



Parent/Student Handbook Calendar 2018-19

POWELL BUTTE COMMUNITY CHARTER SCHOOL

13650 SW Highway 126

Powell Butte, OR 97753

Phone: 541.548.1166

www.powellbuttecharterschool.org

info@powellbuttecharterschool.org

WELCOME TO POWELL BUTTE COMMUNITY CHARTER SCHOOL!

MISSION

Powell Butte Community Charter School will develop the ability to think critically, communicate effectively, and excel academically. Through place-based learning our students will become stewards of their environment and community.

VISION

Powell Butte Community Charter School is a rural public school dedicated to the integration of an outstanding academic program with the community, the land and its people. We offer a joyful and creative educational experience where engaged students practice the skills they need to be effective citizens and stewards. Powell Butte Community Charter School will serve as a model for preserving schools in rural communities.

Dear PBCCS Families and Students,

Welcome back or welcome to PBCCS, whichever the case may be! As the Administrator at PBCCS, I am looking forward to another great school year. It is my privilege to have the opportunity to take part in the education of your children and I take their education very seriously. The staff at PBCCS is committed to ensuring that every child is provided the opportunity and encouragement to work to their potential. The combination of a talented staff, motivated students, and caring involved parents helps make PBCCS an exceptional school. Your partnership with us is incredibly important, and we look forward to you taking an active role in your child's education and help us to maintain open communication between home and school.

Our first priority at PBCCS is to create the safest and most effective learning environment possible for all of our students. The staff here are dedicated professionals who have a genuine passion to help each student find success. We set high standards, teach clear expectations, and use every support possible to assist students in finding success both academically and socially. This is part of our commitment to every child, every day.

Place-based learning is a fundamental component to the educational experience at PBCCS. Through place-based learning, PBCCS offers a unique and authentic learning opportunities using the community and outdoors as a classroom. Students have the opportunity to apply their classroom learning to the real-world providing context to the content taught at each grade. This allows students to take an active role in their community, learning to be stewards of this special and unique place we call "home."

I hope this handbook and calendar assist you in your planning, and help to understand our policies and procedures. Please feel welcome to contact me should you have any questions or concerns. Go Hawks!

Sincerely,

Mrs. O'Shea, Administrator

Powell Butte Community Charter School prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation¹, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination Act of 2008.

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

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the public charter school office for additional information and/or compliance issues: Jenn Berry-O'Shea, Administrator.

PBCCS MOTTO

Be your BEST!

- B Be Respectful**
 - E Enthusiastic**
 - S Safe**
 - T Take Responsibility**
-

Roles and Responsibilities for Success at PBCCS

| Parents: How to be your BEST | Students: How to be your BEST | Teachers: How to be your BEST |
|---|---|--|
| <p>Be Respectful: Show care and concern for all students, families, and staff.</p> <p>Enthusiastic: Promote a positive, school-focused attitude at home.</p> <p>Safe: Make safety a priority at all times, especially when driving on our campus. Follow all designated traffic flows. Model patience and consideration for others.</p> <p>Take Responsibility: Have your student(s) to school on-time, prepared for each day (clean, dressed, fed, backpack with completed homework). Communicate appropriately with the office and classroom teachers when necessary. Keep your children home when they are sick in order to promote learning to continue for others.</p> | <p>Be Respectful: Show care and concern for others at all times.</p> <p>Enthusiastic: Come to school with a positive, school-focused attitude, ready to learn.</p> <p>Safe: Walk when at school, unless during recess and PE. Keep hands and feet to yourself. Show care for others at all times.</p> <p>Take Responsibility: Come to school with your homework completed and the supplies you need to do your best work. Listen to your teachers and your friends. Keep your focus on learning and bringing joy to those around you.</p> | <p>Be Respectful: Show care and concern for all students, families, and staff.</p> <p>Enthusiastic: Joyfully promote a positive, learning-focused atmosphere in your classroom and around campus.</p> <p>Safe: Make safety a priority at all times. Kindly teach safety procedures and expectations to students and families whenever possible.</p> <p>Take Responsibility: Be prepared for each day, in all that it may present. Show loving concern for student social, emotional, physical, and academic growth at all times. Create clear expectations, challenges, and engaging environments that allow students to flourish. Communicate daily with students/families/staff about timely student needs and situations.</p> |

PBCCS Staff

| Administration | Teachers |
|---|---|
| <p>Administrator Student & Family Services Coordinator Place-Based Education Coordinator Office Manager</p> <p>Jenn Berry-O'Shea Meridith Foley Kirin Stryker Maggie Townsend</p> | <p>Elementary Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade</p> <p>Middle School Math/Head Teacher English Language Arts Science Social Studies</p> <p>Specialists Physical Education ELL Arts</p> <p>Beth Wharton Andrea Paskewich Greta Taie Allyson Hamlik Tracy Chancellor Kelly Joyce</p> <p>Elaine Bahr Aubrey Wardle Dan Oliver Tommy Ochoa</p> <p>Pard Smith Naomi Piehl Lauren Riggs</p> |
| Support Staff | Maintenance & Grounds |
| <p>Educational Assistant/Administrative Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant Educational Assistant</p> <p>Sarah Marsh Tab Willis Samantha Tonroe Megan Rau Naomi Piehl Barbara Burns</p> | <p>Building Engineer Custodian</p> <p>Howard Palmer Bethany Auld</p> |
| Cafeteria | |
| <p>Head Cook Bethany Auld</p> | |

