

# LUCKIAMUTE VALLEY CHARTER SCHOOLS



2023-2024

Family and Student

Handbook

WELCOME TO  
*Luckiamute Valley Charter Schools*

**Mission Statement**

"To cultivate excellence in every student"

**Bridgeport Elementary**

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

**Pedee Middle School**

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

**Main Office Hours**

7:30 am – 4:00 pm

**Luckiamute Valley Charter School**

**Board of Directors**

Victoria Avery  
Matthew Beasley  
Kendall Cates  
Fred Weisensee  
Greg Oldham

**Christine Wilkins, Executive Director**

[c.wilkins@lvcs.k12.or.us](mailto:c.wilkins@lvcs.k12.or.us)

**Tammy Pryce, Business Manager**

[t.pryce@lvcs.k12.or.us](mailto:t.pryce@lvcs.k12.or.us)

**Daniel Shimek, Principal - Pedee**

[d.shimek@lvcs.k12.or.us](mailto:d.shimek@lvcs.k12.or.us)

**Vicki Johnson, Office Manager-Bridgeport**

[v.johnson@lvcs.k12.or.us](mailto:v.johnson@lvcs.k12.or.us)

**Cali Beasley, Office Manager - Pedee**

[c.beasley@lvcs.k12.or.us](mailto:c.beasley@lvcs.k12.or.us)

The material covered in this Student Handbook intends to communicate general Charter School information, rules, and procedures to parents and students. It is not intended to change or diminish any Board policy or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy or administrative regulation. Any information in this Student Handbook is subject to unilateral revision or elimination occasionally without written notice.

School Board policies are located at: <https://policy.osba.org/luckiam/>

## TABLE OF CONTENTS

### **BELL SCHEDULE.....4**

### **ACADEMIC INFO AND COURSE OFFERINGS....5**

- Course Offerings
- Grades
- Fees
- Homework
- Make-Up Work
- 1 to 1 Technology
- Security & Safety

### **ATTENDANCE.....6**

- Attendance Procedures
- Daily Attendance
- Check-in Procedures
- Check-out Procedures
- Arrival
- Departure
- Automated Attendance Calling
- Breakfast & Lunch
- Lunch Procedures
- Behavior

### **ENROLLMENT & REGISTRAR.....8**

- Admissions
- Kindergarten Registration
- Transferring or Graduating

### **FREE AND REDUCED MEALS.....9**

### **SCHOOL POLICIES...11**

- Counseling Services
- Emergency School Closures
- Emergency Drills
- Fragrances
- Students Navigating Homelessness
- Injuries
- Lockers
- Lost & Found

### **SCHOOL POLICIES, CONTINUED.....11**

- Medications
- Messages to Students
- Parent Club (PTO)
- Parent/Student Complaints
- Public Display of Affection (PDA)
- Phones
- Special Education
- Student Safety
- Visitors
- Volunteers

### **STUDENT CODE OF CONDUCT.....13**

### **TRANSPORTATION CODE OF CONDUCT.....14**

### **DISCIPLINE PLAN & POLICIES.....15**

- Expectations for Student Behavior
- Classroom Rules
- When/Where Rules Apply
- Discipline Referrals
- Law Enforcement
- Definitions
- Damage to School Property
- Suspension Appeal Procedures
- Dress Code
- Gangs and Gang Related Activity
- Harassment and Bullying
- Mobile Devices
- Prohibited items in School
- Weapons on School Property

### **INFORMATION RELEASE NOTICE.....21**

- FERPA Notice

### **INTERNET, EMAIL, GOOGLE APPS USE.....21**

### **RESTRAINT/SECLUSION.....22**

### **PARENT/STUDENT AGREEMENT FORM.....23**

## BELL SCHEDULES

<i><b>SCHEDULE</b></i>	<i><b>BRIDGEPORT</b></i>	<i><b>PEDEE</b></i>
Breakfast Begins	7:30 am	7:45 am
Classes Begin	7:45 am	7:45 am
Lunches Begin	First lunch 11:05-- Please call office for grade-specific time	11:45 am
Classes Dismissed	3:45 pm	3:45 pm

## ACADEMIC INFORMATION & COURSE OFFERINGS

### COURSE OFFERINGS

Language Arts will cover reading, literature skills, and writing, from stories to simple research papers for older students. Math, Science, PE, and Social Studies will round out the core course offerings. Garden, music, and art will be offered as elective classes.

