

# Parent/Student Handbook 2020-21

**POWELL BUTTE COMMUNITY CHARTER SCHOOL**

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## Table of Contents

INTRODUCTION .....	4
SCHOOL INFORMATION	
• School Board .....	5
• Staff .....	6
• PBCCS Motto .....	7
• Roles and Responsibilities for Success .....	7
• School Rules and Expectations .....	8
ADMISSION .....	12
ANIMALS IN THE SCHOOL .....	13
ASBESTOS .....	13
ASSESSMENT PROGRAM .....	13
ATTENDANCE .....	13
• Absences and Excuses	
CELL PHONES .....	15
CLASS PARTIES/CELEBRATIONS .....	15
COMMUNICABLE DISEASES .....	15
CONDUCT .....	16
• Student Code of Conduct	
• Student Rights and Responsibilities	
CONFERENCES .....	18
DAMAGE TO SCHOOL PROPERTY .....	18
DISCIPLINE/DUE PROCESS .....	18
• Discipline of Students with Disabilities	
• Expulsion	
• Suspension	
DISTRIBUTION OF MATERIAL .....	20
DRESS AND GROOMING .....	21

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM .....	21
ELECTRONIC COMMUNICATIONS SYSTEM .....	22
EMERGENCY DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS .....	23
EMERGENCY MEDICAL TREATMENT .....	23
EMERGENCY SCHOOL CLOSURE INFORMATION .....	24
EXTRACURRICULAR ACTIVITIES .....	24
FIELD TRIPS .....	24
FLAG SALUTE .....	24
GUM .....	24
HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, TEEN DATING VIOLENCE, DOMESTIC VIOLENCE .....	24
HOMEWORK .....	27
IMMUNIZATION, PHYSICAL EXAMINATION .....	27
• Immunization	
• Physical Examinations - Athletics	
INFECTION CONTROL .....	28
• HIV, HBV, AIDS - Students	
• Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction	
LOCKERS .....	29
LOST AND FOUND .....	29
MEDIA ACCESS TO STUDENTS .....	29
MEDICATIONS .....	29
• Pre-measured Doses of Epinephrine	
• Public Charter School-Administered Medication	
• Self-Medication	
PARENTAL INVOLVEMENT .....	31
PARENTAL RIGHTS .....	32
PEDICULOSIS (HEAD LICE) .....	32
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA .....	33
PROGRAM EXEMPTIONS .....	33
PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS .....	33
PARENT/STUDENT COMMUNICATION .....	34
RELEASE OF STUDENTS FROM SCHOOL .....	34

RESTRAINT AND SECLUSION .....	34
STUDENT/PARENT COMPLAINTS .....	36
• Discrimination Complaints	
• Instructional Materials Complaints	
• Public Complaints (Parent and Student)	
• Students with Sexual Harassment Complaints	
• Suspected Sexual Conduct	
STUDENT EDUCATION RECORDS .....	38
• Access/Release of Education Records	
• Provision for Hearing to Challenge Content of Education Records	
• Requests for Education Records	
• Transfer of Education Records	
STUDENT SEARCHES .....	41
• Searches	
• Questioning of Students	
SUPERVISION OF STUDENTS .....	42
TECHNOLOGY RESPONSIBLE USE .....	42
• Digital Citizenship	
• Expectations	
• Violations	
THREATS .....	44
TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS .....	44
TRANSPORTATION OF STUDENTS .....	45
VEHICLES/BICYCLES/SKATEBOARDS ON CAMPUS .....	46
VISITORS .....	46
VOLUNTEERS .....	47

# 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.*

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The material covered within this student/parent handbook is intended as a method of communicating regarding general PBCCS information, rules and procedures. It is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained may be superseded by such Board policy or administrative regulation. Board policies are available at the PBCCS website. Any information contained in this student handbook is subject to unilateral revision or elimination without notice.

PBCCS prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, 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 Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act as amended; the Americans with Disabilities Act of 1990; the Americans with Disabilities Act Amendments Act of 2008; and 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. Procedure for filing a complaint can be found on the public charter school's website at <https://powellbuttecharterschool.org/board-policies/>.

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate PBCCS 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.