Daily Schedule

| | |
|-------------|--|
| 7:30 | Student DROP-OFF begins <ul style="list-style-type: none">● Morning Meeting<ul style="list-style-type: none">○ Middle School - Cafeteria○ Elementary School - Gym |
| 7:45 | Students to classes |
| 9:30-9:45 | Elementary morning recess |
| 9:55-10:05 | Middle School morning break |
| 11:00-11:45 | K-2 lunch and recess |
| 11:30-12:15 | 3-5 lunch and recess |
| 11:55-12:25 | Middle school lunch and recess |
| 1:15-1:30 | Elementary afternoon recess |
| 2:18 | Prineville bus dismissal |
| 2:30 | Dismissal |

School Building Hours

Powell Butte Community Charter School is open to parent and students from 7:15 AM - 3:30 PM each Monday thru Friday. Office staff answers the phone and takes messages during these hours.

Students may enter the building at 7:30 AM. There is no supervision BEFORE 7:30 AM for students on campus. Students not involved in afterschool activities are asked to leave the building by 2:45 PM.

Cafeteria

The PBCCS lunch program is operated by a separate organization, ***Friends of Powell Butte School (FOPBS)***. To learn more about FOPBS visit their website www.friendsofpbschool.com/.

The mission of FOPBS school is to provide a healthy hot lunch for the students of PBCCS. FOPBS strives to run a financially sustainable lunch program and funds the program through student account payments, fundraisers, donations, grants and volunteer support.

Lunch is served five days a week. Lunch consists of a main item plus a vegetable and fruit. Dessert is served one day each week, typically on Friday. The monthly lunch menu is available on the FOPBS website.

Lunch prices for the 2017-18 school year are:

- K-2nd Grade \$2.50 (milk is an additional \$0.50)
- 3rd-8th Grade \$3.00 (milk is an additional \$0.50)
- Adults \$3.00 (milk is an additional \$0.50)

Parents and family members are always welcome to enjoy lunch with their child.

Payments for lunch are made directly to FOPBS via their website or by check. For questions regarding the FOPBS lunch program please email pbslunch@gmail.com.

A free and reduced lunch program is available. Applications are available in the office. Contact Mrs. Townsend.

PBCCS School Board

As a non-profit, PBCCS must be governed by a board of directors. The role of the PBCCS school board includes legal and functional responsibilities, functional responsibilities such as protecting the legal interest of the school, ethical practices and policies, fundraising, upholding the mission, fiscal sustainability and monitoring annual performance.

PBCCS school board meetings take place on the third Thursday of the month at 7:00 PM in the school library. All meetings are open to the community. The following meetings are scheduled for the 2018-19 school year:

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|--------------|-------------|
| September 20 | February 21 |
| October 18 | March 21 |
| November 15 | April 25 |
| December 13 | May 23 |
| January 17 | June 20 |

Board meeting minutes are available at <https://powellbuttecharterschool.org/about-us/board-of-directors/board-minutes/>. Board policies are available at <https://powellbuttecharterschool.org/board-policies/>.

PBCCS School Board members are:

| | | | |
|--------------|----------------|----------------|--------------|
| Patty McLean | Steve Holliday | Samantha Smith | Robbie Piehl |
| Jeff Clay | Dave Light | Ben Wolfe | |

PBCCS Parent Teacher Organization (PTO)

PTO is back at PBCCS! In efforts to further coordinate the many ways that our families are involved in PBCCS, we are excited to keep moving forward into a collaborative Parent-Teacher Organization. Our primary objective as a PTO is to provide our school with programs, resources, services, and funds that will enrich and maximize the education of every child and benefit the school mission.

For more information, questions and ways to GET INVOLVED contact Meridith Foley, mfoley@powellbuttecharterschool.org, 541-548-1166

School Rules and Expectations

Powell Butte Community Charter School is a Positive Behavior Intervention Support (PBIS) school. We expect all students and staff to follow the school motto to ***Be Respectful, Enthusiastic, Safe and Take Responsibility (BEST)***. We believe that BEST school environment is one where staff and students learn and model positive behaviors. Throughout the school, students and staff learning and practice appropriate behaviors and management skills to ensure a safe and positive learning environment. PBCCS promotes and rewards appropriate behaviors. Behavior expectations are taught, modeled and reinforced throughout the school year.