### GRADES

LVCS uses a standard grading system

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = under 59%

Incomplete: An Incomplete "I" grade is given in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete the assignments. An incomplete on a report card becomes an "F" two (2) weeks from the date issued. It is the student's responsibility to make up work and turn it in to the teacher within two weeks.

No Grade: A mark of "NG" for No Grade may be used for students who enroll late in a grading period.

Pass/No Pass: Some electives are taken as a Pass/No Pass. The teacher of record determines the criterion for passing.

PowerSchool Parent Portal for online grade access. <https://dsd2.powerschool.com/public/>

Report Cards: Report cards will be sent home at the end of each trimester.

Progress reports: Will be issued after the first 6 weeks of each trimester. (Pedee Middle School only)

### FEES/FINES

Students who have unpaid fees or fines may have their grade reports withheld.

## **HOMEWORK**

Homework may be assigned for one or more of the following:

- To provide additional drill and practice, not to introduce new material
- To allow for the completion of tasks begun in class
- To help establish independent study skills and habits
- To help teachers monitor progress
- To expand and enrich regular class work by utilizing various resources available at home and in the community
- Homework assignments may be expected in many classes.

The amount of homework varies according to individual classes, and the amount of time spent is determined by individual student ability. Many classes will have time provided to begin an assignment, which must be completed outside of class time. Several classes, such as Social Studies and Language Arts, may have long-range projects that necessitate planned time management to avoid excessive amounts of time spent immediately before deadlines. The student and teacher will arrange a reasonable length of time to complete assignments missing due to illness/absence. It is the responsibility of the student to obtain all make-up work from his/her teachers upon returning to school from an absence. Generally, a student will get one day for each day absent to turn in missed work.

### **Make-up Homework**

Students who are absent for only one day are encouraged to call a reliable classmate for assignments. If students are absent for several days, they may contact the teacher and arrange for work to be picked up in the office.

### **1 to 1 Technology Student Responsibilities**

Mobile devices are a powerful tool to engage students and promote authentic learning experiences. With this technology in hand, the students will be better prepared to participate and compete in the world of the 21st century. We are excited to be able to make these powerful tools available to our students. We also provide rules and guidance for students to keep these tools secure and in good working order. Like textbooks and other school property, students are responsible for appropriately caring for these valuable resources.

### **Safety and Security**

While the LVCS filters Internet content and actively manages district-issued devices, no filtering solution can prevent students from being exposed to inappropriate content, especially if they are trying intentionally to access it. Therefore, it is important for parents to monitor their children's use of technology and reinforce digital citizenship practices. Our school's policy adheres to the FCC's Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Rights and Privacy Act (FERPA). All applications and websites used on student devices must meet specific criteria. We filter internet content and actively manage school-owned devices to protect students.

You and your child must read the Acceptable Use Policy (AUP) and discuss these requirements together.

Your child may obtain internet access after the Parent and Student sign the INTERNET, EMAIL, and GOOGLE APPS USE AGREEMENT.

### ATTENDANCE PROCEDURE

Luckiamute Valley Charter School places great importance on student attendance. Students need to be in every class every day to maximize growth. Students are expected to attend school regularly and be on time for classes. If a student cannot attend school on a particular day, their parent/guardian is expected to notify the school by 9:00 a.m., please call the Bridgeport Office at (503)623-4837 or the Pedee Office at (503)838-1933. Student absences must be excused within three school days.

