



2016-2017
Siletz Valley Schools
Parent/Student Handbook



(Adopted August 9, 2016)

Table of Contents

CODE OF CONDUCT PARENT SIGNATURE FORM..... 1

CALENDAR..... 3

STAFF LISTING 4

MISSION 5

PREFACE³ 5

ADMISSION³ 5

ANIMAL DISSECTION 6

ASBESTOS 6

ASSEMBLIES 6

ASSIGNMENT OF STUDENTS TO CLASSES 6

ATTENDANCE.....6

 Absence and Excuses 7

 Exemptions from Compulsory Attendance..... 7

 Truancy 8

AWARDS AND HONORS 8

CLASS RANKING..... 8

CLOSED CAMPUS/OPEN CAMPUS..... 8

CLUBS AND ORGANIZATIONS 8

COMMUNICABLE DISEASES³ 8

COMPUTER USE 8

CONDUCT 9

 Student Code of Conduct 9

 Student Rights and Responsibilities..... 10

CONFERENCES 11

COUNSELING³ 11

CREDIT BY EXAMINATION 11

CREDIT FOR PROFICIENCY 11

CYBERBULLYING..... 11

DAMAGE TO PUBLIC CHARTER SCHOOL PROPERTY 11

DISCIPLINE/DUE PROCESS³ 12

Detention.....	14
Suspension	14
Expulsion	15
Discipline of Students with Disabilities.....	15
DISTRIBUTION OF MATERIAL	15
DRESS AND GROOMING	16
DRILLS -FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS.....	16
DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM ³	16
EMERGENCY MEDICAL TREATMENT	17
EMERGENCY SCHOOL CLOSING INFORMATION.....	17
EXTRACURRICULAR ACTIVITIES.....	17
FEES, FINES AND CHARGES ³	18
FIELD TRIPS	18
FOREIGN EXCHANGE STUDENTS.....	18
FUND RAISING ³	19
GANGS.....	19
GRADE CLASSIFICATION	19
GRADE REDUCTION/CREDIT DENIAL	19
GRADUATION EXERCISES.....	20
GRADUATION REQUIREMENTS	20
HAZING/HARASSMENT/INTIMIDATION/BULLYING, ETC.....	23
HOMEWORK.....	24
IMMUNIZATION, PHYS. EXAM AND VISION SCREENING/EYE EXAM ³	24
INFECTION CONTROL/HIV, HBV AND AIDS ³	25
Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction.....	25
HIV, HBV, AIDS - Students.....	25
INSURANCE ³	25
LOCKERS	26
LOCAL WELLNESS	26
LOST AND FOUND	26
LUNCH/BREAKFAST PROGRAM.....	26
MEDIA ACCESS TO STUDENTS.....	26

MEDICINE AT SCHOOL (NONPRESCRIPTION/PRESCRIPTION) ³	26
Premeasured Doses of Epinephrine	26
Public Charter School-Administered Medication	26
Self-Medication.....	27
ONLINE LEARNING	27
PARENTAL INVOLVEMENT ³	27
PARENTAL RIGHTS	28
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA	28
POSTERS	29
PROGRAM EXEMPTIONS ³	29
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS ³	29
RELEASE OF STUDENTS FROM SCHOOL ³	29
REPORTS TO STUDENT AND PARENTS ³	29
SEARCHES ³	30
Searches	30
Questioning.....	30
SENIOR TRIPS	30
SPECIAL PROGRAMS	30
Bilingual Students [English Language Learners]	30
Students with Disabilities	31
Title I Services	31
STUDENT/PARENT COMPLAINTS ³	31
Discrimination on the Basis of Sex Complaints	31
Education Standards Complaints	31
Instructional Materials Complaints.....	32
Placement/Enrollment of Homeless Students Complaints.....	32
Public Charter School Personnel Complaints	32
Staff Sexual Conduct with Students.....	32
Students with Disabilities Complaints	32
Students with Sexual Harassment Complaints.....	32
STUDENT EDUCATION RECORDS ³	33
Access/Release of Education Records	34

Provision for Hearing to Challenge Content of Education Records	34
Requests for Education Records	35
Social Security Number	35
Student Restraint and Seclusion.....	35
Transfer of Education Records	35
STUDENT SCHEDULES	36
SUMMER SCHOOL	36
SUPERVISION OF STUDENTS	36
THREATS	36
TOBACCO-FREE ENVIRONMENT	36
TRANSCRIPT EVALUATION	37
TRANSPORTATION OF STUDENTS ³	37
Transportation Rules	37
Disciplinary Procedures for Violations of Transportation Rules	37
VEHICLES/BICYCLES ON CAMPUS.....	38
VISITORS ³	38

CODE OF CONDUCT PARENT SIGNATURE FORM

Siletz Valley Schools (SVS and SVECA) does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

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

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

School Superintendent or Designee

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

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

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

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

I also understand that the public charter school 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 public charter school 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.**

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the public charter school for use in local school publications, other media and for such other purposes as deemed appropriate by the administrator. 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. **(Last sentence required only for grades 9-12.)**