## **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 typically take place on the third Thursday of the month at 7:00 PM. All meetings are open to the community. The following meetings are scheduled for the 2020-21 school year:

July 16, 2020	January 21, 2021
August 20, 2020	February 18, 2021
September 17, 2020	March 18, 2021
October 15, 2020	April 15, 2021
November 19, 2020	May 20, 2021
December 10, 2020	June 17, 2021

Board meeting minutes and agendas 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: Steve Holliday, Jessica Ritter, Robbie Piehl, Ben Wolfe, Sonja Peterson, Tori Dennis, Mande Juza-Hamrick

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## PBCCS STAFF

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

## 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 <b>BEST</b>	Students: How to be your <b>BEST</b>	Teachers: How to be your <b>BEST</b>
<p><b>Be Respectful:</b> Show care and concern for all students, families, and staff.</p> <p><b>Enthusiastic:</b> Promote a positive, school-focused attitude at home.</p> <p><b>Safe:</b> 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><b>Take Responsibility:</b> 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</p>	<p><b>Be Respectful:</b> Show care and concern for others at all times.</p> <p><b>Enthusiastic:</b> Come to school with a positive, school-focused attitude, ready to learn.</p> <p><b>Safe:</b> Walk when at school, unless during recess and PE. Keep hands and feet to yourself. Show care for others at all times.</p> <p><b>Take Responsibility:</b> 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><b>Be Respectful:</b> Show care and concern for all students, families, and staff.</p> <p><b>Enthusiastic:</b> Joyfully promote a positive, learning-focused atmosphere in your classroom and around campus.</p> <p><b>Safe:</b> Make safety a priority at all times. Kindly teach safety procedures and expectations to students and families whenever possible.</p> <p><b>Take Responsibility:</b> 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</p>



order to promote learning to continue for others.		students/families/staff about timely student needs and situations.
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## 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 learn 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"> <li>● Walk facing forward</li> <li>● Keep hands, feet, &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>● Follow adult direction</li> <li>● Use kind words</li> <li>● Respect school &amp; personal property</li> </ul>	<ul style="list-style-type: none"> <li>● Follow school rules</li> <li>● Encourage positive behavior from others</li> <li>● Take care of personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>● Face forward</li> <li>● Walk at all times</li> <li>● Stay on the right</li> <li>● Keep hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate language &amp; volume</li> </ul>	<ul style="list-style-type: none"> <li>● Always have a pass</li> <li>● Return to class promptly</li> <li>● Put personal belongings in their place</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>● Wash hands</li> <li>● Keep water in sink</li> <li>● Behave appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Give others privacy</li> <li>● Quiet voices</li> <li>● Wait your turn</li> <li>● Unroll toilet paper only as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Place paper towels in garbage cans</li> <li>● Ask for permission to use</li> <li>● Flush after use</li> <li>● Get in and get out</li> </ul>	<ul style="list-style-type: none"> <li>● Clean your hands really well</li> <li>● Smile at others without distracting them</li> </ul>
Library	<ul style="list-style-type: none"> <li>● Walk only</li> <li>● Enter and exit on the right</li> </ul>	<ul style="list-style-type: none"> <li>● Quiet voices</li> <li>● Follow directions &amp; procedures</li> <li>● Respect other classes</li> </ul>	<ul style="list-style-type: none"> <li>● Use shelf markers</li> <li>● Return materials on time</li> <li>● Take good care of materials</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> </ul>

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

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

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

## MIDDLE SCHOOL CLASSROOM RULE MATRIX

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

## PBCCS BUS BEHAVIOR MATRIX

AREAS	Be RESPECTFUL	ENTHUSIASTIC	SAFE	Take RESPONSIBILITY
Waiting for the bus	<ul style="list-style-type: none"> <li>● Keep hands and feet and objects to self</li> <li>● Respect private and public property</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> <li>● Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in designated area and visible to an adult</li> <li>● Wait to approach the bus until it is stopped and the doors are OPEN</li> </ul>	<ul style="list-style-type: none"> <li>● Be on time</li> <li>● Wait in the designated spot</li> <li>● Line up as directed</li> <li>● Follow instructions</li> </ul>