#### Examples of Excused Absences:

- Illness of the student
- Illness of an immediate family member
- Emergencies that require the student's absence
- School field trips and school-approved activities
- Medical/Dental appointments
- Pre-Arranged absence
- Religious observance
- Mental and/or behavioral health
- Armed Services Dependent (students who are dependents of members of the Armed Forces may receive 7 days of excused absences if the member is on active duty or is called into active duty)
- Other absences, as approved by the school administration

#### Examples of Unexcused Absences:

- Any absence not falling into the Excused categories
- Skipping school/class
- Babysitting siblings
- Failure to notify the school as outlined above

#### Unexcused absences may result in:

- Parent contact
- School discipline
- Referral to law enforcement for truancy violations
- Court ordered fines

### DAILY ATTENDANCE

**Approved Excuses:** The school will determine what absence/tardy is excusable. Reasons such as an alarm clock not going off, student oversleeping, the student missing the bus, the student having to walk, babysitting siblings, etc., are not valid excuses and will not excuse the absence or tardiness.

**Prearranged Absences:** If a parent/guardian/student knows in advance of a necessary absence, a pre-arranged excuse should be brought to the office stating the reason, length of absence, and approximate return. At Pedee, the student is responsible for picking up from the main office a [Pre-arranged Absence Form](#), taking it to each of their teachers, and arranging for work. At Bridgeport Campus, this process may be completed between the parent and homeroom teacher. The teacher will provide the necessary instructions and materials.

### CHECK-IN PROCEDURES

All students who arrive more than 5 MINUTES after the start of morning classes need to check in at the school office. Adults should come to the office to help their children check in.

## **CHECK-OUT PROCEDURES**

Due to safety concerns, before a student may leave the school grounds during the school day, they 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 before dismissal time, please do the following:

- a. Communicate with the office
- b. 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 the custodial parent has notified us in advance.

## **ARRIVAL**

Students should arrive no sooner than 7:30 a.m. due to the lack of supervision. Breakfast is available at 7:30 a.m.

## **DEPARTURE**

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 must bring a written explanation signed by a parent or guardian.

**Illness While at School:** When a student appears too ill to attend further classes that day, the parent/guardian will be contacted so arrangements may be made to go home. The student may not leave school without parent/guardian permission. In some instances of illness, LVCS Policy and/or State Law require that students go home. The office will provide guidance in these circumstances.

**\*\*PLEASE KEEP EMERGENCY RECORDS UP TO DATE\*\***

## **AUTOMATED ATTENDANCE CALLING**

The LVCS uses an automated attendance calling system to contact parents. If unexcused absences occur, parents will receive an automated telephone message with details regarding their student's absence if a phone call is not made to the office by 9:00 a.m.

## **BREAKFAST & LUNCH**

Lunch is served daily in the cafeteria.

## **BREAKFAST AND LUNCH FEES**

\$2.50 Breakfast

\$3.90 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 ensuring enough money in their lunch account to pay the appropriate amount every day. Checks should be written to LVCS. For convenience, you can deposit funds directly by signing up for a My Mealtime Account at [www.mymealtime.com](http://www.mymealtime.com).

Doing so will 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.**

**Bridgeport Campus:** For safety reasons, microwaves and hot water will not be available to students in the cafeteria. **Pedee Campus:** Students can access microwaves and hot water in the cafeteria.

## **BEHAVIOR**

Good manners and appropriate behavior are expected at all times.

Guidelines include:

- No cutting, shoving, or crowding in line.
- No throwing food.
- Do not handle, share, or take another student's food. This will help keep down the spread of communicable diseases.
- If a student makes a mess or spills something, that student should clean it up. Other students may be asked to help pick up debris when appropriate. An adult will assist younger students in cleaning up the mess.
- Students will remain seated while eating and finish eating in the cafeteria.
- Food and drinks are not allowed in the halls.
- When finished eating, students clean their table and recycle in the appropriate containers.

## **ENROLLMENT & REGISTRAR**

### **ADMISSIONS**

As a charter school, LVCS is a school of choice. Enrollment is voluntary and open to all children. Students enrolled in our schools must comply with Oregon laws related to age, residence, health, attendance, and immunization. Age, health, attendance, immunization, and other eligibility prerequisites for admission may be required as set forth in state law, Board policy, and administrative regulations.

A certain percentage of our student body may be out of the District. On May 1<sup>st</sup>, the enrollment process will include the following steps per ORS 338.115. First, priority is given to students in grades K-8 who were enrolled the previous school year, second, to siblings of students enrolled in LVCS, and then to Dallas School District resident students not previously enrolled in LVCS.