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

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

Student’s Name (print): _____ Grade: _____

Student’s Signature: _____ Date: _____

Parent/guardian’s Signature: _____ Date: _____

Siletz Valley Schools – Parent/Student Handbook

SILETZ VALLEY SCHOOLS 2016-17 CALENDAR

2016	SUN	MON	TUE	WED	THU	FRI	SAT	
AUGUST								
AUG		1	2	3	4	5	6	15-26 Summer School - AVID Weeks 15-19 Student Registration Days
U	7	8	9	10	11	12	13	22-26 Hold for Professional Development Week (K-12) - Extra Duty
G	14	15	16	17	18	19	20	29-2 Teacher In-Service Week** -- All teachers report
	21	22	23	24	25	26	27	
	28	29	30	31				
SEPTEMBER								
SEP	4	5	6	7	8	9	10	5 Labor Day - Holiday 6 New Student Orientation - (K, 6th, 9th grade & new students (Half-Day)) 7 School Starts (Full-day) 8 Back-to-School Night
E	11	12	13	14	15	16	17	
P	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
OCTOBER								
OCT	2	3	4	5	6	7	8	7 School Improvement Day** (No students) 19-20 Parent Conferences - No School on 20 and 21*
C	9	10	11	12	13	14	15	
T	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
NOVEMBER								
NOV	6	7	8	9	10	11	12	4 End of First Quarter 11 Veterans Day - Holiday (No school) 21-25 Thanksgiving Break (No school)
V	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
DECEMBER								
DEC	4	5	6	7	8	9	10	15 Winter Music Program 19-30 Winter Holiday Break (No school) 26 Christmas Day - Observed
E	11	12	13	14	15	16	17	
C	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
JANUARY								
JAN	1	2	3	4	5	6	7	2 New Year's Day - Observed (No school) 3 School Resumes 16 Martin Luther King Day (Non-contract all staff) (No school) 27 End of 2nd Quarter 30 Planning Day (No school)
J	8	9	10	11	12	13	14	
A	15	16	17	18	19	20	21	
N	22	23	24	25	26	27	28	
	29	30	31					
FEBRUARY								
FEB	5	6	7	8	9	10	11	10 School Improvement Day** (No school) 20 Presidents' Day - Holiday (No school)
E	12	13	14	15	16	17	18	
B	19	20	21	22	23	24	25	
	26	27	28					
MARCH								
MAR	5	6	7	8	9	10	11	22-23 Parent Conferences - No School on 23 and 24* 27-31 Spring Break (No school)
A	12	13	14	15	16	17	18	
R	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
APRIL								
APR	2	3	4	5	6	7	8	3 School Resumes 7 End of 3rd Quarter 21 School Improvement Day** (No school)
P	9	10	11	12	13	14	15	
R	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
MAY								
MAY	7	8	9	10	11	12	13	29 Memorial Day - Holiday (No school)
A	14	15	16	17	18	19	20	
Y	21	22	23	24	25	26	27	
	28	29	30	31				
JUNE								
JUN	4	5	6	7	8	9	10	2 Seniors Last Day 3 Senior Graduation 6 Eighth Grade Promotion 7 End of 4th Qtr. / Last Day for Students - (Half Day) 8 Records Day / Teachers Last Day - No Students
U	11	12	13	14	15	16	17	
N	18	19	20	21	22	23	24	
	25	26	27	28	29	30		

Shaded - NO SCHOOL
 **School Improvement/Planning Days - (Staff Only/NO STUDENTS)

Student Contact (Days in Session) OAR 581-23-006 (1) (d) Scheduled days where students are under guidance/direction of teachers.
 *Teachers work Wed. and Thur. evenings for parent conferences in lieu of Friday
Conference days count as instructional time

**This calendar is subject to modification based on budget changes and/or school board action.
 The latest calendar may be found on the District's website at: www.siletzschoos.c**

Adopted 5/24/
 Revised 6/24/

Staff Listing

Administration

Superintendent/Principal	Sam Tupou
Asst. Principal/School Counselor	Kevin Van Zee
Office Assistant	Patricia Mills
Athletic Director/Dean of Students.	Joe Bailor
Attendance and Registrar/Nurse’s Assistant	Teri Nielsen
Business/HR Manager	Lisa Hall
Literacy Coach/Title I Coordinator	Brittney Trowbridge

Elementary School Teachers

Kindergarten	Virginia Thompson
First Grade	Elizabeth Hoover
Second Grade	Cherie Gervais
Third Grade	Courtney Vogt
Fourth Grade	Sarah Primiano
Fifth Grade	Diana Wilsey

Middle School Teachers

Sixth Grade (ELA)	Kyle Rakoz
Seventh Grade (Science)	Brian Arnold
Eighth Grade (Math)	Cindy McGraw
Social Studies/Dee Ni Language & Culture	Pat Whetstone
Physical Education K-8	Tara Underwood

High School Teachers

Language Arts	Kathleen Ritzman
Math	Candace Taylor
Science.....	Jesica Haxel
Social Studies	Ian Cady
Health/PE	Tara Underwood
Media & Technology K-12.....	Joe Bailor
Performing Arts K-12	Staff
Culture K-12.....	Pat Whetstone/Bud Lane
Credit Recovery 6-12.....	Barbara Sutherland

Special Education Staff

Teacher.....	Amanda Covington
Assistants.....	K. Parrish, P. Reed, M. Lindell
Speech Pathologist	Sally Clayton

Title Programs & Other Support Services Staff

Title I Coordinator	Brittney Trowbridge
Title I Assistants.....	Theresa Young, Sheri Southwell
Title VII Indian Education Specialist.....	TBA
Title IX Equal Educ. Opportunity	Kevin Van Zee
Instructional Assistants.....	Shelly Dockins, Staff
Section 504 Coordinator.....	Kevin Van Zee
Testing Coordinator	Merrick Kriz/Kevin Van Zee
TAPP Program	Mary Mueller

Facilities

Maintenance and Grounds.....	Joe Bailey, Tim Terris
Kitchen	Cheryl Hurley, Angie Karnes
Boosters.....	Rick Graff
PBS/SST Committees.....	Cherie Gervais/Kevin Van Zee

Siletz Valley Schools – Parent/Student Handbook

MISSION

Mission

To provide pathways for all students to excel in lifelong learning

The Siletz Valley Schools' staff strives to create a nurturing environment, foster a love of learning, motivate students to reach their full potential, and provide opportunities for students to achieve academic and social success.

