



**Luckiamute Valley Charter Schools**  
*Cultivating Excellence ~ Developing Leaders*

## STUDENT/PARENT HANDBOOK

### **Bridgeport Campus**

17475 Bridgeport Road, Dallas, OR 97338  
(503) 623-4837

### **Pedee Campus**

12975 Kings Valley Hwy, Monmouth, OR 97361  
(503) 838-1933

### **Main Office Hours**

7:30 am – 4:00 pm

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### **Purpose Statement**

“To cultivate excellence in every student”

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## INTRODUCTION

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

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. An equitable lottery may incorporate a weighted lottery for historically underserved students.

### **LUCKIAMUTE VALLEY CHARTER SCHOOL PARENT TEACHER ORGANIZATION (PTO)**

Cali Beasley, President

Jane Montgomery, Vice-President

Lena Calif, Treasurer

Trish Collman, Secretary

<i>SCHEDULE</i>	<i>BRIDGEPORT</i>	<i>PEDEE</i>
Breakfast Begins	7:45 am	7:45 am
Classes Begin	8:00 am	8:00 am
Lunches Begin	11:00 am	11:25 am
Classes Dismissed	3:30 pm	3:30 pm

The material covered within the Student Agenda is intended as a method of communicating to parents and student's general information, rules, and procedures and is not intended to either change or diminish any Board Policy or A.R's. Any information contained in the Agenda is subject to revision or elimination for time to time.

### **VISION STATEMENT**

The cornerstone of education at Luckiamute Valley Charter Schools is the development of responsible children who value and respect themselves and others. Building on children's innate curiosity and joy in learning, Luckiamute Valley Charter Schools promotes unique programs with a solid traditional academic foundation, incorporating current technology. We use our natural rural setting as a source for artistic creativity and scientific discovery. At Luckiamute Valley Charter Schools we provide a safe and nurturing environment so that children become confident thinkers and life-long learners. The foundation that makes this possible is a school community where parents and teachers work in cooperation for the good of every child, and a rural community that values the school at its heart. All staff and students will strive to meet four basic guidelines

## **ASSESSMENT PROGRAM**

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

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

## **SCHOOL WIDE GUIDELINES**

These Guidelines form the basis of our School-Wide Rules.

### **Safety**

- A safe, orderly climate will be nurtured.
- The emotional needs and physical security of the students will be ensured.
- Effective, consistent communication networks will be established.

### **Respect**

- Positive relationships will be built through trust, collaboration, compassion and humor.
- The uniqueness of each individual will be recognized and honored.
- A strong work ethic will be modeled.

### **Responsibility**

- High Expectations will be established for performance in a standards-based environment.
- Student progress will be consistently monitored, assessed and communicated.
- Goals will be established and celebrated when reached.

### **Preparedness**

- Have necessary classroom materials ready.
- Homework done, if given.

## **ATTENDANCE**

Regular attendance is extremely important to student success. Luckiamute Valley Charter Schools expects regular attendance of all students, as does Oregon State Law. LVCS's expectation of regular and punctual attendance reinforces for students the importance of learning and achievement. Students who regularly attend school are better able to keep up with their school work, are more likely to acquire grade level skills and knowledge, and develop a stronger sense of belonging in the classroom. Students who are absent from school miss significant amounts of instruction, and are more likely to perform below grade level. Student attendance is part of the formula for state school report cards. **ALL** absences whether excused or unexcused affect the report card. In order to receive "exceptional", the school must have 96% attendance each day. Students are expected to bring a note from their parent within 3 days of an absence, unless the parent has already called the school.

**Excused Absences include:** Illness, Serious Family Illness or death in immediate family, Medical Appt. authorized Religious Holidays, Pre-arranged absences approved In advance by the teacher.

**Unexcused Absences:** Truancy, Oversleeping, Missing Bus or Car Malfunctions, Babysitting siblings, Vacations, Hunting or Fishing Excursions not approved prior (at least 3 days advanced notice).

## **CHECK-IN PROCEDURES**

All students who arrive after the start of classes need to check-in at the school office. They will sign into the Keepntrack program and a tag will pop out that they will give to their teacher. Adults should come in to help their young children check-in

## **CHECK-OUT PROCEDURES**

Due to safety concerns, before a student may leave the school grounds during the school day, he/she must have written permission from a parent or guardian, or the parent/guardian must contact the school office explaining the reason for leaving.

If your child needs to leave school prior to dismissal time, please do the following;

- a. Communicate with the office.
- b. Come into the office and Sign your child out on Keepntrack.
- c. Wait for your child to be called to the office.

Only custodial parents/guardians will be allowed to pick up a student during the school day, unless we have been notified in advance by the custodial parent.

## **EARLY/LATE ARRIVAL**

Students will not be kept after regular school hours unless parents have been notified and consulted in advance. All children are expected to go home immediately after school is dismissed. All children who, go home earlier than usual are to bring a written explanation signed by a parent or guardian.

# **ENROLLMENT AND REGISTRATION**

## **ADMISSIONS**

As a charter school, LVCS is a school of choice. Enrollment is voluntary and open to all children. A certain percentage of our student body may be out of district. On May 1<sup>st</sup> the enrollment process will include the following steps per ORS 338.115. Priority will be given to students in grade K-8 who were enrolled the previous school year, unless expelled, to siblings of students enrolled in LVCS and to resident students not previously enrolled in LVCS.

If there is room at any grade level:

1. Current students (K-8)
2. Siblings of current students (K-8)
3. Dallas School District students (K-8) not previously enrolled in LVCS
4. Out of District Students

If there are more applicants than spaces, the new students are chosen by lottery. If not chosen on the lottery process you will be placed on the waiting list.

How parents can support admissions? Good news travels fast! Our goal is to make sure that every family in the Bridgeport/Pedee area knows about the Luckiamute Valley Charter School. Parents can help by talking with new neighbors about the school. Brochures are available in the office. Please encourage anyone who is interested in enrolling next year to talk to at the Registrar in the Office.