SCHOOL RULES MATRIX

| AREAS | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE | BE ENTHUSIASTIC |
|----------------------------|---|---|--|--|
| General Areas | <ul style="list-style-type: none"> ● Walk facing forward ● Keep hands, feet, & objects to self | <ul style="list-style-type: none"> ● Follow adult direction ● Use kind words ● Respect school & personal property | <ul style="list-style-type: none"> ● Follow school rules ● Encourage positive behavior from others ● Take care of personal belongings | <ul style="list-style-type: none"> ● Choose a positive attitude |
| Hallways | <ul style="list-style-type: none"> ● Face forward ● Walk at all times ● Stay on the right ● Keep hands & feet to self | <ul style="list-style-type: none"> ● Use appropriate language & volume | <ul style="list-style-type: none"> ● Always have a pass ● Return to class promptly ● Put personal belongings in their place | <ul style="list-style-type: none"> ● Choose a positive attitude |
| Restrooms | <ul style="list-style-type: none"> ● Wash hands ● Keep water in sink ● Behave appropriately | <ul style="list-style-type: none"> ● Give others privacy ● Quiet voices ● Wait your turn ● Unroll toilet paper only as needed | <ul style="list-style-type: none"> ● Place paper towels in garbage cans ● Ask for permission to use ● Flush after use ● Get in and get out | <ul style="list-style-type: none"> ● Clean your hands really well ● Smile at others without distracting them |
| Library | <ul style="list-style-type: none"> ● Walk only ● Enter and exit on the right | <ul style="list-style-type: none"> ● Quiet voices ● Follow directions & procedures ● Respect other classes | <ul style="list-style-type: none"> ● Use shelf markers ● Return materials on time ● Take good care of materials | <ul style="list-style-type: none"> ● Choose a positive attitude |
| School Events & Assemblies | <ul style="list-style-type: none"> ● Stay with teacher or parent ● Keep hands & feet to self ● Be aware of props, cords, & other unusual items | <ul style="list-style-type: none"> ● Maintain good audience behavior ● Show appreciation appropriately | <ul style="list-style-type: none"> ● Enter & exit quietly ● Follow directions ● Look to teacher for directions | <ul style="list-style-type: none"> ● Be a good listener ● Clap at appropriate times |

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|---------------------------|---|--|--|---|
| | | <ul style="list-style-type: none"> ● Face front/sit on bottoms | | |
| Cafeteria | <ul style="list-style-type: none"> ● Walk ● Sit on bottoms | <ul style="list-style-type: none"> ● Eat with mouth closed ● Say please and thank you ● Use appropriate language & volume | <ul style="list-style-type: none"> ● Report & clean up spills ● Dispose of waste neatly and appropriately | <ul style="list-style-type: none"> ● Include everyone at your table in polite conversation |
| Fire / Earthquake Drills | <ul style="list-style-type: none"> ● Push chairs in & line up quickly ● Follow adult direction ● Respond quickly | <ul style="list-style-type: none"> ● Stay quiet and listen ● Show self-control | <ul style="list-style-type: none"> ● Follow procedures ● Stay calm & go to the designated area | <ul style="list-style-type: none"> ● Set a good example for others |
| Arrival & Dismissal Areas | <ul style="list-style-type: none"> ● Use sidewalks and crosswalks ● Walk at all times ● Keep hands, feet, & belongings to self | <ul style="list-style-type: none"> ● Stay in line ● Avoid cutting others in line ● Use kind words | <ul style="list-style-type: none"> ● Arrive on time, leave on time ● Be prepared to enter & exit vehicles promptly ● Know your transportation plans | <ul style="list-style-type: none"> ● Choose a positive attitude |
| Morning Meeting | <ul style="list-style-type: none"> ● Walk ● Watch your step ● Stay in personal space | <ul style="list-style-type: none"> ● Respect space ● Listen to speakers ● Use a whisper voice | <ul style="list-style-type: none"> ● Face front / sit quietly ● Read or draw ● Come in, stay in | <ul style="list-style-type: none"> ● Enjoy your quiet reading time |
| Bus | <ul style="list-style-type: none"> ● Walk ● Stay seated in your correct seat ● Keep the aisle clear at all times | <ul style="list-style-type: none"> ● Use an inside voice ● Listen to the driver ● Report problems to adults | <ul style="list-style-type: none"> ● Face front / sit quietly ● Read or draw ● Be prepared for your stop | <ul style="list-style-type: none"> ● Greet the bus driver ● Set a good example |

PLAYGROUND RULES MATRIX

| AREAS | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE | BE ENTHUSIASTIC |
|--------------------|---|--|--|---|
| General Playground | <ul style="list-style-type: none"> ● Walk on blacktop ● Stay within boundaries ● Be aware of surrounding | <ul style="list-style-type: none"> ● Follow game rules ● Play fair ● Follow directions the first time ● Include others | <ul style="list-style-type: none"> ● Use equipment appropriately ● Return equipment after use ● Line-up quickly and quietly ● Get permission to leave playground | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |

