shall not interfere with the learning process and shall not constitute a health or safety hazard.
2. Students participating in co-curricular activities do so by choice and, as such, may be required by the coach or advisor to wear specified attire and may be restricted to certain types of grooming.
3. No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
4. The administration shall have the prerogative of prohibiting specific items of clothing, which, in its judgment, distract from the educational process. Students will be counseled regarding problems of dress and grooming, and subject to disciplinary action in appropriate cases.

## **DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month in accordance with the requirements of law.

At least one emergency drill will be conducted each month for students grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

At least one lockdown drill will be conducted each year for students in grades 7-12.

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

## **DRUGS**

### **USE OF TOBACCO PRODUCTS AND IMITATION SUBSTANCES**

Any student involved in the use of tobacco products or imitation substances (example: clove cigarettes) on school grounds during the school day or school sponsored activity will be suspended for a period of two days and the local police will be notified. Any student in possession of tobacco products on school grounds or during school sponsored activity may be given a citation by the police for each possession.

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

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

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

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

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

The district's drug, alcohol and tobacco prevention program will be reviewed and updated annually.

Parents are encouraged to contact the school office for information on district and community resources available to assist students in need.

### **REEDSPORT SCHOOL DISTRICT POLICY ON DRUGS, ALCOHOL, TOBACCO AND IMITATION SUBSTANCES**

In implementation of this policy, District 105 staff shall:

1. Develop administrative action for students who violate this policy by using, transmitting, or possessing alcohol, drugs, controlled substances or imitation controlled substances.
2. Shall disseminate information to explain the policy and administrative action to all students, staff and parents.
3. Shall develop in-service and provide training for staff and other individuals to effectively facilitate this policy.
4. Shall teach a drug and alcohol education curriculum to all students of the Reedsport School District.
5. Shall develop Drug and Alcohol Education Program (ADAPT) for counseling, education and treatment of all students who violate this policy or voluntarily refer themselves for drug and/or alcohol counseling.

#### **Rules for Drugs, Alcohol and Imitation Controlled Substances**

The unlawful possession or use of alcoholic beverages, drugs, controlled substances or imitation controlled substances on school district property or at any school district function is prohibited.

The use of school district property, buildings or school function or in any situation where it is reasonably foreseeable that further transactions could ultimately involve the use of school district property, buildings, or school function for the possession, use, transmission, distribution, gift, storage or sale of any alcoholic beverage or illegal drug, narcotic or imitation controlled substance is prohibited.

Being unlawfully under the influence of any drug or alcoholic beverage on school district property or at a school function is prohibited.

Students who are at risk because of a substance abuse problem will receive professional assistance. Assistance will follow one of two procedures.

#### **Non-disciplinary Procedures**

Non-disciplinary procedures will apply to students who self-refer.

Students who self-refer will not be subject to disciplinary action (however self-referral does not negate consequences of extracurricular rule violation) by the school district and all information will be treated confidentially. The district staff will inform the students that as soon as appropriate, contact will be made with the student's parents. It is the goal of the district staff to provide information to the student and the parent regarding the impact of chemical use on

his/her personal, physical, and academic wellbeing. The student and, if possible, the parent/guardian will meet with the school's designated representative to hold an interview and to develop a plan for assistance.

Students under referral status who are found by a school official to have used, possessed, or distributed alcohol or unlawful drugs shall be subject to discipline procedures listed below.

## **DISCIPLINARY PROCEDURES**

Students who are found by a school official, for a first time violation, to have used, possessed, or distributed chemicals shall be subject to disciplinary actions. Referral is no longer an option at this time. Administration shall:

- ◆ Notify and request an immediate conference with the parent(s) or guardian of the student.
- ◆ Suspend the student for the violation of the district policy pending expulsion.
- ◆ Notify the appropriate law enforcement/juvenile agency regarding the student's involvement in chemicals.

A conference will be held by the principal and may include the student, the student's parents, the police and school personnel. At the conference, the student will be questioned regarding the use and source of the drugs and/or alcohol.

Participation in a drug and alcohol program may be required.

## **DRUG AND ALCOHOL REINSTATEMENT FORM REEDSPORT SCHOOL DISTRICT**

The Reedsport School District Policy and Administrative Action on drug and alcohol use requires that if a student is found to be guilty of violating the policy regarding the possession, transmission or use of illegal drugs, alcohol or imitation controlled substances, the student and the student's parents shall be requested to sign a Drug and Alcohol Reinstatement Form. This Reinstatement Form guarantees that the student and parents will participate in a Drug and Alcohol Education Program provided by the district or another local agency. Should the student fail to successfully complete the program, the student will face a possible expulsion hearing.

I have been informed of the Reedsport School District Policy on Drugs and Alcohol as specified by the Administrative Action and agree to participate in a Drug and Alcohol Education Program.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

I have been informed of the Reedsport School District Policy on Drugs and Alcohol and agree to assist my child and to participate in a program as provided by the Reedsport School District.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

## **EMERGENCY CLOSURE MAKE-UP**

If a school or schools are closed due to threat(s) the district will, if determined appropriate by the administration exercise the option of making up the lost instructional time. If this action is taken, the information will be communicated as quickly as is reasonable.