## **KINDERGARTEN REGISTRATION**

Kindergarteners must be 5 years of age by September 1<sup>st</sup>. Enrollment must include Language Survey form, a copy of Birth Certificate and Immunizations Shot Records.

## **TRANSFERRING OR GRADUATING**

When a student is going to withdraw or transfer to another school, the parent or guardian should inform the school of the date of the intended withdrawal and the new location of the student's school attendance. When your child is enrolled at the new school, that school will request records. All requested records will be sent, when all fines are paid, within ten (10) days of receipt of the request as required by law.

## **WAITING LIST**

If a new student is interested in attending LVCS, but their grade is currently full, the parent or guardian must fill out and turn in an enrollment form and their child will be placed on a waiting list. When a single student is waiting for a grade and a space becomes available they will be moved right into that class and immediately enrolled.

# **GENERAL SCHOOL INFORMATION**

## **BIRTHDAYS**

We do not prohibit homemade treats, but there are always unknown risks. Items need to be approved by the teacher in case of food allergies. Instead of sugary items, we encourage buying a book, signing it and donating to the library for posterity.

## **CONFERENCES**

Cooperative action between parents and teachers is one of the surest ways to develop the best possible school program for our children. One of the opportunities for you to work directly with your child's teacher comes to you through the conference method of reporting your child's progress. 100% participation is desired and students may attend. The first conference of the year is largely for reviewing and assessing where the child is academically and setting goals for the year. The second conference is to review progress made for the year and what areas, if any, still need attention. If you would like to discuss your child's progress at any time during the year, please contact your child's teacher. When a conference is planned in advance, teachers have time to assemble materials and make observations regarding the problems that are causing concern. You will get more information from the conference if you come prepared in advance with questions, appreciative remarks, and observations.

## **CURRICULUM**

Language Arts will cover reading, literature skills, and writing, from stories to simple research papers for the older students. Math, Science, PE, and Computers, will round out the course offerings at LVCS.

## **LOST AND FOUND**

Please mark cups, lunch boxes and coats. Encourage your child to check the lost and found periodically, if they have lost items. At the end of the year all unclaimed items will be donated to Goodwill.

## **DIRECTORY INFORMATION**

Parents and student should be aware that Directory Information may be released for use in local school publications, other media, and for such purposes as deemed appropriate by the principal. Certain personally identifiable information is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph (including video tape), and participation in officially recognized activities, dates of attendance, and awards received. Parents of students who object to the release of any or all directory information should notify the school principal within fifteen (15) days from the date this handbook was issued. Hearing no objection, the directory information may be released for use in local school publications, other media, to appropriate governmental agencies and for such other purposes as deemed appropriate by the principal.

## **INTERNET USE**

Your child has the opportunity to use LVCS computers to communicate with other schools, organizations and individuals around the world and to access information from the World Wide Web through the Internet. Your permission is required prior to your child using computers for these purposes. With this educational opportunity comes responsibility. It is important that you and your child read the Acceptable Use Policy, AUP, and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool. Inappropriate system use may also lead to other types of discipline. In spite of our compliance with the Children's Internet Protection Act, there may be material or communications on the Internet, which the staff, parents, and students may find objectionable. Your child may obtain internet access after Parent and Student sign the INTERNET, EMAIL, GOOGLE APPS USE AGREEMENT.

## **LIBRARY BOOKS**

The library is central to LVCS. Children receive instruction and practice in using books and material for class work. Students are encouraged to check out reading material. Please help your child by observing a silent reading time at home and discussing what he or she is reading. **Please return "Luckiamute School" books to the correct LVCS campus location, not to the public library. Thanks!**

## **SHARING**

Pets are welcome for sharing time, but please plan the visit with the classroom teacher first and come prepared to stay and take the pet home. Valuable items, delicate toys, and money are best left at home.

## **STUDENT EDUCATION RECORDS PRIVACY**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents and students certain rights with respect to their child's educational records. When a student reaches the age of eighteen or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's educational records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. If you wish to seek access to your child's educational records, please direct your written request to the school principal.
  
- 2) To request that the school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. If you wish to request an amendment to your child's record, please contact the school.
  
- 3) To control the disclosure of their child's personally identifiable information from their educational record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. FERPA allows school to disclose those records without consent to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or a lawfully issued subpoena; appropriate officials in case of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law.

4) You may file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## HEALTH AND SAFETY

### COMMUNICABLE DISEASES AND PARASITES

All communicable diseases are handled according to LVCS and State Health Department Guidelines, which can be found in the office. In particular, head lice are a problem in the Willamette Valley. Information about lice will be sent home early in the year. If a case of head lice occurs, all families will be notified and children will be checked and rechecked in ten days. A student who has been infested will not be readmitted until a school personnel) verifies the student as being free of live lice.

Please keep children at home when they are ill. A good rule of thumb, if children are too sick to participate at recess, they are too sick to be at school.

### EMERGENCY CONTACT INFORMATION

Student Emergency Contact Information is maintained in each school office. Individuals and their contact numbers, and other vital information on the Emergency Contact Sheet must be kept current during the school year. If circumstances change, please contact us so we can make the necessary changes on the student's Emergency Contact Sheet.

### EMERGENCY DRILLS

Fire safety drills will be conducted each month and Earthquake at least twice a year to practice appropriate response to such emergencies. All students and staff will line up on the field along the fence line where the grades are posted. We will also conduct an occasional lock-down drill to allow an opportunity to practice responding to different safety issues. All drills are very serious and inappropriate behavior will not be tolerated.

### EMERGENCY SCHOOL CLOSURES

Icy, snow-packed, and/or flooded roads or other unsafe conditions may make it necessary to close schools, delay the beginning of a school day, or alter bus routes. School District and transportation officials will check roads early each morning when conditions warrant. School makes every effort to have decisions made by 5:30 a.m. to enable stations to make the necessary announcements. Most local radio and television stations will carry emergency information. The quickest way to find out current emergency information and to monitor any changes to the information is to go to: [www.lvcs.k12.or.us](http://www.lvcs.k12.or.us) or [www.Dallas.k12.or.us](http://www.Dallas.k12.or.us). Click on the Emergency Information link at the bottom of the left hand column. If the District web site does not work, also check: <http://www.flashalert.net/news.html?id=171>. If you have signed up for school notifications you will see posts on FACEBOOK and School Messenger. You will need to opt in by sending a text message to 67587, enter Y as the message.