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|---------------|---|---|---|---|
| Jungle Gym | <ul style="list-style-type: none"> ● While on top stay seated; when getting down, climb down carefully ● Must be tall enough to reach slider | <ul style="list-style-type: none"> ● Share and take turns ● Take turns on the slider ● Walk in the area | <ul style="list-style-type: none"> ● Tag games only in the grassy areas of the field | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Slides | <ul style="list-style-type: none"> ● Sliding down only ● One person at a time | <ul style="list-style-type: none"> ● Move away from slide after use | <ul style="list-style-type: none"> ● Use only when dry ● Avoid use when icy | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Bars | <ul style="list-style-type: none"> ● Hanging only w/o sitting or standing on top ● Climb off only w/o spinning or cherry drops | <ul style="list-style-type: none"> ● Travel in one direction only ● Share and take turns | <ul style="list-style-type: none"> ● Move away from bars quickly and not underneath bars after dropping down. | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Teeter Totter | <ul style="list-style-type: none"> ● On bottom only ● Ride upright only | <ul style="list-style-type: none"> ● Share and take turns | <ul style="list-style-type: none"> ● Swing easy w/o "bull-riding" | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Swings | <ul style="list-style-type: none"> ● Sit on bottom only ● Stay clear of other swingers ● Stop, then get off | <ul style="list-style-type: none"> ● Share and take turns | <ul style="list-style-type: none"> ● Forward/back swinging only | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Rings | <ul style="list-style-type: none"> ● Travel in one direction ● Get off by dropping to feet w/o swinging off. | <ul style="list-style-type: none"> ● Keep moving forward while others are waiting ● Share and take turns | <ul style="list-style-type: none"> ● One hand on the rings at all times. | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| 4-Square | <ul style="list-style-type: none"> ● Line up outside and away from play area. ● Use of hands only, no kicking. | <ul style="list-style-type: none"> ● Server must keep one foot inside box during serve. ● Normal 4-square rules apply. ● Play fair and include others. | <ul style="list-style-type: none"> ● Lines are called "out". ● ALL players must agree if playing by "special rules". | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Wall Ball | <ul style="list-style-type: none"> ● Use of hands only ● Wall ball is not Dodgeball: throw ball at the wall only. ● Line up outside of court | <ul style="list-style-type: none"> ● Use same color ball as court ● Play fair and include others | <ul style="list-style-type: none"> ● Lines are called "out". ● ALL players must agree if playing by "special rules". | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| Tetherball | <ul style="list-style-type: none"> ● Use of hands only | <ul style="list-style-type: none"> ● Challenger serves ● Take turns and include others ● Hands off pole | <ul style="list-style-type: none"> ● Play fair and include others ● Make teams fair and equal in # of players and ability | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others |
| | | | | |

MIDDLE SCHOOL CLASSROOM

| Be RESPECTFUL | SAFE | ENTHUSIASTIC | Take RESPONSIBILITY |
|---|--|---|---|
| <ul style="list-style-type: none"> ● Listen and follow directions in a timely manner. ● Respect private and public property. ● Use kind words. ● Use classroom materials for their intended purpose. ● Spit gum in the garbage upon arrival to school. | <ul style="list-style-type: none"> ● Wait in the designated area for the teacher to invite you into the classroom. ● Keep hands and feet and objects to self. ● Use classroom materials appropriately. ● Share any concerns with the teacher or other adult. | <ul style="list-style-type: none"> ● Get involved – share your ideas and explain your thinking ● Actively listen – SLANT. ● Choose a positive attitude ● Ask for help when needed. ● Encourage others. | <ul style="list-style-type: none"> ● Arrive on time. ● Have all the materials you need for success. ● Display academic posture – sit up, back straight, feet on the floor. ● Complete assigned task. ● Save your snacks for break and lunch time. ● Dress appropriately for learning. ● Accept consequences for your actions – both positive and negative. |

Student Management System

PBCCS students are expected to follow the previously outlined Rules & Expectations. Upon violation of school rules, students will enter into potential disciplinary action based upon their offense. Each situation will be approached from a one-on-one, problem solving, logical consequence standpoint. At PBCCS we believe that all students are worthy of learning from their actions and choices, both positive and negative. We also believe that school staff and parents best support student behavioral growth when they work together and communicate often.

When necessary, students will enter the school's student management system which includes three levels of due process:

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|---|---|
| <p>Level 1 Behaviors</p> <ul style="list-style-type: none"> ● Disruptive to learning ● Not malicious, unsafe, harmful or chronic ● Example: talking during instruction | <p>Possible Consequences</p> <ul style="list-style-type: none"> ● Teacher/student discussion ● Change of seat ● Break at Think Station ● Loss of a privileged/time-out |
| <p>Level 2 Behaviors – Minor Referral/Yellow Slip</p> <ul style="list-style-type: none"> ● Disruptive to learning ● Could result in harm ● Chronic ● Inappropriate | <p>Possible Consequences</p> <ul style="list-style-type: none"> ● Warning ● Loss of privilege ● Parent contact ● Break at Think Station |

| | |
|--|---|
| <ul style="list-style-type: none"> ● Examples: talk back, disrespect to a staff member, inappropriate language | <ul style="list-style-type: none"> ● Behavior contract ● Minor Referral/Yellow Slip |
| <p>Level 3 Behaviors – Major Referral/Red Slip</p> <ul style="list-style-type: none"> ● Intentionally cause harm (punching, kicking) ● Illegal ● Major insubordination ● Profanity ● Theft ● Physically, emotionally, or verbally abusive acts towards others | <p>Possible Consequences</p> <ul style="list-style-type: none"> ● Detention ● Loss of privilege ● Parent contact and meeting ● In-school or out of school suspension ● Behavior interventions ● Progressive discipline ● Behavior contract ● Major Referral/Red Slip |

Attendance¹

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

Any parent who fails to send a student to school following notification by PBCCS that their student is not complying with compulsory attendance requirements may be issued a citation by the for the student’s failure to attend school.

PBCCS will notify the parent in writing that, in accordance with law, PBCCS 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 of law and is punishable by a court imposed fine, as provided by ORS 339.095;
3. A citation may be issued by the public charter school;
4. A conference with the parent and student is required. The conference may not be scheduled until after an evaluation or review as described in item 5 below, if request by the parent, has been completed.
5. The parent has the right to request:

¹ Board Policy JEA

- a. An evaluation to determine if the student should have an individualized education program (IEP), if the student does not have one; or
- b. A review of the student's current IEP.