## **EMERGENCY MEDICAL TREATMENT**

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

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

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

## **EMERGENCY SCHOOL CLOSING INFORMATION**

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

## **EXPANDED OPTIONS PROGRAM**

Upon providing evidence of successful completion of a post-secondary course through the Expanded Options Program, the district will grant credit to the student. By February 15<sup>th</sup> if participating under Oregon law,, the high school will send a notice by February 1st about the program explaining eligibility requirements. A student may apply to and be accepted by a post-secondary institution. If accepted and if a student wishes to take an eligible course through this program, a student must notify the district no later than May 15th of that year. The selected student will meet with an advisory team to establish goals and develop an educational learning plan.

## **FACILITY USE**

### **USE OF GYM**

Please stay off the gym floors and wrestling mats while wearing street shoes. Put your equipment away in its proper place before leaving. For reasons of safety the gym is an out-of-bounds area unless there is staff present—this includes lunch period.

## **FEES, FINES AND CHARGES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues
2. Security deposits
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student and/or parent
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.
6. Student accident insurance and insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Student identification cards
9. Fees for damaged library books and school-owned equipment
10. Lock or locker deposits
11. Fees for se of towels provided by the district for P.E. classes or athletics
12. Filed trips considered optional to the district's regular school program
13. Admission fees for certain extracurricular activities
14. Participation fees or "pay to play" for involvement in activities

The district may impose certain restrictions and/or penalties until fees, fines or damages are paid. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal or dean of students.



Fees, fines and charges owed to the district may be waived at the discretion of the superintendent or designee if:

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

A written or oral notice will be provided to the student and his/her parent(s) of the district's intent to collect fees, fines and charges owed. Notice will include the reason the student owes money to the district and the amount. The district may pursue the matter through a private collection agency or other method available to the district.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Students must be in attendance the day of the field trip, and may be restricted from attending if the field trip is optional and the student has poor attendance. Transportation for field trip participants to and from out-of-town/activities is provided by the school district. Students are to travel with the group to the out-of-town activities and also return with the group. The only exception will be with prior parental arrangement or with personal arrangement by the parent with the supervising staff or administration, allowing the parent to provide transportation. The supervising staff/administration will make the final decision.

## **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

## **FUND RAISING**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal or activities/athletic director at least ten days before the event. Fund Raising Request forms are available in the office or on the website.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

## **GANGS**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any 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.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. "Do-rags" and bandannas are prohibited. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation.

No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

## **GRADES**

### **CLASS RANKING**

The district's valedictorian and salutatorian may be permitted to speak as a part of the district's planned graduation program at the discretion of the building principal or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule.

### **GRADE REDUCTION/CREDIT DENIAL**

At the beginning of each school year or course, teachers will inform students and parents how students will be assessed and assigned letter grades for each subject or course.

#### **Grading Policy**

1. Letter grades:

**A** - Superior Achievement

**B** - Above Average

**C** - Average

**D** - Below Average

**F** - Course Failure

**I** - Incomplete /In Progress

**NG** - No Grade

**P** - Pass

2. The letter grade of "I," Incomplete/In Progress, is given when additional time is warranted to complete course requirements. Incompletes and In Progress grades must be made up prior to the next official grading period (progress, quarter, or semester reports) or the incomplete/in progress grade will become an F grade. Any exception must be approved by the school administration.
3. Teacher and students have a mutual responsibility in determining how and when the incomplete or in progress grade will be resolved.
4. The authority to change an incomplete grade belongs to the teacher. If the teacher is no longer in the district, then the school administrator will decide how the incomplete is to be resolved.
5. Grade changes must have administrative approval before the change becomes official.

**TRANSCRIPT EVALUATION – SEE COUNSELING**

## **GRADUATION**

### **GRADUATION EXERCISES**

Students in good standing who have successfully completed the requirements for a high school diploma, modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the district's diploma or certificate requirements will not be permitted to take part in the district's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

Students participating in the Graduation Exercises MUST also participate in Graduation Practice. Practice is held the week prior to Sunday's Graduation Ceremony.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the building principal or designee. All speeches will be reviewed and approved in advance by the building principal or designee. Graduation programs may be planned by the principal on the date selected by the principal.

## **GRADUATION DIPLOMA REQUIREMENTS**

The Board establishes graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma and alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or old or emancipated.

Students will have access to the appropriate resources to achieve a diploma, modified diploma, extended diploma or alternative certificate at each high school. The district provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student, who has the documents history of an inability to maintain grade level achievement due to the 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 district may award a modified diploma or extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. This requirement does not apply to a student who is emancipated or has reached the age of 18 at the time the modified diploma or extended diploma is awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, extended diploma, or alternative certificate in either four years after starting the ninth grade, or until the student reached 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, extended diploma or alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma extended diploma or 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.

Beginning in grade five, the district will annually provide information of the availability of a modified diploma, an extended diploma, and an alternative certificate and the requirement for the diplomas and certificate to the parents or guardians of a student taking an alternate assessment.