If there is room at any grade level, this is the process for enrollment:

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. The student will be placed on the waiting list if not selected in the lottery process. If the number of applicants exceeds the capacity, students shall be selected through an equitable lottery process.

How can parents support admissions? Good news travels fast! We aim to ensure 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. Please encourage anyone interested in enrolling next year to call the school office at 503-623-4837 or refer them to the school website.

### **KINDERGARTEN REGISTRATION**

Kindergarteners must be five years of age by September 1<sup>st</sup>. Enrollment must include a Language Survey form, a copy of the 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 enrolls 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.



## FREE AND REDUCED MEALS

Students may not give/sell their PIN to anyone. It violates the Federal School Lunch Program, which may result in removal from the program. Breakfast is available for students who qualify under the Federal School Lunch Program. Free and Reduced Lunch applications may be requested from the school, or visit the mealtime website at [mymealtime.com](http://mymealtime.com) for an online application. For more information regarding the Free and Reduced Lunch Program, the Bridgeport Office at (503)623-4837 or the Pedee Office at (503)838-1933.

## SCHOOL POLICIES & CODE OF CONDUCT

### COUNSELING

The school counselor/social worker is a resource for students, parents, teachers, and administrators. Their primary goal is to provide students with the necessary assistance to maximize their Education. Students experiencing any problem interfering with educational progress should make an appointment to see the counselor. Students should check in with their teacher before seeking a counselor. Parents may request counseling services to support their student and family.

### EMERGENCY SCHOOL CLOSURES

Icy, snow-packed, or flooded roads or other unsafe conditions may make it necessary to close schools and delay the beginning of a school day. LVCS and transportation officials will check routes early each morning when conditions warrant. The school makes every effort to decide by 5:30 a.m. to enable stations to make the necessary announcements. Most local radio and television stations will carry emergency information. Notifications will be sent out using ClassTag at Bridgeport or by text, phone, and email through School Messenger at Pedee. Please opt into this system by sending a text message to 67587 and entering Y as the message.

One of the following decisions will be announced:

1. School Closure: Classes are canceled, and buses will not run.
2. Two-Hour Delay: As will the start of school, Morning bus runs will be delayed two hours. Drop-off time will be adjusted to 9:30 for both campuses. Bus pick-up times are adjusted by 2 hours.

Additionally, it may be necessary to send students home from school early due to the threat of severe weather or other emergencies. Parents should select a "second home" (preferably a neighbor) where their student may stay in the event they are away from home. In any emergency, the Executive Director or designee will decide whether or not students should be sent home. The decision may be to send students home immediately or to keep them in the schools indefinitely under continuous supervision until the emergency has passed. Parents may pick up their children at school if the students are held in their respective buildings. ClassTag and School Messenger email, phone calls, or text messages may be utilized to contact families.

### EMERGENCY DRILLS

Fire safety drills will be conducted each month per Oregon State Law. In addition, Earthquake, Lockdown, and Lockout drills will be held twice a year to practice appropriate response to such emergencies. These drills will be periodically conducted in cooperation with emergency services and law enforcement. *All drills are very serious, and proper behavior is expected.*

## **FRAGRANCES**

Many students and adults have severe allergies or asthma. The presence of perfume, cologne, hairspray, aerosol sprays, and deodorant with excessive fragrance worsens these medical conditions. Therefore, these items will not be permitted at school. If found, these items will be confiscated.

## **STUDENTS NAVIGATING HOMELESSNESS**

Please get in touch with our school counselor or Polk County Mental Health support person for students and families navigating homelessness and needing services.

Students experiencing homelessness at LVCS will have access to the Education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. Our school counselor or designee will carry out duties as required by law. LVCS will ensure that homeless students are not stigmatized or segregated based on their status as homeless.

## **INJURIES**

All injuries must be reported immediately to the supervising teacher or the office. *There is not a designated school nurse at LVCS.*

## **LOCKERS (PEDEE)**

Lockers are for student convenience but are school property, and the administration reserves the right to inspect the contents of a locker as deemed necessary. Students do not need to be present for a locker inspection to occur. Locker checks may be made during the school year to ensure cleanliness. Although the school will investigate any stolen property reports, it cannot be held responsible for items lost or taken from lockers. Students should lock their lockers and turn the dial after closing.