One of the following decisions will be announced:

1. **School Closure:** Classes will not be held and buses will not run.
2. **One-Hour Delay:** Morning bus runs will be delayed one hour, as will the start of school. Morning kindergarten classes will be held.
3. **Two-Hour Delay:** Morning bus runs will be delayed two hours, as will the start of school. Morning kindergarten classes will be canceled.

Additionally, it may be necessary to send students home from school early due to the threat of severe weather or other emergencies. In any emergency, the Director, or designee, will decide whether or not students should be sent home. The decision may be to send them home immediately, or to keep them in the schools indefinitely under continuous supervision until the emergency has passed. Should the students be held in their respective buildings, parents may pick up their children at school.

## HEALTH SCREENINGS

Students will be screened annually in the third grade for vision and K-2<sup>nd</sup> for hearing. Parents will be notified of any problems. You may always inspect your child's records in the student files; just ask the office personnel.

## ILLNESS OR INJURY AT SCHOOL

Children who become ill or are injured at school will be cared for by the school and the parent will be notified. If the parent cannot be reached, the person whom you wish to be called in case of emergency will be contacted. If the accident or illness necessitates the services of a physician, the school will call the physician you have listed as the emergency on the enrollment form. If the listed physician is not available, we will call the Dallas Hospital.

**\*\*PLEASE KEEP EMERGENCY RECORDS UP-TO-DATE\*\*  
(home phone, address, emergency contacts, allergies, etc.)**

## INSURANCE

The insurance carried by LVCS and the District does **NOT** cover many typical student accidents that may occur at school. Student accident insurance may be purchased through the school. Please examine the material carefully. No physical examination is necessary. **If you do not have medical insurance, you are strongly urged to consider the purchase of school insurance or some other kind of coverage for your child.**

## MEDICATION AT SCHOOL

All medications, prescribed and *non-prescribed*, must be brought in its original container. Before any medication may be administered, the parent/guardian must complete a consent form. Please don't hand your child medication to take to school with just a handwritten note. A request to the school to allow a student to self-medicate shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

## SAFETY ON THE SCHOOL GROUNDS

Your Luckiamute Valley Charter Schools student and all other children under your supervision must follow the playground rules at all times, even if you happen to be on the school grounds when school is not in session. Please be aware that some of the equipment is not recommended for all ages. Please also be aware that at our Pedee campus fragile materials and student work may be left out where small children can accidentally harm themselves. Please be careful!

## SAFETY ON FIELD TRIPS

Field trips and excursions are a valuable part of our students' learning, but they must be carefully planned and organized with safety in mind. The Director first approves all such activities. Except for walks originating from the school, all field trips require parental permission. This keeps parents better informed, but means that you must return your field trip permission slip in order for ***your child to participate***. School buses will be used on all field trips unless parents have been notified on the permission form. The Student Enrollment form, which contains emergency contact information for you and selected others, your doctor's contact information, and medical alerts, will accompany each field trip in the care of the teacher responsible for your child's group or vehicle. We encourage parents to volunteer to accompany on field trips. Parents will be asked to supervise small groups of students. If you are able to help in this role or even if you are just accompanying the trip in a non-supervisory role, please understand that Luckiamute Valley Charter Schools students are the only children allowed on school trips.

**Additionally, appropriate volunteer forms will be required.** The form needs to be filled out in advance, with a fee of \$5. Checks to be made out to LVCS.

## SPECIAL HEALTH NEEDS

The Student Enrollment Form, which you submit in the fall, contains your indication of special health needs. The district nurse will contact you for specific information and your doctor's instructions. Please keep this information up-to-date.

## LUNCH

### BREAKFAST & LUNCH FEES

\$1.85 Breakfast

\$3.50 Lunch

\$.50 Milk (if you are free and reduced, buying a single milk will create a charge on the account)

### LUNCH PROCEDURE

Parents are responsible for making sure that there is enough money in their lunch account to pay the appropriate amount every day. Checks need to be written to the LVCS. For convenience you can deposit funds directly by signing up for My Mealtime Account at [www.mymealtime.com](http://www.mymealtime.com). This will also allow you to see the balance of their account. You will need to contact the office to get your child's 6 digit ID number. **Free or reduced credit cannot be loaned and exchanged between students.**

### FREE & REDUCED MEALS

If you feel you may qualify for free or reduced meals, you may pick up a form in the office or apply online. Information is listed on our website, [www.lvcs.k12.or.us](http://www.lvcs.k12.or.us). Qualification is based on the size of your household and the family income. Families must fill out a form to qualify, or re-qualify, for this program each and every year.

## PARENTS

### COMMUNICATIONS ABOUT PARENT CONCERNS

A supportive environment for your children at school depends on open communications between parents and staff. We welcome parent ideas and concerns. Problems can be addressed easier if communicated early on. Please feel free to share with us and we will do the same. We will follow up until both the school and parents feel the issue is resolved. To communicate with staff during the teaching day, please call the Bridgeport or Pedee school office. Office staff will set up a time for the staff member or the Director to return your call. Emergency messages, such as changes in going-home instructions, will be passed immediately to your child and your child's teacher. Parents are welcome to visit the school at any time. Please call ahead to let us know you are coming. All visitors MUST report to the office prior to entering the building.