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

A student who received a modified diploma, extended diploma or 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 high school, unless reduced by the IEP team.

The district awards 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 individualized education program ("IEP") completes high school, the district 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, extended diploma or alternative certificate is contingent on the IES 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 through the high school curriculum guide.

Oregon State Law regarding graduation standards specifies three areas that must be satisfied for graduation from high school. The three areas are: credits, attendance, and proficiency in essential skills.

To meet these requirements, a student must have accomplished the following:

1. Have been enrolled, grades 9 through 12, for eight semesters unless the requirements for Early Graduation have been approved by the High School Principal and the Superintendent, and have been satisfactorily completed by the student.
2. Have earned and met the following requirements:
  - ❖ Reedsport Community Charter School– Graduation Plans/Requirements
  - ❖ RCCS – Standard Diploma
  - ❖ RCCS – Honors Diploma
  - ❖ RCCS – Modified Diploma
  - ❖ RCCS – Certificate of Attendance
3. The District will provide a number of options for credit for students in grades 9 – 12 to better meet individual education and interest needs. These will include options for:
  - Early Graduation (special arrangement, permission by school principal)
  - Delayed Graduation (special arrangement, permission by school principal)
  - Concurrent Programs – college credit, off campus experiences, i.e., work release, work experience (special arrangement, permission by school principal)
  - Independent Study (must be an accredited institution, permission by school principal)

Operational plans and procedures, appropriate reporting forms, and procedures for evaluation of student progress will be prepared to implement the options.

In those instances where a student has not completed State and District requirements of attendance, credits and competencies, but has been enrolled in the District’s secondary program, he/she may be awarded a Certificate of Attendance. The record documenting the student’s achievement for attendance, credits and competencies will be the Student Permanent Record Card.

Graduation Plans –Reedsport Community Charter School Diploma Requirements:

Pending school board approval, Reedsport Community Charter School is phasing in state mandated graduation requirement changes.

To receive a diploma from Reedsport Community Charter School, a student has the option to achieve 24, or 25 credits depending on the graduation year and diploma requirement plan. Students requesting early graduation must follow the proper procedures in order to assure the necessary time for evaluation and to earn the required credits.

### **Diploma Plans:**

#### Honors Diploma:

The 4x4 curriculum offers available courses for students to complete a minimum of 1.0 unit of credit each year until graduation in the following subject areas: Math, Science, Social Studies, and Language Arts. A student will earn a 3.50 G.P.A, and a total of 25 credits in specified areas to earn an honors diploma. (Please see the diploma requirements chart)

#### Standard Diploma:

The Standard Diploma will phase in new Oregon standards beginning with the graduating class of 2010. A student will be required to earn a total of 24 credits to earn a Standard Diploma.

Modified Diploma and Certificate of Attendance:

The Modified Diploma will be awarded to each student who has satisfactorily completed an educational program prescribed for the individual, for units of credit, competence, and attendance as outlined by an individual educational plan (IEP), a modified diploma plan, or other specified principal approved graduation plan.

Early Graduation:

Students seeking to earn their diploma must complete the following:

1. Formal written request from the parent and student to the high school principal
2. Credit evaluation filled out by the student and counselor
3. Credit evaluation and information from the counselor to the principal
4. Early graduation request must be made before the beginning of the student's senior year

Additionally, all diplomas require the following:

1. Demonstrate Proficiency in Essential Skills
2. Develop an Educational Plan and Profile
3. Demonstrate Employment Foundations, and Career Development, including the following areas:
  - Personal Management
  - Teamwork
  - Communication
  - Problem Solving
4. Demonstrate application of standards and essential skills
5. **48 total hours of community service completed for graduation**

Parents will be notified of the recommendation and are to give their written consent before the student is assigned to a Certificate of Attendance or Modified Diploma program. It is possible for the recommendation to come first from a student or a parent, in which case the Students Services Team would still convene to process the request. If the student is on a 504 plan or an IEP, the 504 or IEP team will make the final decision as to whether the student will be on a modified diploma or certificate of attendance track. All requests/or recommendations for a student to be placed on a modified diploma or certificate of attendance rack will go through an SST process.

Students that transfer into the Reedsport School District must meet the criteria described in the above paragraphs. Junior/Senior transfer students will be allowed to qualify for a certificate of attendance or modified diploma after a recommendation from the Reedsport Community Charter School Student Services Team. The counselor and the Multidisciplinary Team from the previous school will be contacted to receive input on past performance and effort.

Reedsport Modified Diploma and Certificate of Attendance students (possible recipients) are expected to maintain the same standards as all students at Reedsport Junior / Senior High School concerning attendance and behavior.

A modified diploma program does not necessarily mean that all standards or all classes are modified.

Students receiving a Reedsport Community Charter School Modified Diploma will receive a 'stamp' on the transcript, denoting, the student has completed modified diploma requirements.

The district will not allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Applied Mathematics in the student's language of origin.