Goals

- To graduate healthy, productive, and responsible citizens
- To provide a high-quality educational experience for each student
- To instill an appreciation for community and culture

History

Siletz Valley Schools consist of two independently operated public charters with the Lincoln County School District. Siletz Valley School (SVS), which originally opened as a public school in 1937, became a K-8 charter school in 2003 and is currently enrolling about 135 students. Siletz Valley Early College Academy (SVECA) was closed in 1983 but reopened in 2006 as a high school charter and is currently enrolling about 65 students. Both schools are governed by a five-member publicly elected school board, administered by its superintendent and administrative staff, and receive the majority of its operating funds through the State School Fund (SSF) with the remaining balance from grants and donations.

Building Hours

Regular school building hours are from **7:30 am to 3:30 pm**. Please do not drop students off at the school prior to 7:30am. The SCHOOL DAY begins promptly at 8:00am and classes end at 3:00pm. The school assumes responsibility only for enrolled Siletz Valley Schools' students on regular school days during building hours. The school offers breakfast starting at 7:30am to 8:00am, and lunch (time depends on grades and school schedule).

PREFACE

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

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

ADMISSION

A student seeking enrollment in the public charter school for the first time must meet all academic, age, immunization, 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.

Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process.

Enrollment Policy

1. The Kindergarten informational meeting with Head Start parents occurs in the spring. This meeting will give the parents information about the upcoming enrollment times.
2. During the first 2 weeks in April, enrollment announcements will be mailed home with students, posted around Siletz, printed in the News Times newspaper and the Siletz Tribal paper, and notice will be sent out to inform the public of the upcoming enrollment process. No early applications will be accepted.
3. Pre-Enrollment
 - *Our charter specifies that siblings of returning students will receive first priority during enrollment to strive to keep families together. Pre-enrollment is designed to accomplish that mandate.*
 - *Pre-Enrollment will begin on the **3rd Monday in April** and continue until the Open enrollment period begins..*
 - *During pre-enrollment, returning SVS and SVECA students and their siblings will be able to register for the*

Siletz Valley Schools – Parent/Student Handbook

upcoming school year. Admittance will be on a first-come, first serve basis. If more students apply for a class than space is available, applicants will be placed on a waiting list on a first-come, first serve basis.

4. Open Enrollment

- *Open Enrollment will begin on the **1st Monday in May**.*
- *Open Enrollment is open to all potential students. During this time, pre-enrollment guidelines will no longer be in effect and all in-district students will be accepted on a first come, first-serve basis. Out-of-district applicants will only be accepted after all in -district applications are placed.*
- *If more students apply for a class than space is available, applicants will be placed on a waiting list on a first-come, first serve basis.*

5. Who qualifies as a sibling?

The following students have equal standing as siblings:

- *Those with a biological tie sharing at least one parent, not necessarily living in the same household*
- *Foster children in the same household as the SVS/SVECA returning student*
- *Adopted children in the same household as the SVS/SVECA returning student. This household must be considered a “permanent placement home”.*

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

ANIMAL DISSECTION

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

ASBESTOS

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

The management plan is available for public inspection in the public charter school office. The administrator serves as the public charter school’s asbestos program manager and may be reached for additional information.

ASSEMBLIES

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

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the public charter school administrator or a counselor prior to June 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 public charter school administrator. Final decisions are the responsibility of the public charter school administrator or designee.

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school regularly unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five or six years of age who have been enrolled in a public school are required to attend regularly.

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

Siletz Valley Schools – Parent/Student Handbook

imposed fine, as provided by ORS 339.925.

The public charter school will notify the parent in writing that, in accordance with law, the administrator 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 administrator or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the public charter school;
4. A conference with the parent and student is required.

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

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

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

A \$500 incentive will be awarded to graduating students who maintain a yearly attendance (not averaged) of 92% in grades 9-12. Transfer students may also qualify on a pro-rated base.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Parent/guardian has up to 48 hours from the time of absence to excuse the absence. Absence from school or class may be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

Exemptions 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 request must be submitted in writing to the administrator 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.

Siletz Valley Schools – Parent/Student Handbook

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.

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 detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

AWARDS AND HONORS

Honor Roll

Academic distinction is earned at SVECA in several ways. Students who earn a GPA of 3.0 during a semester are placed on the honor roll. Students who maintain a 3.0 GPA, good citizenship records, and service contributions are eligible for nomination to the National Honor Society in their junior year.

CLASS RANKING

The public charter school's valedictorian and salutatorian may be permitted to speak as a part of the public charter school's planned graduation program at the discretion of the administrator 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. The graduating senior with the highest grade point average (GPA) is the class valedictorian, and the graduating senior with the second highest GPA will be the class salutatorian.