- Students are assigned lockers at the start of the school year.
- Each locker has a different combination; only the assigned student(s) should know it.
- Students should ensure that their locker is locked each time they leave.
- Students may not change lockers. Report locker problems to the office.
- Leave backpacks in lockers throughout the school day.

Items remaining in lockers at the end of the year will be donated. Students may be assigned disciplinary consequences for locker violations.

## **LOST & FOUND**

Report all lost items immediately to a teacher or the office; this will significantly improve chances for recovery. Lost and found items will be placed in designated areas. If an item appears valuable, please bring it directly to the office. Unclaimed items will be donated to charity at the end of the school year.

## **MEDICATIONS**

The office staff in the Attendance Office will administer prescribed and non-prescription medications only when a consent form (available in the office) is completed by the parent/guardian and when the *medication is required during school hours to maintain the student*. Students may not have prescription or non-prescription medications stored in their lockers or possessions.

- Before administering any medication, the parent/guardian must complete the consent form.  
Prescription: The parent/guardian must deliver medication in person, in the prescription bottle, with proper instructions clearly stated on the bottle. This includes dosage amount, time of administration, and mode of administration (e.g., by mouth). If these instructions are not met, state law prohibits the school from administering the medication.

- Non-prescription: Medication needs to be in the original, purchased container.
- Emergency medications such as asthma inhalers are exempt from these guidelines only when a parent/guardian completes a self-medication agreement form (available in the office).
- A request to the school to administer non-prescription medication 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 the law.
- When a licensed healthcare professional is not immediately available, trained personnel designated by the public charter school may administer epinephrine, glucagon, or other medications to a student as prescribed or allowed by Oregon law.
- Upon the parent's written request, a backup prescribed auto-injectable epinephrine pen could be kept at a reasonable, secured location in the student's classroom.
- **Pre-Measured Doses of Epinephrine:** A pre-measured 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.

### **MESSAGES TO STUDENTS – Emergency and Urgent Messages Only**

To limit instructional distractions, staff will not deliver personal messages to students during the school day, except for emergency messages from parents/guardians. Please try to limit non-essential/non-emergency calls to our school office. Transportation changes will be communicated to students at the end of the day.

### **PARENT/STUDENT COMPLAINTS**

Members of the public and students are encouraged to make their concerns known to the public charter school and to allow the public charter school to review those concerns and respond to them. *Board Policy KL-Public Complaints*

### **PUBLIC DISPLAYS OF AFFECTION**

Excessive displays of affection are inappropriate on campus. Students engaged in excessive displays of affection will be referred to the administration for appropriate intervention.

### **PHONES**

**School Phones:** Phones are for school business and emergency calls.

**Cell Phones:** Cell phones should not be used during instructional time.

### **SPECIAL EDUCATION**

A parent/guardian who feels their child may benefit from the special education services and programs offered by LVCS should discuss the issue with the student's teacher or building principal. Inquiries will be treated with respect and confidentiality. Child Find is a component of IDEA that requires states to identify, locate, and evaluate all resident children with disabilities, birth to age 21, who are in need of special education services (OAR 581-015-2080). Board Policy JGDA covers the discipline of students with disabilities.

[https://policy.osba.org/luckiam/J/JGDA\\_JGEA%20G1.PDF](https://policy.osba.org/luckiam/J/JGDA_JGEA%20G1.PDF)

## **STUDENT SAFETY**

We ask that students help prevent acts of violence by doing the following.

- Report threatening speech or behavior to a responsible adult. Do not try to determine if the threat is real; that is the adult's responsibility. (A Threat Assessment will be determined before a student is readmitted back to school.)
- Establish a mutually respectful relationship with a caring adult on campus. This is essential to an ongoing feeling of safety at school.
- Maintain mutually respectful relationships with peers. Respect their emotions and protect their right to be safe at school.
- Know the available resources in the building, including adult counselors and peer groups. Ask for help when it is needed. Talk with someone when you are feeling angry or sad.
- Remember there are multiple solutions to virtually every problem and that problems can be solved in a positive manner.
- Safe Schools Alert: Call or Text (844)277-9973

## **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, all visitors must report to the office before entering student areas. For the safety of our students and to preserve 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 welcome to assist in the classroom, listen to children read, correct papers, make classroom material, assist with health screening, and help on field trips.