**Credit By Proficiency**

The district may grant credit towards a diploma or modified diploma to students who demonstrate defined levels of proficiency or mastery of recognized standards, including knowledge and skills (e.g., state academic content standards and essential skills, industry-based or other national or international standards) by completing classroom or equivalent work; passing an appropriate exam; providing a collection of work or other assessment evidence; documentation of prior learning activities or experiences, or to complete any combination of the above as approved by the district. The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit.

In addition to credit by completing classroom or equivalent working as in a course of at least 130 clock hours, diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work;
2. Passing an appropriate exam;
3. Providing a collection of work or other assessment evidence and/or;
4. Providing documentation of prior learning experiences.

## **HALLWAYS**

- (A) There is to be no inappropriate touching, such as hitting, kicking, shoving, kissing, or hanging on to one another.
- (B) Voice levels should be kept at an indoor level.
- (C) Running or sliding in the hallways is unsafe, and prohibited.
- (D) During class time you need a valid hall pass to be allowed in the hallways.

## **HARASSMENT/INTIMIDATION/BULLYING/MENACING**

Harassment, intimidation, menacing or bullying, including cyberbullying by students, staff or third parties towards students is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district 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, bullying, intimidation, harassment or coercion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

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

“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 district-sponsored or grade level attainment, i.e., 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/staff; 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 regardless of the person’s willingness to participate.

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

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student property;
3. 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, national origin, marital status, familial status, source of income or disability.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational may also be considered cyberbullying, harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

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

“Retaliation” means harassment, intimidation, menacing or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of [hazing, harassment, intimidation[, menacing] or bullying and acts of cyberbullying or retaliation. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated, menaced or bullied and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the [employee position title] 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 district official.

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the board chair.

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

- |          |   |
|----------|---|
| Step I   | Any hazing, harassment, intimidation, bullying or menacing acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the principal or dean of students. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.  |
| Step II  | <p>The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.</p> <p>A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.</p> |
| Step III | If the complainant is not satisfied with the decision at Step II, 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 II 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's appeal within [10] working days,.   |

Step IV            If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

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

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying or menacing or acts of cyberbullying complaints and documentation will be maintained as a confidential file in the district office.

## **REPORT ALL HARASSMENT ISSUES IMMEDIATELY TO THE PRINCIPAL or Designee**

### **SEXUAL HARASSMENT...SEE COMPLAINTS**

## **HEALTH ROOM**

The health room, for ill students, is located in the counseling center. Students who become ill during the school day should report to the office. Please do not use the restrooms as a "sickroom." If you are ill, come to the office where we have made provision for you.

## **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Ted Homenick, the district's liaison for homeless students.

## **HOMEWORK**

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

## **IMMUNIZATION**

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

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

The parents of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that:

1. The student has received a vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.



The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

The parent of a student who is 6 years of age or younger and is beginning an education program with the district for the first time shall within 120 days of beginning the education program, submit a certification that the student has, within the previous 12 months received a dental screening.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parents or guardian of the student; or
3. The dental screening is a burden, as defined by the State Board of Education, for the student or the parent or guardian of the student.

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

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction Human Sexuality, AIDS/HIV and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the principal for additional information and procedures.

### **HIV HBV and AIDS - Students**

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition or AIDS diagnosis to the district.

"Special risk" student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health care provider as well as parents of any students with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department

excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the superintendent.

- \* HIV - Human Immunodeficiency Virus
- \*\* AIDS - Acquired Immune Deficiency Syndrome
- \*\*\*HBV - Hepatitis B Virus
- \*\*\*\*HCV – Hepatitis C Virus

## **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 through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

## **LIBRARY MEDIA CENTER**

The Library Media Center is open to all students each school day from 7:30 a.m. to 4:00 p.m. The purpose of this center is to supply materials, which will supplement and enrich the student's classroom experience. Materials include references, computers, books, magazines, newspapers and career information.

## **LOCKERS**

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

## **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each month. Loss or suspected theft of personal or district property should be reported to the school office.

## **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **MEDICINE AT SCHOOL**

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

### District Administered Medication

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

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

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

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

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

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

#### Self-Medication – 7-8 Grades

Students who must take prescription and/or over-the-counter medication during the school day or at school-sponsored activities must bring a *Request for Schools to Administer Medication* form.

The request must include, for prescription medication, the physician's written instructions and name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the student's and physician's name and instructions.

Over-the-counter medication must be accompanied by the parent or physician's written instructions and kept in its original container.

If a parent wants a student to self-medicate, a request must be approved by the principal or designee. All such decisions will be based on the appropriateness of the student to self-medicate, the safety of other students, the student's age, type of medication and amount of medication the student may possess. Self-administration of any controlled substance as defined by law and as may be prescribed by a physician may be permitted only upon written request from the parent.

District officials will either give the medicine at the proper times or give the student permission to take the medication as directed.

#### Self-Medication – 9-12 Grades

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication upon written request of the parent and building principal or designee permission. In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication.

Students may have in their possession only the amount of medication needed for that school day. Sharing or borrowing medication is strictly prohibited.