CLOSED CAMPUS

SVECA/SVS is a closed campus. Students from other schools or friends of SVECA/SVS students are not allowed on campus during school hours. Graduates or former students may visit after school or, with prior approval, during lunch. Guest speakers making classroom presentations must have prior approval from teachers. All visitors must sign in at the Attendance Office and carry a pass in the school. Unauthorized visitors will be asked to leave; repeated incidents will result in criminal trespass charges. Parents of SVECA/SVS students are welcome at any time, but need to check in/out at the Attendance Office. It is a PRIVILEGE for High School students to be able to leave campus during lunch, which can be revoked at any time for any single student, entire grade/class or the school if it is determined that students abuse this privilege. Elementary and middle school students are absolutely NOT allowed to leave campus during lunch time or anytime unless expressed permission has been given.

CLUBS AND ORGANIZATIONS

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

COMMUNICABLE DISEASES

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

COMPUTER USE

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

The public charter school's electronic communications system meets the following federal Children's Internet Protection Act

Siletz Valley Schools – Parent/Student Handbook

(CIPA) requirements:

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

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

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

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

CONDUCT

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

Student Code of Conduct

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

Off campus conduct and outside of school time conduct that violates the public charter school’s Student Code of Conduct may also be the basis for discipline up to and including 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, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation or bullying, menacing, cyberbullying and teen dating violence, as prohibited by Board policy JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence - Student, and accompanying administrative regulation,
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon* as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief, theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft including willful damage or injury to public charter school property; or to private property on public charter school premises or at school-sponsored activities;

Siletz Valley Schools – Parent/Student Handbook

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/GBK/KGC - Tobacco Free Environment, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of public charter school transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on public charter school property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 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 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 causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of public charter school property is a Class A felony, as provided by ORS 475.999.

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

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

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

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

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

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

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

Siletz Valley Schools – Parent/Student Handbook

CONFERENCES

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

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

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

COUNSELING

Student Support Team (SST)

This program provides prevention, education, and intervention for the SVECA/SVS community including students, parents or guardians, and school staff. The Student Support Team, an interdisciplinary team of support staff, meets regularly to discuss students who are not experiencing success at school. The team addresses the issues and needs of each student referred. SVECA/SVS believes that a team approach better utilizes resources and eliminates duplication of services. A referral process encourages staff, parents or guardians, or concerned friends to refer students to the counseling office if they suspect alcohol use or involvement with other drugs.

The school staff strives to facilitate academic, personal, and interpersonal growth for all students in a drug-free and safe school environment. Information about services is available to students, parents, guardians, and staff. If a student comes forth seeking help for alcohol or drug use and abuse, he or she will be referred for treatment without the fear of school discipline.

CREDIT BY EXAMINATION

A student, who has had sufficient prior formal instruction, as determined by the public charter school and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CREDIT FOR PROFICIENCY

In addition to credit by successfully completing classroom or equivalent work as in a course of at least 130 clock hours, a student may receive credit toward a 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 that meets Common Curriculum Goals and academic content standard required by OAR 581-022-1210;
2. Classroom or equivalent work in class or out of class, where hours of instruction may vary;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning activities or experiences, (e.g., certificate of training, letters, diplomas, awards, etc.).

CYBERBULLYING

The public charter school prohibits any form of harassment, intimidation or bullying, 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. Student or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

DAMAGE TO PUBLIC CHARTER SCHOOL PROPERTY

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

DISCIPLINE/DUE PROCESS

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

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

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

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

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

When an out-of-school suspension is imposed on a student in the fifth (5th) grade or lower, the public charter school shall take steps to prevent the reoccurrence of the behavior that lead to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student’s academic instruction.

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

Discipline (List below does not encompass every unforeseeable scenario or situation)

SVECA/SVS students are expected to demonstrate very high standards of behavior: to be in class on time, regularly attend school, and behave appropriately at school and at all school-sponsored activities. Various federal and state laws, as well as school board policies, govern and outline the operation of Siletz Valley School and Siletz Valley Early College Academy. These laws and policies are designed to protect the legal rights of students and provide operating procedures for the school. Discipline guidelines listed here apply to students while at school and school-sponsored events regardless of the time or location. If a student misbehaves, a process of progressive disciplinary action will be applied in an attempt to correct inappropriate and unacceptable behavior and focus the student on the path to educational and personal success. The goals of disciplinary action are to encourage students to:

- Accept responsibility for their actions
- Demonstrate improvement and personal growth
- Correct inappropriate and unacceptable behavior
- Develop better understanding of the problem and the need for behavior change

Discipline Interventions

Administrative Conference

School administration or designee meets with the student and parent or guardian. A contract to correct behavior is developed.

After School Detention

Student is required to attend the prescribed after-school detention time and date(s).

Confiscation

Contraband (electronics, communication devices, etc.) is taken away from the student for the remainder of the school day or longer if necessary.

Emergency Expulsion

The student is removed from school if he or she poses an immediate threat to him/herself, other students, school staff, or a threat of substantial disruption to the school. Parents and/or guardians will be notified and asked to pick up their child. Law enforcement will be notified if necessary.

In-School Suspension

The ISS may last for the remainder of a class period, multiple class periods, or from one to three days, depending on the severity of the misbehavior. Students are expected to work on class work, pick up litter, or perform some other community or school service project during the ISS. The ISS may be converted to an after school detention (ASD) by the request of a parent or guardian. The parent or guardian is notified.

Siletz Valley Schools – Parent/Student Handbook

Loss of Eligibility

When students use illegal substances, or are chronically absent from classes, vandalize school property, repeatedly bring contraband to school, or are not in good standing with the school, they will not be allowed to participate in school-sponsored activities such as clubs and athletics.

Long-Term Suspension

The student is removed from school for 11 or more days. The parent or guardian is notified.