Procedures for becoming a volunteer can be found on our website, [lvcs.k12.or.us](http://lvcs.k12.or.us), or stop by the office.

### **Please Note:**

- Volunteers must have a current volunteer form on file and criminal history verification.
- Check in with the office and get a visitor badge.

## STUDENT CODE OF CONDUCT

Be Ready • Be Responsible • Be Respectful

**Behavioral Expectations are Taught:** The behavioral expectations are taught to all students in the building. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Being ready means being on time.
- Being ready means being prepared with assignments and materials.
- Being responsible means accepting positive and negative consequences.
- Being responsible means knowing and following classroom and school rules daily.
- Being respectful means following and responding appropriately to adult directions.
- Being respectful means respecting others' personal space and property.

### **CLASSROOM:**

**Behavior:** Follow the code – Be Ready, Be Responsible, Be Respectful

- Follow all the classroom rules.
- Accept responsibility for your conduct and learning.
- Act in a manner permitting teachers to teach and students to learn.
- Come to class prepared with all materials required by the teacher.
- Fulfill all assignments given by the teachers and ask clarifying questions if lessons are not understood.

### **PIONEER CODE OF CONDUCT**

#### **Readiness**

- Arrive on time and be ready to work
- Be prepared with assignments and materials
- Take an active, positive role in classroom activities
- Dress appropriately

#### **Responsibility**

- Know and follow school rules
- Accept positive and negative consequences
- Keep areas neat and clean
- Practice academic honesty
- Be safe, hands and feet to yourself

#### **Respect**

- Follow and respond appropriately to adult directions
- Use appropriate language and volume
- Respect others' personal space and property
- Avoid being a distraction to others

## BUS CODE OF CONDUCT

Students are expected to observe the LVCS Code of Conduct while being transported for school or school-related activities. Students are to comply with the rules listed below. Failure to follow the rules may result in removing transportation privileges and other consequences as determined by the school administration. LVCS 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.

**Requirements by ODE for Assessing Compliance for Pupil Transportation Services:** OAR 581-053-0556 SPAB (School Pupil Activity Bus).

**Notification to Parent/Guardian:** Your student(s) may, at times, be transported on a Motor Coach contracted by the LVCS, which has met all certifications under the SPAB agreement by ODE standards. All SPAB drivers will provide safety instructions before departure and instruct passengers on the operation and location of all emergency exits. Each activity trip will be documented and kept on record for two years with the District. All MIDCO SPAB drivers are required to hold School Bus Certificates.

**Students Riding School Buses:** LVCS pupils riding school buses shall behave under the "Oregon Rules Governing Pupils Riding School Buses" 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 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 that might cause the driver to stop;
12. Not make disrespectful or obscene statements;
13. Not possess 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 that 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 coaches, teachers, or chaperones responsible for maintaining order on the bus.

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

- 1<sup>st</sup> Citation: Verbal Warning from the Driver
- 2<sup>nd</sup> Citation: Call Home and may be suspended until parent conference
- 3<sup>rd</sup> Citation: 3–5-day suspension from riding the bus. (Student still needs to attend class.)
- 4<sup>th</sup> Citation or Severe Infraction: 10-day suspension to 1-year expulsion from bus riding.

## **DISCIPLINE PLAN & POLICIES**

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during district-sponsored events. Students are expected to contribute to a safe, caring learning environment by cooperating in work and play, doing their best to achieve academic excellence, respecting themselves, others, and the environment, and always safely conducting themselves.

#### **I. CLASSROOM RULES**

Because the main school activities occur in the classroom, each teacher will determine what behavior is appropriate for their room. Teachers are responsible for communicating expectations and classroom rules. Teachers will enforce all school rules within their classroom, including but not limited to:

- Attendance
- Disruptive conduct
- Dress code
- Student-to-student conflict
- Music devices
- Phone use

Consequences for non-compliant students are parent/guardian contact by teacher or referral to school administration for appropriate discipline.