Permission to self-medicate may be revoked if the student is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

## **MOVING TO ANOTHER SCHOOL – CHECK-OUT PROCEDURE**

Any student who is going to move to another school during the school year must check out of Reedsport Community Charter School. To begin the checkout procedure, students need to bring a note from home indicating the date they will be leaving school. Then the student needs to turn in all your books and any other property belonging to District 105. Students also need to bring money necessary to pay any fines or charges that they may have. Plan to do this one to two weeks prior to checking out so that you have returned the property or the materials belonging to Reedsport Community Charter School. You will have transfer grades to take to your new school so be sure to hand in all work to your teachers prior to leaving and allow them enough time to grade these materials prior to your leaving. Fees are not refundable after two weeks. We ask parents and students to complete an optional exit survey so we can have data about why students are leaving our school.

## **ONLINE LEARNING**

The district may grant credit for approved online courses offered by district-approved institutions, online courses offered through a charter school or for online courses offered by the Reedsport Academy. Students may apply to take an online course and may receive credit for completion of approved online courses that meet district or state requirements and academic content standards. If there is a cost for the course, the student may be asked to pay the course fee.

Students may also apply to take an online, eligible post-secondary course through the district's Expanded Options Program. If a student wishes to receive credit toward graduation, which student and the online course offered through the post-secondary institution must meet statutory and district criteria. See Expanded Options Program.

## **PARENTAL INVOLVEMENT**

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 their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues.
3. Become a district volunteer. For further information contact the office.
4. Participate in district parent organization. The activities are varied, ranging from graduation activities to the charter board. Contact the office for parent involvement opportunities.

## **PARENTAL RIGHTS**

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parents(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

Cell phones, pagers and similar devices are not allowed in the classrooms or hallways during instructional time. They are banned in the locker rooms and restrooms at all times. They may be used before school, during passing times, at lunch or after school. Failure to follow this procedure may result in confiscation of the phone or communication device until the end of the school day; repeated offenses will result in disciplinary action. Please do not contact your student's communication device during instructional time as it disrupts learning. In case of an emergency, please contact our office and we will get a message to your student immediately.

Students may not access social media sites using district equipment, while on district property or at district sponsored activities unless the posting is approved by a district representative. Social media Web sites are Web sites such as, but not limited to, Facebook, Myspace, and Twitter. Accessing social media is not permitted during class time.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media Web sites when the student is not engaged in district activities and not using district equipment.

## **PERSONAL ITEMS – TOYS & GAMES**

Please do not bring personal items to school such as iPod's, MP3 players, cap guns, balls, water squirting devices, balloons, toys, games, etc. The school and staff are not responsible for the loss or damage of items brought by the student, and items that constitute a disruption may be confiscated and will be released to the student's parents.

Music devices, headphones and cameras are generally not allowed in classrooms, or locker rooms during instructional time, and cameras are never allowed in the locker rooms or restrooms. Failure to follow these procedures will result in the same consequences as cell phone/communication device use.

## **PHONE - STUDENT USE**

A school phone may be used to call parents, guardians or employers only.

Calls are to be made before school, during 4 minute breaks, lunch, or after school.

Anyone using profanity on the phone, shouting or excessive outburst, slamming the receiver down, or playing with the phone will be reported to an administrator and may lose their privilege of using the phone.

## **POSTERS, HANDOUTS, ETC.- Designated Bulletin Board**

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

## **PROGRAM EXEMPTIONS**

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

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

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

## **PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development.

Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

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

Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements. Students will be placed in the grade level or course best suited to meet their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the district.

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

## **REPORTS TO STUDENTS AND PARENTS**

Progress reports for students with failing and/or near failing grades will be mailed 4 ½ weeks prior to the 9 week grading period. Parents will be notified of student benchmark progress as appropriate. Letter grades will be used. Progress will be based on many factors including assignments, both oral and written; class participation in some cases; special assignments; research activities and other identified criteria. Teachers must inform parents if a student is failing a class.

## **SCHEDULES (Curriculum Guide)**

### **BRAVES GUIDE TO REGISTRATION**

A copy of *Braves Guide to Registration* may be obtained at the high school office.

## **SCHEDULE CHANGES**

Students were asked to carefully plan their schedule for the ensuing school year. Course requests were processed by a computer to give the best schedule possible. Only necessary or administrative course changes will be made. Within the first 5 school days of a semester, a schedule change may be student-initiated. There will be no class changes after 5 school days into the semester unless the change is teacher or administrator initiated. All class changes must be initiated in writing and submitted to the counselor. Parental approval is needed for course changes other than administrative changes, which may need to be made. If a student's computerized schedule is in error, we will make every effort to rectify it for the student if requested. Students must continue to attend classes for which they are scheduled until the requested change(s) have been approved, otherwise the student may be considered truant.

## **SCHOOL CALENDAR**

To view a current school calendar, please go our district website, [www.reedsport.k12.or.us](http://www.reedsport.k12.or.us) and click on the calendar tab on the left side of the district home page. If you prefer, our office will supply you with a hard copy when requested.

## SCHOOL PROGRAM

Reedsport Community Charter School contains grades 7 through 12. It has a seven period day and a daily advisory period. Periods are approximately 48 minutes long. We are a closed campus, with high school students allowed to leave during lunch time. A closed campus means that you cannot leave campus (9-12 grades, lunch excepted) without checking out at the attendance office.