Restitution

If a student damages, vandalizes or steals SVECA/SVS property, he or she will be expected to compensate the school for the loss by repairing or replacing the property.

Short-Term Suspension

The student is removed from school for one to 10 days, depending on the severity of the misbehavior. The parent or guardian is notified.

The table below shows disciplinary guidelines in more detail.

ASD: After-School Detention. The student serves detention/suspension after school hours. The parent or guardian is notified.

CONF: Conference w/ Staff. School staff meets with the student and parent or guardian. A behavior contract is developed.

ISS: In-School Suspension (i.e. ISS₁ means one day in-school suspension)

LAW: Law Enforcement Contacted

LOSS: Loss of Privilege

OSS: Out-of-School Suspension (i.e. OSS₃ means three days out-of-school suspension)

PARE: Parent Contact. School staff contacts Parent/guardian regarding infraction and possible consequences

PBIS: In-school Tiered Interventions

SUSX: Suspended Pending Expulsion

TEAC: Teacher Consequence

Detailed Guidelines for Disciplinary Action

Action Description	Response (depending on severity)		
Alcohol/Drugs/Tobacco:***			
Possession/Use	LAW	PARE	OSS3
Distribution (sale or delivery)	LAW	PARE	SUSX
Arson	LAW	PARE	SUSX
Assault (Depending on severity)	LAW	PARE	SUSX
Automobile Misuse	LAW	PARE	OSS3
Cheating (plagiarism, forgery or false information)	PARE	ISS1	
Defiance of Authority (Depending on severity)	PARE	OSS1	
Disruptive/Disrespectful Behavior	PBIS	ISS1	
Explosive Devices *	LAW	PARE	SUSX
Extortion	LAW	PARE	SUSX
Failure to Do Consequence	PBIS	ISS1	
Failure to Identify Self	PBIS	ASD	
False Alarm (bomb threat, etc.)	LAW	PARE	SUSX
Fighting (includes students who encourage the fight or fail to disperse when directed)	PARE	OSS3	
Harassment: (depending on severity)	PBIS		
Bullying	CONF	PARE	ISS/OSS
Intimidation/Verbal Assault	CONF	PARE	ISS/OSS
Sexual Misconduct (Also refer to Harassment)	LAW	PARE	SUSX
Inappropriate Behavior (includes public display of affection)	PBIS	ASD	
Inappropriate Dress/Dress Code Violation ** (see dress code, includes gang apparel)	TEAC	PBIS	ISS1
Inappropriate Language	TEAC	PBIS	ASD
Internet Misuse	TEAC	PARE	LOSS
No Detention Served	TEAC	ISS1	

Siletz Valley Schools – Parent/Student Handbook

Not Following Directions	TEAC	PBIS	ASD
Nuisance Material (laser pointer, cell phone, iPods, etc.)	TEAC	LOSS	ASD
Off Campus w/o Permission	ISS1		
Pushing/Shoving	PBIS	ASD	
Recklessly Endangering	LOSS	ISS1	
Safety Violation	TEAC	PBIS	
Spitting	TEAC	PBIS	
Talking Back/Arguing	TEAC	PBIS	
Tardiness	TEAC	ASD	
Theft:			
Minor	LAW	PARE	ISS1
Major	LAW	PARE	OSS1
Unexcused Absences/Skipping (includes leaving class w/o permission, possible loss of class credit)	PARE	CONF	ASD
Vandalism: (restitution required)			
Minor	PARE	REST	ISS1
Major	LAW	PARE	SUSX
Weapons * (firearms, knives, look-alikes, and other)	LAW	PARE	SUSX

*Includes pellet, air, or paintball guns; knives, clubs, fireworks, explosives, mace, pepper spray, etc. It is a violation of school policy and state law for any person to be in possession of a firearm or dangerous weapon on school premises, school-sponsored transportation, or other facilities used for school activities. Students who violate this policy are subject to discipline policies and procedures, including due process provisions regarding notification of parents or guardians. Students in violation of the policy are subject to a minimum one calendar-year expulsion, with a possible modification by the principal. School staff will notify the appropriate law enforcement agency or juvenile authorities with the names of violators.

**A gang is a group of three or more people who meet for antisocial or illegal activity. This includes recognized gangs and/or groups who gather to mimic gang activity. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color arrangement, trademark, symbol, or other attribute implies membership or affiliation with a gang is prohibited. Because gang symbols change frequently, the school follows law enforcement guidelines. Students will be asked to change clothing or refrain from gang behavior. Failing to do so will result in discipline, suspension, or expulsion. Student behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at any school-sponsored activities.

***Includes possession, use, under the influence, sale, delivery, or presence on school property or school-sponsored activity. Also includes paraphernalia intended for storage, use, or distribution of alcohol, drugs, or controlled substances.

Detention

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

Suspension (For students in the fifth (5th) grade or lower, see **Discipline/Due Process** section above.)

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

The public charter school 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.

Siletz Valley Schools – Parent/Student Handbook

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

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

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

Expulsion

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective; or c) when required by law.

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

An expulsion shall not extend beyond one calendar year.

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

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled 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 public charter school may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

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

DISTRIBUTION OF MATERIAL

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

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

Materials not under the editorial control of the public charter school may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or

Siletz Valley Schools – Parent/Student Handbook

prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the public charter school.