Entering the bus	<ul style="list-style-type: none"> <li>● Greet the bus driver</li> <li>● Use a kind and quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> <li>● Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>● Use the handrail</li> <li>● Walk at all times</li> <li>● Wait for instructions before boarding</li> </ul>	<ul style="list-style-type: none"> <li>● Be seated quickly</li> <li>● Slide over to make room for others</li> <li>● Remain seated, facing forward</li> <li>● Hold your backpack on your lap</li> </ul>
Riding the bus	<ul style="list-style-type: none"> <li>● Keep hands and feet and objects to self</li> <li>● Use a quiet voice</li> <li>● Use appropriate language and topics</li> <li>● Be prepared for your stop</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> <li>● Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>● Keep the aisles clear</li> <li>● Keep all objects inside the bus</li> <li>● Be silent at railroad crossings</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated, back to back, seat to seat and feet on floor</li> <li>● Keep food and drinks in your backpack</li> <li>● Report any issues to the driver or your teacher</li> </ul>
Exiting the bus	<ul style="list-style-type: none"> <li>● Keep aisle clear for students exiting</li> <li>● Assist others as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Choose a positive attitude</li> <li>● Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated until the door opens</li> <li>● Exit single file</li> <li>● Hold the handrail</li> <li>● If crossing, wait the driver's instructions and cross in front of the bus</li> <li>● Walk in designated areas straight to your destination</li> </ul>	<ul style="list-style-type: none"> <li>● Get off the bus at your assigned stop</li> <li>● Take all personal items off the bus</li> </ul>
Evacuation	<ul style="list-style-type: none"> <li>● Assist other students as needed</li> </ul>	<ul style="list-style-type: none"> <li>● Set a good example for others</li> </ul>	<ul style="list-style-type: none"> <li>● Stay quiet, listen and follow adult instructions</li> <li>● Leave belongings on the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Stay calm throughout the process</li> <li>● Exit quickly and safely – one row at a time.</li> </ul>

## Admission

A student seeking enrollment in PBCCS for the first time must meet all age, health, attendance, immunization and other eligibility prerequisites for admission as set forth in state law. 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.

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.

### **Animals in the School**

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the [administrator] that are part of an approved public charter school curriculum or co-curricular activity are allowed in public charter school facilities.

Companion or comfort animals are not considered service animals.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

### **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 administrator and CCSD Facilities Director serve as the school's asbestos program manager and may be reached for additional information.

### **Assessment Program**

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

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

### **Attendance**

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

PBCCS will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the Student & Family Services Coordinator and/or administrator will schedule a conference with the non-attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12<sup>th</sup> grade, and who fails to send a student to school within three days of notification by PBCCS that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine. Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may 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.

### Absences and Excuses

If a child is absent, we ask the parent to notify the school. This may be done by phone (541-548-1166) or email (info@powellbuttecharterschool.org.) If notification is not received, the office will contact the parent to verify the absence. If you know in advance your child will not be attending school, contact the office to pre-arrange the absence.

A student's absence from school or class will be excused under the following circumstances:

1. Illness, including mental and behavioral health 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. Student is a dependent of a member of the U.S. Armed Forces<sup>1</sup> who is on active duty or who is called to active duty. The student may be excused for up to seven days during the school year;
5. Field trips and school-approved activities;
6. Medical or dental appointments (confirmation of appointments may be required);
7. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.]

PBCCS shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

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

A student who must leave school during the day, must notify the office. A student who becomes ill during the school day should, with the teacher's

permission, report to the office. PBCCS staff will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment.

### **Cell Phones**

It is often necessary for students to bring a cell phone to school. ***During school hours, all cell phones are expected to be off, 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.

PBCCS asks that volunteers and visitors silence their cell phones while on campus or participating in school activities.

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 or email when the student is not engaged in school activities and not using school equipment.

### **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, 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.

### **Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students and staff who have been



exposed to the disease can be alerted.

A student with 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 physician, physician assistant, nurse practitioner, local health department nurse or school nurse that the disease is no longer communicable to others in the school setting. This includes: chicken pox, cholera, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, tuberculosis and pandemic flu.

Parents with questions should contact the school office.

## **Conduct**

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

### **Student Code of Conduct**

PBCCS 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 school-provided transportation.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while under the jurisdiction of the 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, cyberbullying and teen dating violence (Board policy JFCF);
3. Violent behavior or threats of violence or harm (Board policy JFCM);
4. Disorderly conduct, false threats and other activity causing disruption of the school environment;
5. Bringing, possessing, concealing or using a weapon (Board policy JFCJ);
6. Vandalism, malicious mischief, theft, including willful damage or destruction to school property; or to private property on public charter school premises or at school-sponsored activities;
7. Sexual harassment ( Board policy GBN/JBA);
8. Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol or drugs or other controlled substances, including drug paraphernalia (Board policy GBK/KGC);
9. Use or display of profane or obscene language;
10. Disruption of the school environment;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;

12. Violation of school transportation rules, including those of Crook County School District;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

In regards to weapons, 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 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. In regard to tobacco, alcohol or drugs, and in accordance with Oregon law, any person under age 21 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 167.785. 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 21 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 475.904.