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.

Absences and Excuses²

If a child is absent, we ask parent to call and notify the school at **541-548-1166 by 9:00 AM on the day of the absence**. If not call is received, the office will contact the parent to verify the absence.

If contact is not made with the school, a student must bring a note signed by the parent that describes the reason for the absence.

If you know in advance your child will not be attending school, contact the office to pre-arrange the absence.

Absences from school will 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. Appointments, such as the dentist or doctor.
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

A student, who must leave school during the day must bring a note from his/her parent. The parent may also call the school to inform them of the early dismissal.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. PBCCS staff will determine whether or not the child should be sent home and will notify the student's parent as appropriate.

The following absences and tardies are NOT excused:

1. Oversleeping
2. Parents work schedule
3. Parent convenience

Good attendance habits need to be established early in your child's school experience. The official Oregon Compulsory School Attendance regulations state

² Board Policy JED

that eight unexcused one-half day absences in any four week period during which school is in session shall be considered irregular attendance. If you child has eight one-half days unexcused absences, PBCCS will generate an attendance letter to be sent to the parent. If attendance does not improve further measures will be taken to assist in improving student attendance.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or complete additional in depth study assigned by the teacher to meet the subject requirements. Parents should contact the teacher directly to make arrangements for a student who will be absent for more than one day. Failure to make up assigned work can affect students academic growth.

Students may be excused on a limited basis from the pre-planned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious and/or ethnic considerations.

Per Oregon State charter school law, PBCCS cannot hold a student's enrollment spot once the student has been absent for more than 10 consecutive days. The PBCCS School Board recognizes that there may be times when a student must be absent for 10 or more consecutive school days. In these extenuating circumstances a request may be made to the board per Board Policy JEDB.

Tardiness

Being late to school disrupts the regular education process for both the student and the classroom. Tardiness will be responded to with contact from the staff at the same rate as absences.

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, ineligibility to participate in athletics or other activities and/or loss of privileges.

Bikes/Skateboards/Etc.

Bicycles, rollerblades, skateboards, and scooters are not to be ridden on the playground or during school hours, unless otherwise directed by a staff member. Wheel shoes can only be worn at school if the wheels are removed. Due to traffic danger on Highway 126, PBCCS discourages students from riding bicycles to school.

Bullying³

Powell Butte Community Charter School prohibits any form of harassment, intimidation or bullying. This includes cyber bullying (harassment, intimidation, bullying through electronic means). 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.

Cell Phones & Personal Electronic Devices

It is often necessary for students to bring a cell phone to school. During school hours, all cell phones are expected to be off and stored in student's backpacks and out of sight. As a general rule, cell phones are not used as tools in the classroom. If a student needs to use a phone, they must ask permission from the appropriate staff member. If a student uses a cell phone at inappropriate times, they may have their cell phone taken by a staff member and the parent/guardian may be contacted. Students may lose their right to have their cell phone at school. School phones are made available for students needing to contact parents or family members.

Students are permitted to possess a personal electronic device at school, such as an iPad or Kindle. Personal electronic devices brought to school may be used for appropriate and approved classroom or instructional related activities. Use and possession of such devices at school-sponsored activities or at other times during the school day will be determined by the teacher or administrator. Students found in violation of the personal electronic device expectations will be subject to disciplinary action. The device may be confiscated and will be released to the student or 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 or 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.

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

³ Board Policy JFCF

Class Parties/Celebrations

During the school year classes will have parties for Halloween, the Winter Holidays and Valentine's Day. Parents may be asked to assist and contribute to these class celebrations. We are happy to help you celebrate your child's birthday at school. Classroom birthday celebrations are conducted at the end of the school day and include all students. ***Treats and snacks for class celebrations must be store bought. If your child is not to participate, please contact your child's teacher.***

To prevent class interruptions and hurt feelings of other students, per school policy, private party invitations to individual student parties are not permissible. Flowers, balloons, or any special acknowledgments sent to the school will not be delivered. The recipient will be notified and may pick these items up from the office at the end of the day. For safety and interpersonal relations reasons, students will not be permitted to ride the bus with flowers, balloons, or special acknowledgement items. We appreciate your understanding and cooperation.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the PBCCS 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.

Conduct⁴

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.

⁴ Board Policies GBN-JBA, JFC, JFCF, JFCG, JFGC, JFCM

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the public charter school and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of 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, including cyber bullying
3. Coercion;
4. Violent behavior or threats of violence or harm
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon*
7. Vandalism, malicious mischief, theft,
8. Sexual harassment
9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia
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, a fine and forfeiture of firearm and/or other dangerous weapon, or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

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

Discipline and Due Process⁵

⁵ Board Policy JG

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 at PBCCS 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 (see Student Management System). 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.

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 weapons policy, as required by law, shall be reported to law enforcement.

Expulsion⁶

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

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

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

Suspension⁷

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

PBCCS may require a student to attend school during non school hours as an alternative to suspension.