### CUSTODY ISSUES

The courts must handle custody disputes. **The school has NO LEGAL JURISDICTION to refuse a Biological parent access to their child and/or school records.** The only exception is when **signed restraining orders or proper divorce papers, specifically stating court ordered visitation limitations, are on file in the school office.** Should any limitation become a disruption to the school, the appropriate law enforcement department will be contacted and an Officer will be requested to intervene. The school will make every attempt to reach the custodial parent when another parent or any person not listed on Student Emergency Contact Sheet attempts to pick up the child. **PARENTS ARE ASKED NOT TO INVOLVE THE SCHOOL SITE IN CUSTODY MATTERS**

## **FUNDRAISERS**

Family members can also help out by assisting at school fundraisers. Once again we are starting with a joint KVS/LVCS fundraiser at Dancing Oaks Nursery. The Director and Finance Committee/PTO with the approval of the Board will work out the schedule of any other fundraisers early in the school year. Thanks in advance to all who work so hard to benefit the school.

## **NEWSLETTERS**

The Luckiamute Valley Charter Schools Newsletter will come out once a month. It contains updated calendar information, communications from the Office, Director, Teachers, and PTO. *Please let the office know if you are not receiving your newsletter.*

## **PARENT CLUBS (PTO)**

Luckiamute Valley Charter Schools PTO is an independent, nonprofit organization serving the students, teachers, and families of Luckiamute Valley Charter School. Any Parent, grandparent or guardians and all teachers of LVCS students K thru 8th grade are members of PTO and membership is free. PTO supports LVCS students, teachers, and families by funding field trips, sponsoring events, and volunteering at the school. We hold a variety of fundraisers, such as Jog-a-Thon, bulb sales and many others. These activities help to defray costs associated with field trips, classroom supplies, and special activities.

## **PARENT PARTICIPATION**

Family participation has always been a very important part of Pedee and Bridgeport School's history. Parent volunteer work is especially important to the staff, to your child, and to other students in the school.

## **PARENT/STUDENT COMPLAINTS**

Members of the public and students are encouraged to make their concerns known to the public charter school and to afford the public charter school an opportunity to review those concerns and respond to them. Complaints about instructional materials, staff members should be dealt with first at the public charter school level and with the person they have the concern. Complaints about Board policy or administrative regulations should be referred directly to the executive director. When a complaint is made directly to the Board or to an individual Board member, it will generally be referred to the executive director for study and possible solution. Complaints about the executive director should be reported to the public charter school board chair. A Board member shall not attempt to consider such complaints in any official capacity acting as an individual Board member. If the person(s) having a complaint fails to resolve the concern with the executive director, the person may request that the matter be referred to the Board. If the Board deems it advisable it may provide for a hearing of the complaint at an official meeting of the Board. The executive director shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

## **VISITORS**

We welcome visitors to Pedee and Bridgeport during the school day. Parents, guardians, and community members play a crucial role in the success of the Luckiamute Valley Charter Schools.

For the safety of our students, we do ask that all visitors report to the office before going to the classrooms. Visitors are welcome to have lunch at school. For the safety of our student and to reserve our learning environment, we do not permit students from other schools or out of town students to visit during the school day unless approved by the Director

## **VOLUNTEERS**

Volunteers are recruited on a regular basis. They are involved in a variety of activities that include;

- Assisting in the classroom
- Listening to children read
- Correcting papers
- Playing educational games with children
- Making classroom material
- Assisting with health screening
- Helping on field trips

Family members are welcome to volunteer at the school. Hours will be tracked through our software, Keepntrack. Prospective donors will be looking at the level of support from the parent community. Procedures for becoming a volunteer can be found on our website: [www.lvcs.k12.or.us/?page\\_id=85](http://www.lvcs.k12.or.us/?page_id=85)

**Please Note: Volunteers who do work in our schools or volunteer to help with field trips etc. must have a current volunteer form on file and criminal history verification.**

## **STUDENT POLICIES & DISCIPLINE**

### **CODE OF CONDUCT**

LVCS has a code of conduct for all students and staff. We want all of our students and staff members to be:

**\*SAFE \*PREPARED \*RESPECTFUL \*RESPONSIBLE**

### **DRESS CODE**

***Student Safety and Learning are always our primary concern***

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in appropriate condition. If a student is determined to be dressed inappropriately, he/she will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and be subject to discipline as outlined. The following types of clothing and accessories are forbidden at school or at school sponsored activities.

- Clothing, hats, or backpack that advertises or depict alcohol, drugs, tobacco products, violence, hate themes, racial/gender degradation, sexually explicit or suggestive wording or pictures, gang affiliation, gang monikers, or clothing likely to cause a disruption within the school environment
  - Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin
  - Sagging pants worn low on the hip so as to reveal underclothing or skin
  - Long belts, wallet chains, spiked accessories, sunglasses, stocking caps or bandannas
  - Tube tops, mesh tops, sheer tops, halter tops, spaghetti straps, or any top that exposes any portion of the midriff, revealing neckline, bra or cleavage
  - Skirts or shorts that are shorter than mid-thigh
  - Sleep wear including pajamas and slippers
  - Hoods are not to be worn in the school buildings
  - Hats are not to be worn in the school buildings
- Clothing must cover undergarments at all times.

## **HOMEWORK**

Homework is assigned daily depending on the grade level and the subject matter. Homework is designed to practice what was taught in class, not to learn something new. This practice is essential for solidifying the new concepts or skills. Homework assignments are included in your final grade. Students who fail to complete or turn in homework will be assigned an after school time to work on their homework called a **Required Assignment Completion Session** or (RACS). RACS will be assigned after the second missed assignment. The scheduled day for RACS is Wednesday, and the scheduled time is 3:15-4:15 at the Bridgeport campus. Parents will be responsible for picking their child up. Any student who receives three RACS in a grading period will be issued a Saturday School from 9-1 at the Bridgeport campus. Parents are responsible for bringing and picking up their child. Failure to attend a designated RACS or Saturday School will result in a 1 day suspension from school and a visit with our Behavior review Committee before they can return to classes.

## **ELECTRONIC DEVICES**

While you can use these devices with permission on the school bus or in your own car, they are not to be used at school. They stay in your backpack or coat! Middle School Student might be asked to check them in with the staff at the beginning of each day. You can pick them up at the end of the day. If you do bring them, you are responsible for them. The school, or its staff, cannot be held responsible for the damage or loss of personal items brought to school.