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

“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 (Board policy JF/JFA):

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 their rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;

6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

## **Conferences**

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:

1. The student is not maintaining progress or achieving the expected level of performance;
2. The student is not maintaining behavior expectations;
3. Any other case the teacher considers 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.

## **Discipline and 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 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.

Disciplinary measures are applied depending on the nature of the offense and without bias. 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, they may also be referred to law enforcement officials. Violations of the PBCCS weapons policy, as required by law, shall be reported to law enforcement.

### Discipline of Students with Disabilities

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

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

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. PBCCS 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's 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.

This is in coordination with Board policy JGDA and Crook County School District policy and administrative regulation.

### Expulsion

Students may be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy;
3. 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.

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. This is in coordination with Board policy JGD and ORS 339.250.

## Suspension

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members;
4. 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 their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

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

While under suspension, a student may not attend after-school activities and athletic events, be present on school property or participate in activities directed or sponsored by the 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.

## **Distribution of Materials**

All aspects of K-8 school-sponsored publications, including web pages, newsletters, social media and yearbooks, are completely under the supervision of the school staff.

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 PBCCS may be subject to administrative review, restriction or prohibition, 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 or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias.

Materials that 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 PBCCS.

All material requests for distribution require administrator approval.

If material is not approved within 48 hours of the time that it was submitted, it must be considered non-approved.

PBCCS may designate the time, place and manner for distribution.

A non-approval may be appealed to the administrator. If the material is not approved by the administrator within three days is considered non-approved. The non-approval may be appealed to the Board at a regular meeting, when the individual shall have a reasonable period of time to present their viewpoint (See Board policy KL).

## **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 workplace, 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 is those standards are not met.

## **Drug, Alcohol and Tobacco Prevention Program**

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

disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

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

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the public charter school. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum is implemented. This also includes staff training in 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.

Parents are encouraged to contact the Student and Family Services Coordinator for information on school and community resources available to assist students in need.

### **Electronic Communications System**

Students may be permitted to use the 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 email and social media, is strictly prohibited.

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

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

PBCCS 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 school's information system are the school's property and are to be used for authorized purposes only. Use of PBCCS 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 staff may routinely review user files and communications. Files and other information, including email, sent, received, generated or stored on public charter school servers are not private and may be subject to monitoring.

By using the PBCCS system, individuals consent to have that use monitored by authorized PBCCS personnel. PBCCS reserves the right to access and disclose, as appropriate, all information and data contained on school computers, devices and the 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 system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials. This is in coordination with Board policy IIBGA.

### **Emergency Drills**

Emergency drills are practiced routinely per the requirements of law and state recommendations. Drills and instruction on safety threats includes procedures related to lockdown, lockout, shelter in place, evacuations and other actions to take when there is a threat to safety. Additional drills and instruction is provided for fire and earthquake dangers. Emergency procedures are posted in all classrooms and reviewed with students. Students are expected to follow procedures and instructions with respect and efficiency.

### **Emergency Medical Treatment**

A student who becomes ill or is injured at school must notify a 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 submitted by parents. 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 Closure Information**

*PBCCS will follow Crook County School District in the case of hazardous or emergency conditions.* In extenuating circumstances, PBCCS may choose to differ from district. Such alterations include; closure of school, closure of selected grade levels, delayed opening, and/or early dismissal of students and modified bus routes. Announcements will be made via email, social media and the school website.

### **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 organizations, athletics and other activities has to offer. Interested students should contact the office for additional information. PBCCS students in grades K-8 may participate in their resident district's activities that are offered before and after regular school hours.

### **Field Trips**

Field trips are an integral part of PBCCS' place-based education mission and program. Field trips may be scheduled for educational, cultural or extracurricular purposes. All students are considered to be "in school" while participating in PBCCS sponsored field trips. This means students are subject to the school's student code of conduct, applicable Board policy and such other rules as they may be deemed appropriate by the field trip supervisor.