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

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

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

DRESS AND GROOMING

The public charter school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

SVECA/SVS students are expected to respect themselves, their fellow students, and school staff by dressing appropriately for school. Clothing must be in keeping with the standards of the community and must not be disruptive to the learning environment. The following rules apply on campus or at school-sponsored activities:

- No bare midriffs, half shirts, tube tops, or swimsuit tops (even under tank tops)
- No tank tops with open sides or backs.
- No pajamas and bedroom slippers.
- No visible front or back cleavage.
- No shirts or other clothing with writing that refers to sex, drugs, gangs, alcohol, tobacco, profanity, etc.
- No head coverings, bandanas, "head rags," hoods, visors, handkerchiefs, scarves, etc.
- No sunglasses or novelty contact lenses
- No gang-related attire, as defined by school staff
- Shoes and sandals must be worn on campus, as outlined in state health regulations
- Undergarments may not be exposed
- Shorts, skirts, and dresses must be no more than three inches above the knee.

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

DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS 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.

At least one fire drill will be conducted each month for students in grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

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

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.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any public charter school-related activity, regardless of time or location and while being transported on public charter school-provided transportation. Student in violation of the public charter school's 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 public charter school has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Siletz Valley Schools – Parent/Student Handbook

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

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

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

EMERGENCY MEDICAL TREATMENT

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

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

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the administrator may alter public charter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Information concerning the closure of our school for emergencies such as storms, road conditions, unexpected hazards or health precautions will be broadcast over the following radio stations:

<u>AM Radios</u>	<u>FM Radios</u>	<u>TV Stations</u>
KCUP 1230 AM	U92 92.7 FM	KATU Channel 2
KNPT 1310 AM	KCRF 96.7 FM	KOIN Channel 6
KBCH 1400 AM	KSHL 97.5 FM	KGW Channel 8
	KPPT 100.7 FM	KPTV Channel 12
	KYTE 102.7 FM	
	KLCC/KLCO 90.5	

In addition, the school and district will utilize an all-call phone system to inform parents and staff in case of emergency. Parents should not bring students to school and drop them off unless they are sure school will be in session and staff is present at school.

EXTRACURRICULAR ACTIVITIES

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

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

Athletics and Other Activities

Students can take advantage of athletics and other extracurricular programs, which are a significant part of the high school experience. SVECA will compete as a member of the Mountain West League Division 1-A, which participates in major sports for boys and girls including football, volleyball, basketball, wrestling, baseball, softball, cheerleading and track and field (when offered). In order to be involved in any of these athletic activities, a student must be enrolled full time, meet the academic standards set by OSAA and SVECA, and be in attendance all day the day of the activity to participate. (Detailed athletic program information in the **Athlete Code of Conduct Handbook**.)

Siletz Valley Schools – Parent/Student Handbook

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;
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. Instrumental 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 use of towels provided by the public charter school for P.E. classes or athletics;
12. Field trips considered optional to the public charter school's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

Sports Fees: High School-\$60; Middle School-\$40

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 administrator.

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

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

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

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

FIELD TRIPS

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

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 15, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 15.

Siletz Valley Schools – Parent/Student Handbook

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

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 administrator at least 10 days before the event.

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 public charter school policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The administrator or designee 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, public charter school 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 an effort to reduce gang involvement, the public charter school encourages students to become involved with public charter school-sponsored clubs, organizations and athletics and to discuss with staff and public charter school officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and public charter school and community resources that offer support to students and alternatives to gang involvement.

No student on or about public charter school property or at any public charter school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (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 public charter school policies.

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

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. Public charter school staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by public charter school policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Siletz Valley Schools – Parent/Student Handbook

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the administrator or designee. All speeches will be reviewed and approved in advance by the administrator or designee.

Student speeches may be permitted at the discretion of the public charter school and shall be reviewed and approved in advance by the administrator or designee.

GRADUATION REQUIREMENTS

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

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

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

Essential Skills

The public charter school will not allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The public charter school will not allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

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

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

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

Siletz Valley Schools – Parent/Student Handbook

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

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

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

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

The public charter school 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 public charter school will give the student an individualized summary of performance.

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

Graduation Requirements

Students can earn a standard diploma after fulfilling the requirements listed below. To graduate, students must complete *all* of the following:

1) Standard Diploma

- Minimum of 24 high school credits required
- Language Arts—4 credits (Shall include the equivalent of one unit in written composition)
- Mathematics—3 credits (3 credits of Algebra I or higher for 2014 graduates and beyond)
- Science—3 credits* (3 credits Scientific inquiry & lab experiences)
- Social Studies—3 credits (Shall include history, civics, geography, and economics/personal finance)
- Health—1 credit
- Physical Education—1 credit
- Applied Arts, Fine Arts, Career Tech Educations or Second Language—3 credits
- Electives—6 credits

*Applied and integrated courses aligned to standards can meet credit requirements

*Lab experiences can take place outside of the school in field-based experiences

2) Essential Skills

Students must be able to demonstrate proficiency in the following Essential Skills to earn a diploma:

- a) Read and comprehend a variety of texts,
- b) Write clearly and accurately, and
- c) Apply mathematics in a variety of settings).

There are three options for students to meet these requirements:

- 1) By passing the Smarter-Balanced statewide assessment,
- 2) Through Nationalized Standardized Tests (i.e. ACT, PLAN, SAT, PSAT, etc.), or
- 3) Meeting locally developed assessments requirements or work samples.

3) Personalized Learning

Educational Plan and Profile

Siletz Valley Schools – Parent/Student Handbook

Students will complete a four-year educational plan that documents their high school program of study. This plan includes a summary of career explorations, inventories, and personal reflections.