## **HAZING/HARRASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE**

Harassment is defined by the victim, not by the harasser. Oregon Law (ORS 339.351) and School Policy (GBNAJFCF) define harassment, intimidation or bullying as “any act that substantially interferes with a student’s educational benefits, opportunities or performances, 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.” It may be necessary for the parties to have no further contact with each other, to the extent that they may even have to look away from each other. Responding to harassment with harassment is not acceptable. Asking a friend to say or do something for you is also not acceptable. Do not turn into a bully because you are being bullied. Remember, anger is a feeling; violence is a choice! Every person can make a difference in stopping violence by taking this pledge:

- Not to use violence (verbal or physical) to control others
- Not to tolerate any form of abuse from others
- To develop healthy relationships based on respect and equality

Three steps to stopping harassment:

1. Tell the person to stop, and then walk away from them (DO NOT SAY OR DO ANYTHING BACK).
2. Ignore them if it happens again and walk away (DO NOT SAY OR DO ANYTHING BACK).

These rules/expectations were presented to each school the first week of school in the student planner/agenda. Please make sure parents and students sign and date page. If you have any questions, please call the school.

## **PARENT CONTACT**

Any time a student receives a written referral, the parents/guardians will receive the following:

- Phone call from the staff member issuing the referral.
- Copy of the referral containing information on the level, type of infraction, and consequences.
- Letter indicating how many referrals the student has received during the school year.

## **PREVENTION**

LVCS believes the first step in preventing behavior problems is to provide very clear expectations, along with daily procedures and routines. We want our students to know exactly what is expected of them, and what being Safe, Prepared, Respectful, and Responsible looks like anywhere in the school. LVCS believes that regular and consistent communication with parents/legal guardians is extremely important. Developing a partnership with parents/legal guardians, and keeping them informed is a one of the keys to student success. You can expect to hear from the school on a regular basis.

**PROHIBITED ITEMS IN SCHOOL**

- Electronic devices (Radios/MP3 Players/I-pods/etc.)
- Game Boys
- Video Games
- Skateboards
- Roller Blades
- Any item found at school that is not appropriate for school will be confiscated and the student’s parent will need to come to the school to get the item back.
- Drugs (This include look-a-likes)
- Tobacco
- Alcohol
- Weapons

**TYPES OF BEHAVIOR CONSEQUENCES**

**Positive:** Students can be rewarded for positive behavior with extra-curricular activities, field trips, assemblies, special projects, etc.

**Negative:** A warning, A redirect statement, Confiscation of item, Give ‘em Five conversation, Referral to office, Parent Contact, Detention, Writing Assignment, Loss of Privilege, Exclusion from Activities, Exclusion from Field Trips, Parent Conference, Restitution, Meeting with the Behavior Review Committee, Suspension form the Bus, In-School Suspension, Out of School Suspension (OSS), Recommendation for Expulsion.

The “Big Five” behaviors that are not tolerated – not negotiable		
(1) Swearing at a staff member		5 Days OSS
(2) Tobacco	(referral to police)	1-10 Days OSS
(3) Drugs	(referral to police)	5-10 Days OSS / Expulsion Hearing
(4) Weapons	(referral to police)	5-10 Days OSS / Expulsion Hearing
(5) Alcohol	(referral to police)	5-10 Days OSS / Expulsion Hearing

The Executive Director reserves the right to change discipline measures based on the circumstances  
Our Goal is Behavior Change, not Behavior Modification.

**I. STUDENT EXPECTATIONS**

Students are expected to demonstrate appropriate behavior in the classroom, on the bus, at bus stops, at school sponsored field trips and activities. Students will be coached to help them learn how to manage their behavior as they contribute to a safe & caring learning environment. We expect students to always do their best.

We have 4 Core Values	We have 3 Times During The Day	We ask Two Questions
Be Safe Be Respectful Be Responsible Be Prepared	Teacher Time Work Time Student Time	Who is in Charge? What am I in charge of?

## **II. CLASSROOM EXPECTATIONS**

We believe in Choices and Consequences. Each teacher will communicate their expectations for behavior, procedures, and routines for their classroom. Each teacher will enforce the LVCS Code of Conduct and their own classroom behavior expectations including but not limited to:

- Attendance
- Disruptive conduct
- Dress Code
- Harassment
- Music Devices
- Phones

Consequences for noncompliant students are: parent/guardian contact by teacher, assigned detention by teacher and/or referral to school administration for appropriate discipline.

## **III. WHEN AND WHERE RULES & EXPECTATIONS APPLY**

- On School Property at **ALL** times
- On the school bus and at the bus stop
- At School sponsored events regardless of location
- Off campus if the behavior violates the LVCS Code of Conduct

## **IV. LAW ENFORCEMENT**

Any student who engages in potentially criminal behaviors may be subject to law enforcement referral. Examples include, but are not limited to:

- Fighting
- Assault
- Property Offenses including theft and vandalism
- Disorderly Conduct
- Harassment/Bullying (including cyberbullying)
- Tobacco, Alcohol, or Drug Possession
- Weapon Possession
- Trespassing
- Other potentially illegal activities

Law enforcement will conduct its own investigation and make its own determination concerning legal action

## V. DEFINITIONS

**Academic Integrity:** We expect students to express academic integrity by doing their own work and properly documenting information gathered from other sources. Students who violate the principles of academic integrity will be subject to disciplinary consequences (see Insubordination).

**Accomplice:** Any student who promotes or facilitates the commission of an offense prohibited by District policy and/or school rules, who: solicits or commands another to commit the offense; or, aids, abets, or attempts to assist another in planning or committing an offense.

**Detention:** Assignment to a designated area before, during or after school as a disciplinary consequence.

**Distribute:** To give out, share, or dispense to another.

**Due Process:** Procedural right ensured to students as part of a suspension, disciplinary hearing, or expulsion process.

**Exclusion from Non-curricular Activities:** Prohibited from participating in or observing non-curricular activities. Activity examples include, but are not limited to: recess, assembly, athletic practices, athletic competition, club activities, performances, school dances, ASB activities, Senior class activities, Pride Time, etc.