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

### **Gum**

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

### **Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating and Domestic Violence**

Harassment, intimidation, bullying, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the school. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of

harassment, intimidation, bullying, cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of Board policy – JFCF – Harassment, Intimidation, Bullying, Cyberbullying – Student and any accompanying administrative regulations will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Individuals may also be referred to law enforcement officials.

“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; or
3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

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

“Teen dating violence” means:

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

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

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

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

“Retaliation” means any acts of, including but not limited to harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward the victim, a person in response to an actual or apparent reporting of or participation in the investigation of [harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

The administrator will take reports and conduct a prompt investigation of any reported acts of harassment, intimidation or bullying, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report their 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 they have been subjected to an act of harassment, intimidation or bullying, or cyberbullying, or feel they have been a victim of teen dating violence in violation of this policy is encouraged to immediately report concerns to the administrator who has overall responsibility for all investigations. A report made by a student or volunteer may be made anonymously. A student may also report concerns to a teacher or staff member who will be responsible for notifying the appropriate public charter school official.

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

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

Step 1: Any reports or information on acts of harassment, intimidation or bullying, cyberbullying, or incidents of teen dating violence (e.g., complaints, rumors) shall be presented to the administrator]. Reports 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 administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The administrator will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The administrator conducting the investigation shall notify the person making the report within 10 working days of receipt of the information or report, and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

Step 3: If the person making the report is not satisfied with the decision at Step 2, they 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 person making the report and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the

appeal within 10 working days.

Step 4: If the person making the report 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 30 working days, conduct a hearing at which time the person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment 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 Second Ave., Room 3310, Seattle, WA 98174-1099.

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. 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.

## **Immunization & Physical Examination**

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for religious, philosophical beliefs and/or medical exemption, 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 the student has met immunization requirements. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **Physical Examination - Athletics**

Students in grades 7 through 12 must have physical examinations performed by a physician 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 a School Sports Pre-Participation Examination form prior to their participation to the school in which they are participating. This form is to be completed and signed by a parent or guardian 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 school of participation shall require a student to have an additional physical examination if he or she is diagnosed with a significant illness or has had major surgery, prior to further participation in extracurricular sports.

## **Infection Control**

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

### **HIV, HBV, AIDS - Students**

A student infected with HIV, 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. PBCCS recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the school.

If the school is informed, PBCCS 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 school will meet with the infected individual or representative to develop appropriate procedures.

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

### **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 school's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 8.

Any parent may request that their student be excused from that portion of the instructional program required by Oregon law by contacting the administrator for additional information and procedures.

### **Lockers**

Lockers and other school storage areas provided for student use remain under the jurisdiction of the school even when assigned to an individual student. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on school premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim school property including instructional materials.

Valuables should never be stored in the student's locker. PBCCS will not be responsible for the loss of, or damage to, personal property.

### **Lost and Found**

Any articles found in the school or on grounds should be turned in to the school office. Unclaimed articles will be disposed of at the middle of the school year and end of the school year.

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

### **Media Access to Students**

Media representatives may interview, and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

PBCCS 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.

### **Medications**

Students may be permitted to take medication and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, and in transit to or from school or school-sponsored activities in accordance with Board policy, administrative regulations and the following.

### Pre-measured Doses of Epinephrine

A premeasured dose of epinephrine may be administered by trained, designated personnel 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

Request and parental permission for the public charter school to administer prescription or nonprescription medication shall be made in writing by the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675.

Written instructions of the prescriber 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, any other special instructions and the signature of the prescriber. A prescription label prepared by a pharmacist at the direction of a prescriber meets the requirements for written instructions from the prescriber, if the information above is included.

Written instructions, which include the information above and the reason that the medication is necessary for the student to remain in school, are required for all requests to administer non-prescription medication.

All medication to be administered by the public charter school is to be brought to school 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 school.

In situations when a licensed healthcare professional is not immediately available, designated personnel 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-8, who are able to demonstrate the ability, developmentally and behaviorally, to self-medicate, are permitted to self-medicate prescription and nonprescription medication upon:

1. Written request and permission of the parent or student, if the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640 or 109.675; and

2. Permission from a building administrator, prescriber or registered nurse practicing in a school setting; and
3. Compliance with age-appropriate guidelines.

In the case of prescription medication, permission from the prescriber is also required. Such permission may be indicated on the prescription label. The instruction for a student to self-medicate will include an assurance that the student has been instructed in the correct and responsible use of the medication from the prescriber.