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

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

⁶ Board Policy JGE

⁷ Board Policy JGD

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

An expulsion shall not extend beyond one calendar year. The public charter school will provide appropriate expulsion notification including expulsion hearing procedures; and student and parent rights as required by law. Prior to expulsion, the public charter school must notify the resident district of the student's impending expulsion.

While under suspension, a student may not attend after-school activities and athletic events, be present on public charter school property or 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, midterm and unit examinations without an academic penalty.

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

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

Conferences

Student conferences are scheduled in the fall and spring. Conferences are conducted with parents, students and teachers to set goals for student growth and review progress. Students and parents may also expect teachers to request a conference if the student is not progressing at expected levels, if the student is not maintaining behavior expectations or in any other case the teacher considered necessary.

PBCCS encourages a parent or student in need of additional information or with questions or concerns to confer with the appropriate teacher or staff member. A parent who wishes to conference with a teacher may call the office or email the teacher directly for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent and to arrange a mutually convenient time.

Damage to School Property

A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing the property. The school will notify students and parents of all such charges.

Dress and Grooming

The PBCCS dress code is established to promote appropriate grooming and hygiene, prevent learning disruptions and avoid safety hazards. School is the student's work place, and just as adults in jobs have dress standards, so does PBCCS. Students are expected to dress simply and neatly. ***Students may not wear clothing that advertises violence, alcohol, tobacco, drugs or have an inappropriate message.*** If clothing is deemed inappropriate, students will be asked to change at school or have a parent bring a change of clothes.

In keeping with the goal to establish a positive learning environment for all students, the following guidelines were established:

1. Hats/Headwear: Hats, hoods and headwear must be taken off in the building. Exceptions may be made by the administrator.
2. Shoes must be worn at all times at school.
 - a. Grades K-5: Close toed shoes must be worn at school. Open-toed shoes, such as flip-flops are not permitted, for safety purposes.
 - b. Grades 6-8: Open-toed shoes are permitted during the school day.
 - c. P.E. shoes are required for participation in P.E. activities in all grades.
3. Clothing:
 - a. Logos must be safe, responsible and respectful.
 - b. Shorts must be as long or longer than the tips of the student's fingers when arms hang naturally at the sides, approximately a 5 inch inseam. Spandex shorts are not appropriate at school.
 - c. Clothing provide full coverage and undergarments must not be visible. Midriff crops, mesh and tube tops are not permitted.
 - d. Tank tops with an approximately 2 inch shoulder strap are permitted at school.

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

Emergency Drills

Emergency drills are practiced routinely per the Oregon Department of Education requirements and recommendations. Emergency procedures are taught and practiced in all classrooms. Drills practiced during the school year include fire, earthquake, lock-down, lock-out, shelter in place and evacuation. During drills students are expected to follow procedures and instructions with respect and efficiency.

Emergency School Closure

Weather related emergency closure and/or delay or early release will follow Crook County School District. Extenuating circumstances may require PBCCS to close or have a delayed start due to unsafe conditions. In case of hazardous or emergency conditions, the administrator may alter PBCCS schedule and transportation, as appropriate to the particular condition. Such alterations include; closure of school, closure of selected grade levels, delayed opening, and/or early dismissal of students and modified bus routes. An announcement will be placed on our website, Facebook page, and through local media.

Flag Salute

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

Gum

Gum is not permitted at school. Special circumstances for gum may be made by the classroom teacher.

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. Parents can help their child by arranging a quiet and comfortable place for students to work and by seeing that assignments are completed. Questions about homework can be directed to the students classroom teachers.

Health, Infections and Disease Instruction

An age-appropriate plan of instruction about health, infections and disease, AIDS, HIV, Sexually Transmitted Diseases has been included as an part of PBCCS' health curriculum in the middle school grades. 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.

Immunization

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

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

Lost and Found

Any articles found in the school or on school grounds should be turned into the office. Unclaimed articles will be donated at twice during the school year. Loss or suspected theft of personal or school property should be reported to the school office.

Medicine at School⁸

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

Requests for the school to administer medication shall be made using the *Authorization for School Personnel to Administer Medication* form. This requires parent permission and written instructions of the physician.

All medication to be administered by PBCCS must be brought to school by the parent in its original container. Medication not pick-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.

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and activities. Information obtained directly from students does not require parental approval prior to publication. Parents who do not wish to have their student interviewed or photographed should both notify the school and direct their student accordingly.

School employees may release student information only in accordance with applicable provision of the education records law and Board policies governing directory information and personally identifiable information.

Parental Rights⁹

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 PBCCS containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;

⁸ Board Policy JHCDA

⁹ Board policies KAB, KAB-AR

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 non emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Parent/Student Communication

To minimize disruptions to the learning environment, we ask that parents communicate any important information to their child before arriving at school. Emergency messages will be delivered to students at the end of the school day. Messages for students must be made known to the office **before 2:00 PM**. Students will be allowed to use school phones to call home if they become ill or in a specific circumstance when a staff member finds it necessary.

Place-Based Field Work

Place-based field work is an integral part of educational program at PBCCS. At PBCCS we believe that the place we live can serve as a wonderful, meaningful source for education and life-long learning, and also a springboard for understanding the greater community. At PBCCS teachers and staff us the outdoors and community as a classroom, where students apply the academic content in an authentic way. Classes will participate in fieldwork throughout the school year.