Extended Application/Collection of Evidence

Students must demonstrate that they have advanced mastery of a particular pathway. The collection of evidence documents the student's learning and completion of requirements. The collection of evidence must meet standards adopted by the State Board of Education.

Career-Related Knowledge and Skills

These skills are components of all classes and can be in any career exploration or experience: personal mastery, problem solving, communication, teamwork, organization and systems, employment foundations, and career development. Students must meet a performance standard adopted by the State Board of Education.

Additional Educational Opportunities and Diploma Options

SVECA exists to help students prepare for learning *beyond* high school. Students will have access to a wide variety of face-to-face and online courses taught by qualified teachers in a classroom setting. These will include both required and elective classes.

Credit for Proficiency

Students have options of earning credits toward graduation by demonstrating proficiency of knowledge and skills that meets or exceeds defined levels of performance either through classroom work, documentation of learning experiences outside of school, or through a combination of these learning experiences.

Modified Diploma

A modified diploma may be earned when parents, the counselor, and the case manager determine that the standard diploma is not appropriate based on a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or medical condition that creates a barrier to achievement.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for the diploma while receiving modifications and accommodations.

Alternative Certificate

Alternative Certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the student meets the minimum credit requirements established by the charter school.

Academic Opportunities and Special Programs

College Programs

Students may enroll in some high school courses that are connected to the higher education system through Oregon Coast Community College (OCCC). These courses, taught by qualified faculty approved by OCCC, offer college credit for students who meet certain requirements. Some courses have prerequisites and/or placement requirements. Students should check with their teachers or counselors for a list of high school courses that offer college credit.

OCCC Expanded Options

Selected students who are juniors or seniors, age 16 or older, may choose from a variety of college courses. Students must be mature and prepared for college-level work. Some courses have prerequisites and/or placement requirements. Enrollment in these courses requires Oregon Coast Community College (OCCC) and high school administration approval.

SMILE Program

Students can participate in Science and Math Investigative Learning Experiences (SMILE), an after-school academic enrichment program for students in grades 4–12. The program's goal is to increase the number of educationally disadvantaged students who graduate from high school qualified to enroll in college and pursue careers related to science, math, the health professions, engineering, and teaching.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE

Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the public charter school. Retaliation against any person who

Siletz Valley Schools – Parent/Student Handbook

reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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

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

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

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

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any public charter school-sponsored 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; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

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

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

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

“Teen dating violence” means:

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

“Cyberbullying” is the use of any electronic communication device harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or public charter school property and 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 hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

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

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

Siletz Valley Schools – Parent/Student Handbook

appropriate public charter school official.

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

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

- Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the administrator. Complaints against the administrator shall be filed with the board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The public charter school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The public charter school official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the 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.

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 complementary to the classroom process.

IMMUNIZATION, PHYSICAL EXAMINATION AND VISION SCREENING/EYE EXAMINATION

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.

Students in grades 7 through 12 are to have physical examinations performed prior to participation in extracurricular sports. Students who continue to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

Students are required to submit to the public charter school a School Sports Pre-Participation Examination form prior to their participation. This form is to be completed and signed by a parent and physician, giving clearance and permission for the student to participate and authorizing emergency medical treatment and/or transportation to a medical facility, as necessary. The public charter school shall require a student to have an additional physical examination if he or she is diagnosed with a

Siletz Valley Schools – Parent/Student Handbook

significant illness or has had major surgery, prior to further participation in extracurricular sports.

The parents of a student who is 7 years of age or younger and is beginning an education program with the public charter school for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. 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 public charter school 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.

INFECTION CONTROL/HIV, HBV AND AIDS

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

Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of the public charter school'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 administrator for additional information and procedures.

HIV, HBV, AIDS - Students

A student infected with HIV¹, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

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

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

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

INSURANCE

At the beginning of the school year, the public charter school may 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 public charter school office. The public charter school shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

LOCKERS

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

Siletz Valley Schools – Parent/Student Handbook

LOCAL WELLNESS

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

LOST AND FOUND

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

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

LUNCH/BREAKFAST PROGRAM

The public charter school participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Breakfast and Lunch

Free for students

Adults

\$3.00 (milk 60 cents)

Additional information can be obtained in the office or on: siletzschools.com (Food Services) or lincoln.nutrislice.com

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.

Public charter school 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 (NONPRESCRIPTION/PRESCRIPTION)

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

Premeasured Doses of Epinephrine

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

Public Charter School-Administered Medication

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

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

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

Siletz Valley Schools – Parent/Student Handbook

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

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

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

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and administrator, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

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 nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student violates board policy and or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Contact the school office for additional information and forms.

ONLINE LEARNING

The public charter school may grant credit for approved online courses offered by public charter school approved institutions or for online courses offered by the Oregon Virtual School District public charter school. Students may apply to take an online course and may receive credit for completion of approved online courses that meet public charter school or state requirements and academic content standards.

PARENTAL INVOLVEMENT

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

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the public charter school provides;
2. Keep informed on public charter school activities and issues. The Warrior Weekly newsletter, "Back to School" nights in the fall, and parent/booster club meetings provide opportunities for learning more about the public charter school;
3. Become a public charter school volunteer. For further information contact the administrator;
4. Participate in public charter school parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

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

Siletz Valley Schools – Parent/Student Handbook

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

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

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

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices in public charter school facilities during the school day. A “personal electronic device” is a device capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media websites using public charter school equipment, while on public charter school property or at public charter school-sponsored activities unless the access is approved by public charter school representative.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on public charter school property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the public charter school administrator.