**Expulsion:** Removal by School Board or designee of a student from school property, school transportation, and from participation in school activities. Expulsion of a student shall not extend beyond one calendar year. ORS 339.250(5).

**Gang:** A gang is defined as a group of three or more people whose members have a common name, symbol, or color(s); and who may engage in criminal behavior. Such organizations and/or activities will not be tolerated in the schools of the Dallas School District.

**In-School Suspension:** Temporary removal of student from normal school activities and assignment to a designated room or area within the school.

**Law Enforcement Referral:** Law enforcement authority - contact by school administrator, or designee.

**Persistent Failure to Comply:** A pattern of student misbehavior that displays a repeated disregard for school rules and/or policy.

**Restitution:** Reimbursement to the owner for actual loss or damage.

**Suspension:** Temporary removal of student from school property and from participation in all school activities, including athletics, and access to school transportation. Suspension shall not extend beyond ten school days, ORS 339.250(5).

**Tardiness:** Failure to be at school, classroom, or designated area prior to scheduled start time, with all necessary materials at hand.

**Transmit:** To cause to go from one person or place to another; to pass along.

**Trespassing:** Entering any District property or facility without proper authority; including during suspension or expulsion period.

## VI. DISCIPLINE LEVELS

Consequences for a single disciplinary violation may increase based on the number of previous offenses and/or the severity of the offense. Assigned discipline may also include consequences from any lower level. There are six disciplinary levels of consequences

DISCIPLINE LEVELS			
<b>Level 1</b>	Warning, Give Em' 5, Parent Contact, Solution Plan, Confiscation of item,	<b>Level 4</b>	Out of School Suspension for 1-4 days, Give Em' 5, Behavior Review Committee
<b>Level 2</b>	Detention, Give Em' 5, Loss of Privilege Non-Curricular Exclusion,	<b>Level 5</b>	Out of School Suspension for 5-10 days, Give Em' 5, Behavior Review Committee
<b>Level 3</b>	In-School Suspension, Give Em' 5, Parent Conference, Restitution	<b>Level 6</b>	Continuing Suspension and Expulsion Hearing

I. OFFENSES DISRUPTING THE LEARNING ENVIRONMENT			
Violation	Definition	Severity	Discipline Level
<b>ATTENDANCE</b>	<p>Unauthorized absence from class. May include, but is not limited to, unauthorized:</p> <ul style="list-style-type: none"> <li>Absence</li> <li>Tardy</li> <li>Departure</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-3 Level 4-6</p>
<b>INSUBORDINATION</b>	<p>Behaviors that disobey, undermine, or defy the lawful authority of an LVCS employee or agent. Any behaviors that disrespect, demean, degrade, or malign LVCS employee or agent. My include, but is not limited to:</p> <ul style="list-style-type: none"> <li>Cheating, forgery, and/or dishonesty</li> <li>Cell phone or electronic device misuse</li> <li>Safety violation</li> <li>LVCS transportation violation</li> <li>Accomplice or conspirator</li> <li>Malicious statement, image, or website about staff</li> <li>Trespassing</li> <li>Persistent failure to comply</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-4 Level 4-6</p>
<b>DISRUPTIVE CONDUCT</b>	<p>Any disruption of classroom, school, or LVCS-sponsored activity. May include, but is not limited to any disruption from the following conduct:</p> <ul style="list-style-type: none"> <li>Violation of classroom rules</li> <li>Profane/vulgar words or actions</li> <li>Dress code violation</li> <li>Blatantly loud, disruptive, or offensive behavior</li> <li>Inappropriate displays of affection towards another student</li> <li>Any behavior that disrupts the routine of school activities or work of LVCS employee or agent</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-4 Level 4-6</p>
<b>OFFENSIVE MATERIAL</b>	<p>To possess, view, display, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited material that are:</p> <ul style="list-style-type: none"> <li>Pornographic</li> <li>Racist</li> <li>Sexually explicit</li> <li>Drug, alcohol, or tobacco related</li> </ul>	<p>Minor/First Serious/Repeat</p>	<p>Level 1-4 Level 4-6</p>

<b>TOBACCO</b>	Possessing, distributing, or otherwise using tobacco products or an inhalant delivery system	All	Level 4-6
<b>ALCOHOL &amp; DRUGS</b>	Possessing, selling, buying, distributing, being under the influence or, or otherwise using alcohol; illegal or any unauthorized drugs as defined by not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; including look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possession any drug paraphernalia. May include, but not limited to: <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Illegal drugs</li> <li>• Prescription or over the-counter-drug</li> <li>• Pipes/smoking devices</li> </ul>	All	Level 5-6
<b>WEAPONS</b>	Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable legitimate educational use to the student. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Knife or sharp pointed object</li> <li>• Firearm, gun, or explosive</li> <li>• Bat, club, or stick</li> <li>• Look-a-like objects</li> </ul>	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>THREATS</b>	Behavior, whether written (including text message, email, or internet posting), verbal or physical that is threatening against persons, groups, events, or property related to school or school activities. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Bomb threat</li> <li>• Threat of violence</li> <li>• Threatening prank</li> </ul>	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>FALSE REPORTING OR ALARM</b>	Any false reporting to LVCS employee or agent. Setting off fire alarm or reporting a reporting a fire to officials without a reasonable belief that a fire exists.	Minor/First Serious/Repeat	Level 3-5 Level 5-6
<b>STATE TESTING IMPROPIETIES</b>	Any "Student-initiated test impropriety" means student conduct that is inconsistent with the Test Administration Manual or accompanying guidance; or results in a score that is invalid.	Serious	Level 5-6