All students are considered to be “in school” while participating in place-based field work. This means students are expected to follow the school rules, as well as any additional guidelines presented by school staff. Students may be asked to wear specific attire or bring specific equipment when participating in place-based field work.

Program Exemptions

Students may be excused from state-required programs or learning activities for reasons of religion, disability or other reasons deemed appropriate by the school. An alternative program or learning activity may be provided. All requests must be made to the administrator in writing and include the reason for the request.

Promotion, Retention and Placement

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 judgement of the professional staff, are in the best educational interest of the student. A decision to retain a student will be made only in partnership with the parent.

Public Complaints¹⁰

¹⁰ Board Policy KL/AR

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. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 working days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. The complainant may appeal the decision to the Board within five working days of receiving the administrator's decision. The Board may hold a hearing to review the findings and conclusion of the administrator, to hear the complainant and hear and evaluate such other evidence as it deems appropriate. The complainant shall be informed of the Board's decision within 30 working days from the hearing of the appeal by the Board. The Board's decision is final.

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

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administrator or designee will be present when possible. Law enforcement is responsible for notifying the parent.

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

Release of Students from School

A student shall not be released from school at times other than regular dismissal times except with the permission of the administrator 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.

Searches

School officials may search a student, his/her personal property and property assigned by the school for the student's use at any time on school property or when a student is under the jurisdiction of the school. Such searches will be conducted only when there is a reasonable suspicion to believe evidence of a violation of the law, Board policies, administrative regulations or school rules are present.

Searches will not be excessively intrusive in light of age, gender and maturity of the student and the nature of the infraction. School officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Items found which are evidence of a violation of the law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

Student Education Records

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

Personally identifiable information shall not be disclosed without parent or eligible students authorization or as otherwise provided by Board policy and law. Education records are maintained in a fire-safe place in the school office.

Permanent records shall include:

1. Full legal name of student
2. Name and address of education institution
3. Student birthdate and birthplace
4. Name of parent/guardian
5. Date of entry into school
6. Name of schools previously attended
7. Course of study and marks received
8. Data documenting a student's progress towards graduation, including where appropriate, dates of achievement of state benchmarks
9. Credits earned
10. Attendance
11. Date of withdrawal from school
12. Social security number

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

Directory Information

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

1. Student's name
2. Date
3. Participation in officially recognized sports and activities
4. Weight and height of athletic team member
5. Dates of attendance
6. Degrees or awards received
7. Most recent previous school or program attended
8. Photographs

Directory information shall not include a student's address or telephone number.

Public Notice

The school will give annual notice to parents of students in attendance. The notice shall identify the types of information considered to be directory information and the school's option to release such information. Such notice will be given prior to release of directory information.

Exclusions from any and all directory categories named as directory information must be submitted in writing to the administrator by the parent within 15 days of annual public notice. Directory information shall be released only with administrator direction. Directory information considered by the school to be detrimental will not be released. Information will not be given over the phone except in health and safety emergencies.

Transfer of Education Records

The school shall transfer original records of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request for transfer is made to the school. The transfer shall be made no later than 10 days after receipt of the request. The school shall retain a copy of the education records that are transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records or diplomas may be withheld for non-payment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education Records

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

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the school is provided evidence that there is a court order, state statute or legalling binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor, or an eligible students (if 18 or older) may inspect and review education records during regular school hours.

Provisions for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible students (if 18 years 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 school refused the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the administrator
2. The administrator shall establish a date and location for the hearing agreeable to both parties
3. The hearing 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 students, parent or guardians, witnesses and counsel shall not be admitted

The administrator or designated representative 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 records. Such action is to be make in writing to the parents.

If, after such a hearing is held, the parent are not satisfied with the recommended action, the parent may appeal to the Board where action of the hearing 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 Education 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 school's education record policy and administrative regulation may be obtained in the office.

Technology Use

Students may be permitted to use the school's system only to conduct business related to the management or instructional needs of the school or to conduct research related to education consistent with PBCCS's mission and goals. Personal use of school computers or other electronic devices, including email access, is strictly prohibited.

PBCCS retains ownership and control over its computers, electronic devices, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the school's information system is school property and are to be used for authorized purposes only. Files and other information, including email, sent or received, generated or stored on the school network is not private and may be subject to monitoring. By using the school's system, individuals consent to have use monitored by school staff. The school reserves the right to access and disclose, as appropriate, all information and data contained on school computers, electronic devices, email and cloud system. Students in violation shall be subject to discipline, including loss of privileges.

Responsible Use Expectations¹¹

Those who use school technology shall use good judgment and take responsibility for their own use of school computers and computer systems, using them in a responsible, ethical, and legal manner. Here are the key expectations and considerations:

- School technology is intended primarily for educational purposes.
- PBCCS users, both staff and students, shall have no expectation of privacy when using school technology.
- PBCCS reserves the right to monitor all usage of school technology.
- School technology may not be used for unlawful purposes, communications that promote violence, viewing or sending obscene materials or pictures, harassment or bullying or intimidation or hatred against another person or group of persons with regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, or disability.
- School technology equipment will not be modified (hardware or software) without permission.