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

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student’s parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

POSTERS

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

PROGRAM EXEMPTIONS

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

Siletz Valley Schools – Parent/Student Handbook

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

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

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

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

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

Students in grades 9-12 will be promoted or retained in accordance with state and public charter school graduation requirements.

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

REPORTS TO STUDENT AND PARENTS

Written reports of a student’s grades progress shall be issued to parents, informing parents of their student’s progress toward achieving the academic content standards. Parents will receive reports on their student’s absences. Letter grades will be used. Grades and Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

At the end of the first three weeks of a reporting period, the public charter school will report the student’s progress to the student and parent when the student’s performance is below average or below the expected level.

Siletz Valley Schools – Parent/Student Handbook

SEARCHES

Searches

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

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

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

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

Items found which are evidence of a violation of law, policy, regulation or school rule 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 administrator or designee will be present, when possible. An effort will be made to notify the parent of the situation.

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

SENIOR TRIPS

The public charter school recognizes senior trips as an extension of the school experience. Public charter school-sponsored senior trips may be authorized. Requests for out-of-county travel shall be submitted to the Board for approval.

Private groups and organizations may be permitted to use public charter school facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others.

SPECIAL PROGRAMS

Bilingual Students

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

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

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

Siletz Valley Schools – Parent/Student Handbook

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

Students with Disabilities

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

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 qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. 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;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. 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/PARENT COMPLAINTS

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 the administration or school counselor.

Education Standards Complaints

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

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

Siletz Valley Schools – Parent/Student Handbook

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

Instructional Materials Complaints

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

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

Placement/Enrollment of Homeless Students Complaints

Complaints by homeless students about placement or enrollment procedures should follow policy and administrative regulation KL - Public Complaints be directed to the administrator.

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

Public Charter School Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administrator, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 calendar days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Staff Sexual Conduct with Students

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

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

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

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

Students with Disabilities Complaints

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

Students with Sexual Harassment Complaints

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

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical

Siletz Valley Schools – Parent/Student Handbook

conduct of a sexual nature when:

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

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

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The public charter school official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.
- A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.
- Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant within 10 working days.
- Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

STUDENT EDUCATION RECORDS

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

Education records are those records related to a student maintained by the public charter school. A student's education records

Siletz Valley Schools – Parent/Student Handbook

are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

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

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

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

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.

Access/Release of Education Records

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

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

Provision for Hearing to Challenge Content of Education Records

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

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

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

Siletz Valley Schools – Parent/Student Handbook

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

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

Requests for Education Records

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

Social Security Number

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

Student Restraint and Seclusion

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

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

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

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

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

Transfer of Education Records

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

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

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

Siletz Valley Schools – Parent/Student Handbook

STUDENT SCHEDULES

Registration for Classes

SVECA’s philosophy is that students are responsible for choosing the classes that will meet their graduation requirements, as well as their educational and career goals. Students receive registration information from their class advisor that includes a copy of the registration form, available classes, graduation requirements, specific classes that must be taken, and any other pertinent information. In choosing classes, we strongly recommend that students follow these guidelines:

1. Review your portfolio’s four-year plan to determine your progress.
2. Sign up for required classes first. (Remember to re-take any failed course!)
3. Talk to your advisor for help with course planning or college or career planning questions.
4. Review the plan with your parents or guardians and have them sign the form.

Student-Initiated Schedule Changes

Students will only be allowed to make changes to their schedules under certain cases. **Changes are allowed only during the first five days of the semester.** A *Schedule Change Request Form* must be completed and turned in to the Registrar’s Office before the deadline to be considered.

Withdrawal from a Class

To withdraw from a class, students must:

- Have parent permission
- Notify Advisor
- Notify all teachers affected by the change
- Return all books and materials

Withdrawing from School

For a student withdrawing from school, the parent or guardian must provide written permission. The registrar will collect all fines and fees from the student before issuing a transcript.

SUMMER SCHOOL

Summer school opportunities, when offered, are made available to students who need additional instructional support. Staff may recommend students to attend summer school. When space is available students may enroll in summer school for enrichment or credit recovery.

SUPERVISION OF STUDENTS

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

THREATS

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

TOBACCO-FREE ENVIRONMENT

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering device, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of

Siletz Valley Schools – Parent/Student Handbook

cessation.

TRANSCRIPT EVALUATION

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

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

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

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 5- to 10-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 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal. |

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student’s individualized 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.

Siletz Valley Schools – Parent/Student Handbook

VEHICLES/BICYCLES ON CAMPUS

Vehicles parked on public charter school property are under the jurisdiction of the public charter school. The public charter school requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on public charter school property, public charter school officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the administrator or designee for violations 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. Students under the age of 16 must wear a helmet as required by law.

The public charter school assumes no liability for loss or damage to vehicles or bicycles.

VISITORS

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

BOARD OF DIRECTORS

Christina Bushnell, Board Chair
Katie Lindstrom, Vice Chair
Mike Darcy, Secretary
Stuart Whitehead, Treasurer
Larry Parker, Board Member
Sam Tupou, Superintendent

ADDRESS / CONTACT INFORMATION

Siletz Valley Schools (SVS & SVECA)
245 James Frank Avenue
Siletz, Oregon 97380
Website: siletzschools.org
Phone number: 541-444-1100

¹"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

²For grades 9-12.

³ As used in this document, 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 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency,

depends on the evaluation of those 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.

A parent or student 18 years of age or emancipated student may not opt out of directory information to prevent the public charter school from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the public charter school in this policy.