A student permitted to self-administer medication may be monitored by designated personnel to monitor the student's response to the medication.

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

A request to the public charter school to administer or allow a student to self-administer nonprescription that is not approved by the Food and Drug Administration (FDA) shall include a written order from the student's prescriber that meets the requirements of law.

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 is found to be in violation of these requirements. Students may also be subject to disciplinary action.

Contact the school office for additional information and forms.

## **Parental Involvement**

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, PBCCS 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 PBCCS provides;
2. Keep informed on PBCCS activities and issues. The newsletter, classroom news, "Back to School" night, family activities, and PTO meetings provide opportunities for learning more about PBCCS;
3. Become a PBCCS volunteer. For further information contact the School and Family Services Coordinator



## **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 PBCCS containing one or more of the following items:

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

A student's personal information (e.g., 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 administrator during regular school hours.

This is in coordination of Board policy KAB.

## **Pediculosis (Head Lice)**

A student with a suspected case of head lice may be referred to school personnel for a screening. The screening will be done in a confidential manner. A student found with live lice or nits (lice eggs) will be excluded from school attendance. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. Treatment will be requested. A student will be readmitted after treatment has been provided, and there are no live lice or nits are present.

## **Personal Electronic Devices and Social Media**

Students may possess personal electronic devices only as authorized by school personnel.

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 school equipment, while on school property or at school-sponsored activities unless the access is approved by a school representative.

Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on school property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the administrator.

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

PBCCS 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 rules as established by the Board and 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.

The public charter school will not be responsible for the loss of, or damage to, personal property.

## **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, or disability. 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 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.

### **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 school staff finds it necessary.

### **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with the school personnel 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 their parent or as otherwise provided by law.

### **Restraint and Seclusion**

The public charter school has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students (see Board Policy JGAB – Use of Restraint or Seclusion and any accompanying administrative regulation).

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    - (1) The date of the restraint or seclusion;

- (2) The times the restraint or seclusion began and ended; and
  - (3) The location of the incident.
  - b. A description of the student's activity that prompted the use of restraint or seclusion;
  - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the public charter school who administered the restraint or seclusion;
  - e. A description of the training status of the staff of the public charter school who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion.
4. An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.
6. A Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
- a. Name of the student;
  - b. Name of staff member(s) administering the restraint or seclusion;
  - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
  - d. Location of the restraint or seclusion;
  - e. A description of the restraint or seclusion;
  - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
  - g. A description of the behavior that prompted the use of restraint or seclusion;
  - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
  - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.

9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
10. The public charter school will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

## **Student/Parent Complaints**

### **Discrimination Complaints**

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

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should follow Board policy KL - Public Complaints and any accompanying administrative regulations.

### **Public Complaints (Student/Parent)**

Any member of the public, including parents and students, who wishes to express a concern should discuss the matter with the school employee involved. The employee shall respond within five working days.

If the individual is unable to resolve a problem or concern with the employee the individual may file a written, signed complaint with the administrator clearly stating the nature of the complaint and a suggested remedy. The administrator shall investigate the complaint and provide a report of the findings and conclusions to the complainant within five working days of receipt of the written complaint.

If the complainant is dissatisfied with the administrator's findings and conclusion, 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 complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the administrator's decision is final. The complainant shall be informed of the Board's decision within 30 working days from the hearing of the appeal to the Board.

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.

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

## Sexual Harassment Complaints

Sexual harassment of or by staff members, students, or third parties who are on or immediately adjacent to school grounds, at any school-sponsored activity, on any school-provided transportation or at any official bus stop, Board members, volunteers, parents, visitors, service contractors or others engaged in school business is strictly prohibited and shall not be tolerated in school.

Sexual harassment of students shall include, but not be limited to, unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
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 creates an intimidating, offensive or hostile educational 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 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, staff members or third parties.

The administrators and the compliance officer have responsibility for complaints and 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 (i.e., complaints, rumors) 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.

The school official receiving the complaint shall cause the school to provide written notice from the school to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainants through the school including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainant and legal recognized exceptions to those rights for internal complaint processes and services

available through the school; and

6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

Step 2: The school official receiving the information or complaint shall promptly initiate an investigation. The public charter school official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The school official(s) conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the result of the investigation, 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, they 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, they may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints of discriminatory harassment 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.