## SCHOOL PROPERTY

### VANDALISM / MALICIOUS MISCHIEF

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma and records may be withheld. See Fee, Fines and Charges.

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined.

Students and citizens are urged to cooperate in reporting any incidents of vandalism/malicious mischief and the name(s) of the person(s) responsible, if known.

Each employee of the district will report to the principal incidents of vandalism/malicious mischief and the name of the person, if known. **The district/school will hold students and their parents responsible for loss or damage for district property.** Students who willfully destroy school property through vandalism/malicious mischief or arson, who commit larceny, or who create a hazard to the safety of other people on school property will be suspended and referred to law enforcement authorities

## SEARCHES

### Searches

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 or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the 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 officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

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.

Items found which are evidence of a violation of law, policy, regulation or [school rule] [the Student Code of Conduct] may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### **Questioning**

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

Parents are advised that in suspected child abuse cases, the Oregon Department of Human Services, Community Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **SKATES, BICYCLES, ETC.**

### **SKATEBOARDS, SKATES AND ROLLERBLADES ON CAMPUS**

The use of skates, rollerblades, skateboards and other similar devices are prohibited on school property at all times unless special permission is given by the building principal for a specific activity.

The district assumes no responsibility or liability for personal injury or loss or damage to skateboards, skates or rollerblades.

### **BICYCLES ON CAMPUS**

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 years of age must wear a helmet as required by law. Bicycles are not allowed in the building. See "VEHICLES ON CAMPUS"

The district assumes no responsibility or liability for loss or damage to vehicles or bicycles.

## **SPECIAL PROGRAMS**

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

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

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction.
- How the program, in which their student is or will be participating, will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation'
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited
- English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
  - Detailing the right to have their student immediately removed from such program upon their request;



- Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
- Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

### **Students with Disabilities**

The school provides special programs and services for students with disabilities. A student or parent with questions should contact the special education director.

The parental rights handbook contains notification to parents that they must notify the district prior to unilaterally placing their child in a private placement – either at the last IEP meeting prior to the unilateral placement, or in writing at least ten days prior to making the unilateral placement. The notification also informs parents that their notice to the district must inform the district that they do not accept the district’s offer of FAPE, that they will be making unilateral placement, and that they will be seeking public funding for their placement.

### **Title I Services**

The school provides special services for disadvantaged learners, Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school’s Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school’s participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent’s student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent’s student has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified, as required by law.

## **STUDENT EDUCATION RECORDS**

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

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

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

Education records are maintained in a minimum one-hour fire-safe place in the main office. Permanent records shall include:

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

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

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

#### **Transfer of Education Records**

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

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

Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

#### **Requests for Education Records**

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

#### **Access/Release of Education Records**

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

Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

#### **Provision For Hearing to Challenge Content of Education Records**

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

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

### **Social Security Number**

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

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

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

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **Student Restraint and Seclusion**

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

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

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

Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

## **SUPERVISION OF STUDENTS**

Adult supervision is provided to students during regular school hours 7:30 a.m. – 4:15 p.m., while traveling on district-provided vehicles to and from school and while engaged in district-sponsored activities.

## **TALENTED AND GIFTED PROGRAM**

### **Identification of Talented and Gifted Students**

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

### **Appeals**

Parents may appeal the identification process and/or placement of their student in the district's program as follows:

#### **Informal Process:**

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration;
2. The teacher will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, other teachers, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

#### **Formal Process:**

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the principal;
2. The principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the school TAG committee;
3. The School TAG committee, including principal, teacher members, and counselor, shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;

- If the parent(s) is still dissatisfied, he/she has access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

The district's TAG program and service options will be developed and based on the individual needs of the student.

### **Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint.

The superintendent will report the recommendation to the Board whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

## **TRANSPORTATION OF STUDENTS**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

### **Transportation Rules**

#### **RULES GOVERNING PUPILS RIDING SCHOOL BUSES DESCRIPTION OF MISBEHAVIOR**

1. Pupils will obey the driver at all times.
2. Pupils will not throw objects.
3. Pupils will not have in their possession knives, guns or any other object, which might be used as a weapon.
4. Pupils will not fight, wrestle or scuffle.
5. Pupils will not stand up and/or move from seats while the bus is in motion.
6. Pupils will not extend hands, head, feet or objects from windows or doors.
7. Pupils will not possess matches or other incendiaries and concussion devices.
8. Pupils will use emergency exits only as directed by the bus driver.
9. Pupils will not damage school property or the personal property of others.
10. Pupils will not threaten or physically harm the driver or other riders.
11. Pupils will not do any disruptive activity which might cause the driver to stop the bus in order to reestablish order.
12. Pupils will not make disrespectful or obscene statements.
13. Pupils will not possess and/or use tobacco, alcohol or illegal drugs.
14. Pupils will not eat or chew gum.
15. Pupils will not carry glass containers or other glass objects.
16. Pupils will not take onto the bus skateboards or other large objects which might pose safety risks or barriers to safe entry and exit from the bus.
17. Pupils will accept assigned seats.
18. Pupils will stay away from the bus when it is moving.
19. Pupils will be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses).