## II. OFFENSES AGAINST PERSONS

Violation	Definition	Severity	Discipline Level
<b>AGGRESSIVE BEHAVIOR/FIGHTING</b>	Aggressive physical behavior directed toward another person. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Hitting, punching, or slapping</li> <li>• Kicking, tripping</li> <li>• Shoving</li> <li>• Grabbing</li> <li>• Wrestling</li> <li>• Attempting to injure</li> <li>• Mutual combat</li> </ul>	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>ASSAULT</b>	Aggressive behavior that results in a physical injury to another.	All	Level 5-6
<b>HARASSMENT &amp; BULLYING</b>	Behavior, whether written (including text message, email, or internet posting), verbal or physical which serves to distress, threaten, demean, annoy, bully, cyberbully, intimidate, or torment another person.	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>SEXUAL HARASSMENT</b>	Behavior, whether written (including text message, email, or internet posting), verbal or physical, against another person that creates an intimidating, hostile or offensive school-related environment, where the conduct is based upon the sex of the other person. This includes unwanted sexual behaviors towards another.	Minor/First Serious/Repeat	Level 1-4 Level 5-6
<b>RACIAL HARASSMENT</b>	Behavior, whether written (including text message, email, or internet posting), verbal or physical that creates an intimidating, hostile or offensive environment, where the conduct is based upon the race of another.	Minor/First Serious/Repeat	Level 1-4 Level 5-6

## III. PROPERTY OFFENSES

Violation	Definition	Severity	Discipline Level
<b>COMPUTER MISUSE</b>	To intentionally, knowingly, or recklessly use LVCS computer networks, internet, or technology, without permission. To cause disruption to individual school computers, networks, or the educational environment.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>FIRE/CHEMICALS</b>	Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals.	Minor/First Serious/Repeat	Level 3 -4 Level 5-6
<b>PROPERTY DAMAGE</b>	To damage property belonging to student, staff, agent, or Luckiamute Valley Charter Schools.	Minor/First Serious/Repeat	Level 2-4 Level 5-6
<b>THEFT</b>	Theft of property belonging to student, staff, agent, or Luckiamute Valley Charter Schools, or to be knowingly in possession or control of stolen property.	Minor/First Serious/Repeat	Level 3-4 Level 5-6
<b>VANDALISM</b>	To cause damage or deface property belonging to student, staff, agent, or Luckiamute Valley Charter Schools.	Minor/First Serious/Repeat	Level 2-4 Level 5-6

## THE "RESPONSIBILITY CENTERED PROGRAM" (RCD)

The goal of the **Responsibility Centered Discipline Program** is to help each student develop personal responsibility by taking ownership of their behavior. They will do this by giving their best effort at working through the process of resolving the problem with their teacher. The RCD process involves a very structured conversation with their teacher. The RCD program helps students acquire several key skills that will help them self-regulate their behavior & emotions.

- Skill #1 The skill of identifying the problem (the breakdown in expectations)
- Skill #2 The skill of taking ownership of the problem their behavior created
- Skill #3 The skill of self-reflection by taking time to think about their behavior and develop a plan to not repeat the behavior that created the problem
- Skill # 4 The skill of asking for permission to return to class. This indicates to that the student has identified what went wrong, has developed a plan to not repeat the behavior that created the problem, and is ready to go back to class and work correctly.

### THREE LEVELS OF BEHAVIOR COMPLIANCE

**Level 1: (blue)** A student makes a mistake and has demonstrated a behavior that a teacher or staff member needs to address. The student quickly realizes his/her mistake, takes ownership of the problem and works with the teacher to resolve the Challenging Moment (issue).

**(The problem is identified and the student self-regulates their behavior and stays in class)**

**Level 2: (yellow)** A student makes a mistake and has demonstrated a behavior that a teacher or staff member needs to address. The behavior of the student shows they are not working with the teacher/staff member (arguing, denying, pointing out the behavior of other students, ignoring the teacher, or interrupting). With a little more time and the Big 5 conversation, the student eventually takes ownership of the problem and gives their best effort to work through the process works with the teacher/staff member to resolve the Challenging Moment (issue). **(The problem is identified and the student self-regulates their behavior and stays in class)**

**Level 3: (Red)** A student makes a mistake and has demonstrated a behavior that needs to be addressed. The behavior of the student shows they are refusing to give their best effort to work through the process with the teacher. At this level, the student is not able to maintain self-control, or is not able to self-regulate their behavior/emotions, even after multiple attempts by the teacher to work with the student to resolve the Challenging Moment/issue (telling the teacher no, putting their head down and refusing to work or comply, swearing, other disruptive & non-compliant behaviors). This student would be asked to leave the classroom and be referred to the office.

**(The problem is identified and the student chooses not to self-regulates their behavior and student is asked to leave the classroom and is referred to the office where they will repeat all of the steps they went through with the teacher. At this point, the student will not be allowed back in the classroom until they take ownership of the problem, identify the breakdown in expectations, and ask for permission to return to class)**

(\* While the conversation will follow the same format, the time and assistance required to identify the problem and the time needed to develop a plan going forward will be age appropriate. All students (K-8) will be required to work with our staff to identify the problem and develop a plan going forward before they will be allowed to return to class! Three Level 3 behaviors in one day will require the student to go home for the day.

## SCHOOL BUS TRANSPORTATION

School Routes are available on our website at [www.lvcs.k12.or.us](http://www.lvcs.k12.or.us). Any questions concerning routes can be addressed by calling the office.

**The school's responsibility begins when your child enters the bus and ends when your child gets off the bus. Please keep your child with you until the bus arrives and picks him/her up and be there when they get off the bus.**

Students are expected to observe LVCS rules and procedures while being transported for school or school related activities. Students are to comply with the rules listed below. Failure to follow rules may result in removal of transportation privileges and other consequences as stated in the discipline plan. The District subcontracts with Mid-Columbia Bus Company for bus service. Rules and regulations governing students riding buses are posted on each bus. Concerns about transportation should be directed to Mid-Columbia Bus Company, 503-623-7245.

### Loading and Unloading at School:

- Loading areas are signed and marked to exclude other vehicles during time of use.
- During the period before school and the period after dismissal, or until all school buses are unloaded or loaded, supervision of students shall be provided.
- Students must stay where directed and observe the Code of Conduct when waiting for their buses.
- Students who wish to get off buses at a place other than their regular bus stop or ride a bus other than their assigned bus, must have a written request from their parent/guardian prior to dismissal.