### Suspected Sexual Conduct

Sexual conduct by public charter school employees, contractors<sup>1</sup>, agents<sup>2</sup>, and volunteers is not be tolerated. All public charter school employees, contractors, agents, and volunteers are subject to Board policy JHFF/GBNAA – Reporting Requirements Regarding Sexual Conduct with Students.

Complete procedures for filing a complaint can be found on the school's webpage (<https://powellbuttecharterschool.org/board-policies/>).

## **Student Education Records**

The information contained below shall serve as PBCCS's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and school official responsible for education records.

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

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

Permanent records shall include:

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

The 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.

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 or parental plan, 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) may inspect and review education records during regular 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 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: The administrator or designated representative; a member chosen by the parent; 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. The individual shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the 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 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 Board policy and administrative regulation may be obtained on the school website.

### Requests for Education Records

The school shall, within 10 days of a student seeking initial enrollment in or services from PBCCS, 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.

### Transfer of Education Records

PBCCS 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.

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

## **Student Searches**

### Searches

School officials may search the student, their personal property and property assigned by the school for the student's use at any time on 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.

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

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

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, 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 school. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or Student/Parent Handbook may be seized and turned over to law enforcement or

returned to the rightful owner, as appropriate.

### **Questioning of Students**

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

### **Supervision of Students**

Adult supervision is provided to students during regular school hours between 7:30 AM - 2:45 PM , while traveling on school-provided vehicles to and from school and while engaged in school-sponsored activities.

### **Technology Responsible Use Guidelines**

Powell Butte Community Charter School provides its students and staff access to a multitude of technology resources. Administration and staff at PBCCS are committed to providing students with meaningful opportunities to learn and communicate with others, in a safe environment, through a wide range of technology.

During school activities teachers and other staff will guide students toward appropriate materials. With the increased access to web content and resources, schools are committed to monitoring appropriate use in and out of the classroom. That said, students are expected to be responsible stewards of the hardware, internet access, and the content they share and consume online. PBCCS is committed to fostering an environment where our students can develop into contributing citizens, on and offline.

PBCCS will regularly review the Responsible Use Guidelines and Agreement with student(s) during the school year. We request that you, too, take the time throughout the year to review these guidelines and agreement with your child to reinforce the importance of an appropriate and responsible online.

PBCCS guidelines are intended to promote the most effective, safe, productive, and instructionally sound uses of technology tools. PBCCS makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. PBCCS maintains a robust system of internet content filtering on PBCCS provided devices at school and at home.

### **Digital Citizenship**

PBCCS staff and students use technology in meaningful, safe, and responsible ways while at school and at home. Digital citizenship means:

- Respect for one's self: Users will nurture an appropriate and respectful online presence, and will purposefully consider information and images before and after posting online.
- Respect for others: Users will refrain from using technologies to bully, tease, or harass other people.
- Respect for Intellectual Property: Users will suitably cite any and all use of websites, books, media, etc. while adhering to Fair Use practices.
- Protect one's self and others: Users will protect themselves and others by immediately reporting abuse and by not forwarding inappropriate materials or communications.
- Protect personal data: Users will not share personal logins and passwords and are urged to update passwords regularly. Users should not share personal information (name, address, phone number, etc) in online forums or other electronic communications. Users will not share information belonging to other users.

### **Expectations**

Responsible use of PBCCS technology resources is to be ethical, respectful, academically honest, and supportive of the school's mission. Each user has the responsibility to respect every other person in our community and on the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space.

Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with school policy and guidelines. Users should not expect that files stored on school servers or within Google Drive, to be private. Users also should understand that school servers regularly record internet activity in log files that can be made available to the public under RSA 91-A: Access to Public Records and Meetings. Some activities are expressly prohibited by law.

Users must abide by the generally accepted rules of network etiquette while at school and at home. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with PBCCS educational objectives, mission and curriculum.
- Transmission of any material in violation of local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of networked resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the school's administration.
- Use of computer resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.

- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks, G Suite for Education accounts, or on district assigned devices may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

#### **Violations**

PBCCS reserves the right to deny or limit access to technology and/or the internet to anyone. Violating any portion of these guidelines may result in disciplinary action, including temporary or permanent ban on computer or internet use, suspension or dismissal from school, and/or legal action. PBCCS may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

#### **Threats**

PBCCS prohibits student violence or threats of violence in any form. Conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. 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 any electronic equipment to threaten, harass or intimidate another. Additionally, false threats to damage school property, will not be tolerated. Students in violation of the public charter school's Board policy JFCM – Threats of Violence will be subject to discipline and may be subject to civil or criminal liability.