20. Pupils will answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

\*These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others."

### **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the year: The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervision, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

### **Activity Bus Rules**

1. There will be one school-authorized chaperon on each bus in addition to the driver (unless the driver is the school-authorized chaperon).
2. Roll will be called before the bus leaves Reedsport and before the bus returns home after the activity. The school will provide lists of students.
3. Under no circumstances is any student to return to Reedsport by any means other than the bus they came on. The chaperon may release a student to a parent or legal guardian.
4. All students are expected to exhibit good, safe conduct while on the bus.
5. Failure to maintain good conduct may be cause for loss of bus privileges.
6. Students must remain with their group at all times. You cannot leave the group to go elsewhere.

### **TRAVEL SERVICES**

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the superintendent on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

## **VEHICLES ON CAMPUS**

Students are notified that as a condition of parking on district property, students must observe all traffic and safety laws and that not doing so may result in disciplinary action including loss of parking privileges. Students are also notified that district officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Students driving cars to school must meet the following responsibilities:

1. School, local, and state traffic regulations must be obeyed.
2. Students are not to park in staff parking – designated areas. (Along the Shop/Art Building and Breezeway by Locker room and Gym.)
3. No student vehicles are allowed to leave the school grounds during class times without office permission.
4. Any student violating reserved parking areas or the no parking area will be asked to park his/her vehicle off campus. A vehicle may be towed away at student expense and he/she may be suspended from school pending a parent conference;
5. Students are not to be in the parking area during school hours without a pass from the main office. Passing times to and from lunch time are exceptions.
6. For safety reasons, a speed of five miles per hour should be observed when driving on the parking lot;
7. Student drivers will not be allowed to transport another student during regular school time unless permission is obtained from parents or guardians and/or the building administrator.

Parking privileges, including driving on district property, may be revoked by the building principal or designee for violation of Board policies, administrative regulations, or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. They may not be ridden anywhere but outside and in designated areas. Bicycles, skateboards, roller- or in-line skates or scooters should not be ridden in the car parking lot during the school day. 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.

## **VISITORS**

Parents are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. The principal or designee will approve requests to visit as appropriate. Students will not be permitted to bring visitors to school. There will be no visitors or quest passes issued.

## **WORK RELEASE/HOME RELEASE**

Seniors may request up to three periods of Work Release. Permission will be granted to those students who have met the following criteria:

1. On track to graduate
2. Employer statement of work duties and signature
3. Parent permission
4. Current Resume'

Seniors may request two periods of Home Release. Permission will be granted to those students who have met the following criteria:

1. On track to graduate
2. Have completed 21 credits by the end of the Junior year
3. Have at least a 2.0 GPA

4. Have a written post-high school plan
5. Current Resume'
6. Parent permission

**During periods of Work or Home release, students are expected to be OFF CAMPUS.**



# Behavior Addendum

<u>Prohibited Student Behavior</u> Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.	<b>Category</b>
Affection, Excessive public display (more than holding hands).	B
Alcohol, possession or use.	D
Assault or intentional physical act to inflict injury or damage to another person.	D
Bomb threats	D
Bullying (including cyber bullying) another, or a group (i.e., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).	B
Cheating to include copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment of test. ***Use of cell phones or any other unauthorized electronic devices during test constitutes cheating.	B
Disrespectful, disobedient or defiant to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner.	B
Disruptive behavior, in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up. At the third offense, the item will be confiscated until the end of the year.	A
Dress code violation	A
Drug possession, use, or sale.	D
Extortion or using threats or fear to force another student to give up money, school work, possessions, or inappropriate actions.	C

Fighting. Shoving and exchanging of blows with the intent to injure. <u>Both offenders will be punished</u> : however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender.	C
False sounding of Fire alarm. This will also result in notification of the SRO.	C
Falsely signing or altering a document to make it false.	B
Littering on campus.	A
Profanity/vulgarity in public conversation or in class.	B
Sexual harassment, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.	C
Slander or Spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.	B
Theft/possession of stolen items.	C
Threat of physical violence to staff or fellow student.	C
Tobacco products or related paraphernalia.	C
Truancy, Skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, missing (cutting) classes.	B
Unsafe behavior, including but not limited to, tripping, shoving, or horseplay.	B
Vandalism or deliberate destruction of school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.	C
Weapons Possession	D

## **BEHAVIOR RUBRICS**

Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding on Administrators. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