Toys

Toys are not allowed at school, unless for a specific classroom purpose. Arrangements must be made in advance with the classroom teacher. Toys should be kept in a backpack or locker. This included balls and sports equipment. The school is not responsible for any lost or damaged items. Items brought to school may be confiscated and kept in the office until the end of the school day or until parents pick them up.

¹¹ Board Policy IIBGA

Transportation

Student bus transportation is provided by Crook County School District (CCSD). Routes and scheduling is developed by the CCSD Transportation Department. Buses are owned, operated and managed by CCSD. Bus drivers are CCSD employees. All of which are in compliance with Oregon Department of Education student transportation rules and guidelines. There may be limitations to bus service. In addition, transportation is not provided for students outside of district boundaries.

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall not bring animals, except approved assistance guide animals on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by the bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

Route Information

Bus route information is available at the school and at the CCSD transportation office. Bus routes and stop times may be adjusted at any time. If your child fails to return home at his/her expected time, contact the school first. Please keep in mind there may be many reasons for a bus to be late on its route. A bus could be late if there is a substitute driver, if there are mechanical problems, traffic tie-ups, inclement weather, or poor road conditions.

PBCCS BUS BEHAVIOR MATRIX¹²

| AREAS | Be RESPECTFUL | ENTHUSIASTIC | SAFE | Take RESPONSIBILITY |
|---------------------|--|---|--|---|
| Waiting for the bus | <ul style="list-style-type: none"> ● Keep hands and feet and objects to self ● Respect private and public property | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others | <ul style="list-style-type: none"> ● Stay in designated area and visible to an adult ● Wait to approach the bus until it is stopped and the doors are OPEN | <ul style="list-style-type: none"> ● Be on time ● Wait in the designated spot ● Line up as directed ● Follow instructions |
| Entering the bus | <ul style="list-style-type: none"> ● Greet the bus driver ● Use a kind and quiet voice | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others | <ul style="list-style-type: none"> ● Use the handrail ● Walk at all times ● Wait for instructions before boarding | <ul style="list-style-type: none"> ● Be seated quickly ● Slide over to make room for others ● Remain seated, facing forward ● Hold your backpack on your lap |
| Riding the bus | <ul style="list-style-type: none"> ● Keep hands and feet and objects to self ● Use a quiet voice ● Use appropriate language and topics ● Be prepared for your stop | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others | <ul style="list-style-type: none"> ● Keep the aisles clear ● Keep all objects inside the bus ● Be silent at railroad crossings | <ul style="list-style-type: none"> ● Stay seated, back to back, seat to seat and feet on floor ● Keep food and drinks in your backpack ● Report any issues to the driver or your teacher |
| Exiting the bus | <ul style="list-style-type: none"> ● Keep aisle clear for students exiting ● Assist others as needed | <ul style="list-style-type: none"> ● Choose a positive attitude ● Set a good example for others | <ul style="list-style-type: none"> ● Stay seated until the door opens ● Exit single file ● Hold the handrail ● If crossing, wait the driver's instructions and cross in front of the bus | <ul style="list-style-type: none"> ● Get off the bus at your assigned stop ● Take all personal items off the bus |

¹² State rules govern students riding school buses and school activity vehicles (OAR 581-53-0010).

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|------------|---|---|---|--|
| | | | <ul style="list-style-type: none"> ● Walk in designated areas straight to your destination | |
| Evacuation | <ul style="list-style-type: none"> ● Assist other students as needed | <ul style="list-style-type: none"> ● Set a good example for others | <ul style="list-style-type: none"> ● Stay quiet, listen and follow adult instructions ● Leave belongings on the bus | <ul style="list-style-type: none"> ● Stay calm throughout the process ● Exit quickly and safely – one row at a time. |

Volunteers and Visitors

PBCCS believes that every parent/guardian, family member, and community member has the potential to bring knowledge, skills, and expertise to the educational work taking place at school. Volunteers and visitors are always welcome at PBCCS.

In order to maintain an orderly, respectful and secure educational environment for all students and staff at Powell Butte Community Charter School, it is essential that all parents, volunteers and visitors be aware of their responsibilities. We ask parents, volunteers and visitors to:

- Help the children understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
- Know school and classroom rules and help their children understand and follow them.
- Convey a supportive attitude toward education and PBCCS.
- Build good relationships with teachers, staff, other volunteers and parents.
- Treat all staff in a respectful manner.

Schools are a place of learning and hard work. Certain limits must be set for parents and other community members who visit PBCCS. All persons on school property or attending a school function shall conduct themselves in a respect and orderly manner. The administrator or designee is responsible for all persons in the building and on the grounds. The following rules apply to all visitors and volunteers:

- **ALL VISITORS/VOLUNTEERS/PARENT MUST enter the school through the main entrance at all times.**
- Cell phones **MUST** be turned off or silenced while visiting PBCCS.
- Parents or community members who wish to observe a classroom while school is in session are asked to make arrangements with the classroom teacher and administrator. Please make arrangements at least one day in advance.

- All visitors/volunteers/parents are expected to following the code of conduct while at PBCCS.

All adult volunteers will need to complete and clear a volunteer background check, as well as participate in a volunteer training.

Students wishing to have a visitor at school, must receive approval from both the administrator and classroom teacher. We understand that younger siblings often accompany parents for class parties or school events. Please know that it is the teacher's responsibility to manage the class and not the younger siblings. If you bring other children please keep them with you.