#### **Tobacco Products and Inhalant Delivery System**

Student possession, use, sale, or distribution of any tobacco product or inhalant delivery system on or near school property or grounds, including parking lots, or while participating in school-sponsored activities is strictly prohibited. Any form of promotion or advertisement related to any tobacco product or inhalant delivery system is also strictly prohibited.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

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

## **Transportation of Students**

A student being transported on school-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.

Student bus transportation is provided by Crook County School District (CCSD). Routes and scheduling is developed by the CCSD Transportation Department. Busses 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.

### **Transportation Rules**

The following rules shall apply to student conduct on school-provided transportation:

1. Students being transported are under the authority of the bus driver;
2. Food or drink is not permitted on the bus, except for water bottles;
3. Fighting, wrestling or boisterous activity is prohibited on the bus;
4. Students will use the emergency door only in case of emergency;
5. Students will be on time for the bus, both morning and evening;
6. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
7. Students will not bring animals, except approved service animals, on the bus;
8. Students will remain seated while bus is in motion;
9. Students may be assigned seats by the bus driver;
10. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
11. Students will not extend their hands, arms or heads through bus windows;
12. Students will have written permission to leave the bus other than for home or school;

13. Students will converse in normal tones; loud or vulgar language is prohibited;
14. Students will not open or close windows without permission of the driver;
15. Students will keep the bus clean and must refrain from damaging it;
16. Students will be courteous to the driver, fellow students and passers-by;
17. 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.

### 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.

There may be limitations to bus service. Transportation is not provided for students outside of district boundaries.

If established bus stops are not being used, the stop may be removed from the route. Stops can be reinstated by contacting the CCSD transportation office.

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.

Crook County Transportation Department

1820 N. Lamonta Rd.

Prineville, OR 97754

541-447-7789

### **Vehicles/Bicycles/Skateboards on Campus**

Vehicles parked on public charter school property are under the jurisdiction of the school.

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. PBCCS strongly discourages students from riding bicycles to school, due to the traffic danger on the highway.

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is prohibited. Skateboards/Rollerblades/Scooters or similar devices are prohibited on school property during school hours unless special permission is given by the administrator for a specific activity. Skateboards, rollerblades, scooters or similar devices will be confiscated by school authorities and placed in the office for parents to retrieve.

Use of skateboards/rollerblades/scooters on school property during nonschool hours is at the user's risk.

PBCCS assumes no liability for loss or damage of personal property, including vehicles, bicycles or skateboards, or to injuries caused in the use of them.

## **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.

### **Parent/Visitor Guidelines**

In order to maintain an orderly, respectful and secure educational environment for the students and staff at PBCCS. It is essential that all parents and visitors to our building be aware of their responsibilities, conducting themselves in a respectful and orderly manner in accordance to the expectations for public conduct outlined in Board Policy and the Code of Conduct. Certain limits will be set for parents and other community members who visit PBCCS. The administrator or designee is responsible for all persons in the building or on the grounds. The administrator will approve requests to visit, as appropriate. Parents and/or community members wishing to observe a classroom, while school is in session may schedule with the office. Arrangements must be made at least one day in advance. Students will not be permitted to bring visitors to school without prior approval of the administrator.

## **Volunteers**

In order to maintain a safe environment for students, staff and our community, PBCCS requires a criminal background checks for volunteers who have the potential for direct, unsupervised contact with students. The conviction of a crime (felony or misdemeanor) will not automatically disqualify a person from volunteering in a school. Completed forms are maintained in a confidential manner.

PBCCS requires criminal background checks on any volunteers, including parents, who meet the following criteria:

- Will be acting as a classroom helper;
- Will be in direct unsupervised contact with students;
- Will have a regular and ongoing assignment at the school;
- Will be off campus with students, such as on a field trip;



- Will be acting as a mentor to a student or students;
- Will be acting as a coach or activity director.

Prior to volunteering, the criminal background checks must be completed and all volunteers must complete the PBCCS volunteer training.

### Becoming a Volunteer

Step 1: Complete the application and background check form.

Step 2: You will receive an email confirmation on the status of your background check.

Step 3: Attend a volunteer training session.

Step 4: Volunteer!