<p style="text-align: center;"><b>“A” CATEGORY BEHAVIORS</b></p> <p style="text-align: center;">These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe.</p>			
<ul style="list-style-type: none"> <li>• Disruptive behavior, in classroom areas</li> <li>• Disrespectful comments</li> <li>• Improper use of electronic devices</li> <li>• Dress code violation</li> <li>• Littering on campus</li> </ul>			
<p style="text-align: center;"><b>“A” CATEGORY CONSEQUENCE GUIDELINES</b></p>			
<p style="text-align: center;"><b>1<sup>ST</sup> REFERRAL</b></p> <p style="text-align: center;">Counseling assigned. Parent notified.</p>	<p style="text-align: center;"><b>2<sup>ND</sup> REFERRAL</b></p> <p style="text-align: center;">Parent notified. Detention(s) assigned.</p>	<p style="text-align: center;"><b>3<sup>RD</sup> REFERRAL</b></p> <p style="text-align: center;">In-school suspension ( Day)</p>	<p style="text-align: center;"><b>4<sup>TH</sup> REFERRAL</b></p> <p style="text-align: center;">In/out of school suspension (1-3 Days)</p>

<div><div><b>“B” CATEGORY BEHAVIORS</b></div><div>These behaviors are handled by teachers, teams, and administration.</div></div>			
<div><ul style="list-style-type: none"><li>● Affection, excessive public display</li><li>● Bullying</li><li>● Cheating</li><li>● Disrespectful or disobedient to school personnel</li><li>● False signature</li></ul></div>		<div><ul style="list-style-type: none"><li>● Profanity/vulgarity</li><li>● Slander</li><li>● Truancy, skipping class or teacher/administration detention, failure to appear</li><li>● Unsafe behavior</li></ul></div>	
<div><div><b>“B” CATEGORY CONSEQUENCE GUIDELINES</b></div></div>			
<div><div><b>1<sup>ST</sup> REFERRAL</b></div><div>Parent/Teacher/Admin conference, counseling, after-school detention</div></div>	<div><div><b>2<sup>nd</sup> REFERRAL</b></div><div>In-school suspension (1-2 Days)</div></div>	<div><div><b>3<sup>rd</sup> REFERRAL</b></div><div>In/out of school suspension (1-3 Days)</div></div>	<div><div><b>4<sup>th</sup> REFERRAL</b></div><div>Out of school suspension (4-9 Days)</div></div>

<p style="text-align: center;"><b>“C” CATEGORY BEHAVIORS</b></p> <p style="text-align: center;">These behaviors are considered severe and warrant immediate referral.</p>		
<ul style="list-style-type: none"> <li>• Extortion</li> <li>• Fighting</li> <li>• Fire Alarm, false</li> <li>• Sexual Harassment</li> <li>• Theft/possession of stolen items</li> </ul>	<ul style="list-style-type: none"> <li>• Threat of physical violence</li> <li>• Tobacco products or related paraphernalia</li> <li>• Vandalism</li> <li>• Computer Abuse</li> </ul>	
<p style="text-align: center;"><b>“C” CATEGORY CONSEQUENCE GUIDELINES</b></p>		
<p style="text-align: center;"><b>1<sup>ST</sup> REFERRAL</b></p> <p style="text-align: center;">Out of school suspension (2 Days)</p>	<p style="text-align: center;"><b>2<sup>nd</sup> REFERRAL</b></p> <p style="text-align: center;">Out of school suspension (4 Days)</p>	<p style="text-align: center;"><b>3<sup>rd</sup> REFERRAL</b></p> <p style="text-align: center;">Out of school suspension (5-10 Days)</p>

<p style="text-align: center;"><b>“D” CATEGORY BEHAVIORS</b></p> <p style="text-align: center;">These behaviors are considered severe and warrant suspension or expulsion.</p>		
<ul style="list-style-type: none"> <li>• Alcohol, possession or use</li> <li>• Assault</li> <li>• Bomb threats</li> </ul>	<ul style="list-style-type: none"> <li>• Drug possession/sale</li> <li>• All weapons</li> </ul>	
<p style="text-align: center;"><b>“D” CATEGORY CONSEQUENCE GUIDELINES</b></p>		
<p style="text-align: center;"><b>1<sup>ST</sup> REFERRAL</b></p> <p style="text-align: center;">Expulsion Hearing</p>		

The categories in the Behavior Rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class in addition to one dress code violation would result in parent notification and detention)

## Contract

The success of the Behavior Management Discipline Plan for RCCS depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration management, faculty, and staff of RCCS, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Behavior Plan.

**Reedsport Community Charter School** is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

*Vincent R. Swagerty*

Principal, Reedsport Community Charter School

Your signature in the appropriate spaces below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

***As the parent of \_\_\_\_\_, I pledge:***

- ┆ to maintain high expectations for my child and the school
- ┆ to demonstrate consistent interest in my child's progress at school
- ┆ to support my child's best efforts
- ┆ to support and work with school staff to promote my child's learning

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***As a student at Reedsport Community Charter School, I pledge:***

- ┆ to be respectful to myself and others
- ┆ to attend school faithfully, complete my assignments on time, and work to my highest potential.
- ┆ to behave in a manner that does not disrupt classroom learning or the operation of the school.
- ┆ to obey requests by any authorized adult in the school.
- ┆ to refrain from aggressive or threatening behavior towards fellow students, teachers, and staff.
- ┆ to refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***I have read the Student Handbook for Reedsport Community Charter School and support the rules and expectations outlined herein.***

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*\*Please return the signed contract to your homeroom teacher\*\*\*\*\*