**Students Riding School Buses:** LVCS pupils riding school buses shall behave in accordance with the "Oregon Rules Governing Pupils Riding School Busses" as defined by OAR 581-53-010. Students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have possession of any weapon;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not engage in disruptive activity which might cause the driver to stop;
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol, or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus large objects which might pose safety risks;
17. Accept assigned seats;
18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time;
20. Comply with teachers, and/or chaperones who are responsible for maintaining order on the bus.

**Consequences for Bus Misconduct:** Students are subject to the School's and bus company's behavior expectations and discipline procedures.

## LVCS TIMES OF THE DAY

LVCS has three (3) Times during each school day: **Teacher Time, Work Time, and Student Time**  
 We want our students to be prepared for the real world where they will have to meet the sometimes difficult and challenging realities of work expectations. We believe these three (3) times accurately reflect what they will face when they leave the school environment.

### TEACHER TIME

*Teachers Teach – Students Listen*

- Teacher gives directions
- Teacher provides instruction  
(*whole class, small group, individual*)
- Teacher answers questions
- Teacher asks questions

### STUDENT TIME

*Students Can Talk Freely (Appropriately)*

- Before School
- After School
- During Breaks between Classes
- At Lunch
- At Recess Time
- At Special Teacher Selected Times

### WORK TIME

*Teachers Teach – Students Work*

INDIVIDUAL	GROUP	COOPERATIVE LEARNING
Students working at their desks individually, following classroom procedures for Individual Work	Students working on the same assignment in small groups, following classroom procedures for Group Work	Students working on the same assignment in small groups with different roles/tasks, following classroom procedures for Cooperative Learning

### THE “5” LVCS STUDENT ESSENTIALS

SCHOOL RULES	KEYS TO SUCCESS	TIMES OF THE DAY
SAFE RESPECTFUL RESPONSIBLE PREPARED	KNOW YOUR PURPOSE GROW TO YOUR POTENTIAL HELP OTHER PEOPLE	TEACHER TIME WORK TIME STUDENT TIME
2 C'S		2 QUESTIONS
CHOICES CONSEQUENCES	WHO IS IN CHARGE WHY AM I IN CHARGE OF	

## GOVERNANCE

### **THE CHARTER**

Luckiamute Valley Charter School, Bridgeport and Pedee Schools, form one K – 8 school within the Dallas School District. A charter school enters into a legal agreement, a contract, with the district. The District closely supervises the school's finances and the quality of the children's education, insuring that the school is following federal and state laws. As long as these standards are met, the Charter School can hire its own staff and design its own program. The charter school remains a public school: there is no tuition, and any student can attend and receive appropriate services. The charter school now receives 100% of the per-child funds provided to the district by the state of Oregon, minus 4.6% for direct and indirect costs to the District.

### **THE BOARD**

The District enters into a formal agreement with a Board, which represents the school, and the final responsibility for the school's financial welfare rests with this Board, a tax deductible nonprofit 501c3 corporation. The Board hires an Executive Director to run the school, to assist with long-term planning, and to provide educational leadership. A nonprofit board "acts as a whole." In everyday language, that means that individual Board members cannot offer opinions or take action without the prior agreement of the majority of the Board, although they will be glad to listen to your ideas and bring them to the meetings. The Board encourages parents to come to Board meetings themselves and contribute ideas. Meetings are held the Third Wednesday of every month.

### **STANDING COMMITTEES**

The Board has two standing committees open to general membership: the Building Committee, headed by Kendall Cates, and the Financial Development Committee headed by Fred Weisensee. Becoming involved on a board committee will help you understand how the school works and give you a chance to shape the direction of the school. After you have acquired experience with committee service, you may become interested in serving on the Board itself, or you may find that you enjoy the practical work that is accomplished by the committee. We encourage you to become involved in committee work at some time during your child's years at LVCS.

### **LVCS BOARD POLICIES/ MINUTES/FINANCIAL RECORDS**

The records of the Luckiamute Valley Charter Schools (LVCS) are open and available for your inspection in the Bridgeport or Pedee School office: Charter, Articles, Bylaws, Minutes, and Financial Records. Long Term Educational plans (based, at present, on the former School Improvement Plan), and Institutional Development plans are also available. Complete Policies are available online and in the office. Policies legally required and/or of most interest to parents are distributed annually. The monthly board minutes are posted on the Website.

## INTERNET, EMAIL, GOOGLE APPS USE AGREEMENT

Student Name: \_\_\_\_\_

I have read the agreement and School Policy in Handbook. I understand that inappropriate use on the internet will result in discipline up to and including suspension or revocation of access to the schools system, expulsion from school, and/or referral to law enforcement officials.

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

Parent/Guardian: I give permission for my child to use Google apps for Education. By doing so, I agree to enforce acceptable use when my child is off District property.

Parent/Guardian Name: \_\_\_\_\_

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

\* You can find the full School Agreement User policy on our website: [www.lvcs.k12.or.us/parentresources](http://www.lvcs.k12.or.us/parentresources)

## ATTENDANCE, DISCIPLINE, & TRANSPORTATION ACKNOWLEDGMENT

Parent/Guardian:

***Please stress the importance of attendance and of being accountable and maintaining appropriate behavior at school. The goal at Luckiamute Valley Charter Schools is to provide a safe and secure environment for everyone.***

Yes, my child and I read the Student/Parent Handbook and all the rules and expectations. We understand and consent to the responsibilities outlined in the Handbook, LVCS School Policies, LVCS Code of Conduct and Discipline Plan. We understand and agree that my child shall be held accountable for the behavior and consequences outlined in the plan during the school day and at any school-related activity, regardless of time or location off campus if the behavior substantially disrupts school operations, and while being transported on the bus at any time. I understand that should my student violate school rules and regulations, he/she shall be subject to disciplinary action, up to and including expulsion from school and or referral to law enforcement officials for violations of law.

### **Acknowledgement of Attendance and discipline Policy:**

Student Name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

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