#### **II. WHEN AND WHERE RULES APPLY**

- On school property at all times
- At school-sponsored events, regardless of location
- Traveling to and from school or school-sponsored events
- Off-campus if the behavior impedes or impacts the learning environment.

#### **III. DISCIPLINE REFERRALS**

We believe in a relational behavioral model for dealing with behaviors. We provide guidance and transparent structures and processes that support developing and maintaining a calm and inclusive learning community. Discipline aims to assist and guide children in developing self-control and accepting responsibility for their choices and consequences.

##### **Minor Referral**

- Warning, Parent Contact, Confiscation of Item
- Detention, Loss of Privilege

##### **Major Referral**

- In-School Suspension, Parent Conference
- Out of school Suspension for 1-10 School Days
- Continuing Suspension and Expulsion Hearing

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

#### 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
- Tobacco, inhalant delivery systems, alcohol, or drug possession
- Trespassing
- Weapon possession
- Other potentially illegal activities

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

#### V. DEFINITIONS - In addition to offense definitions listed below:

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

**Accomplice:** Any student who promotes or facilitates the commission of an offense prohibited by School policy or school rules, 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 during school.

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

**Due Process:** Procedural rights are ensured to students during 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, clubs, performances, dances, and off-campus trips.

**Expulsion:** Removal by the School Board or designee of a student from school property, school transportation, and participation in school activities. The 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 engage in criminal behavior as one of their activities. Such organizations or activities will not be tolerated in Luckiamute Valley Charter Schools.

**In-School Suspension:** Temporary removal of students from normal school activities and assignments to a designated room or area within the school where they complete school assignments.

**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 or policy.

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

**Suspension:** Temporary removal of students from school property, participation in all school activities, 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 before 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 property or facility without proper authority, including during suspension or expulsion.



## **SUSPENSION APPEAL PROCEDURE**

A parent or guardian may appeal the suspension to the Executive Director.

## **DAMAGE TO SCHOOL PROPERTY**

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

## **DRESS CODE**

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

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

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

Students are expected to wear clothing that is appropriate for school. Clothing should be clean, modest, and in proper condition. If a student is determined to be dressed inappropriately, they will be asked to change clothes. Subsequent offenses will be considered disruptive conduct and be subject to discipline as outlined. The following clothing and accessories are forbidden at school or school-sponsored activities. All concerns regarding student dress issues should be directed to the building administrator.

A student's IEP or 504 plan may be adjusted to the dress code on a case-by-case basis.

- 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 disrupt the school environment
- Pants, shorts, or skirts with holes above the mid-thigh that expose undergarments or skin
- Sagging pants that are worn low on the hip to reveal underclothing or skin
- Long belts, wallet chains, spiked accessories
- 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
- Slippers
- Hoods are not to be worn in school buildings
- Clothing must cover undergarments at all times.

## **GANGS AND GANG-RELATED ACTIVITY**

The School Board has determined and hereby finds that the presence and activities of gangs in schools within the State of Oregon and elsewhere threaten and have caused substantial disruption or material interference with school activities and a threat to the safety and well-being of students and school personnel. Therefore, it is the policy of the public charter school that gangs and gang-related activities, as defined herein, shall not be permitted on or upon school property or at or in conjunction with any school activity. Failure to abide by this policy may result in disciplinary action up to and including expulsion. As used in this policy, "gang" means any group or association of two (2) or more persons whose purposes or activities include the commission of crimes or offenses, except as otherwise provided. "Gang" shall not include a group or association which may recognize the legitimacy of and whose members may commit acts of civil disobedience incidental to and further the lawful objectives and policies of such group or association. As used in this policy, "gang-related activity" shall include, but is not limited to, the following:

- The wearing, possession, use, distribution, display, or sale of any clothing, jewelry, emblem, badge, symbol, logo, or other object which constitutes or evidences membership in or affiliation with any gang;
- Any conduct intended to show or display membership in or affiliation with a gang;
- Any speech or conduct committed in the furtherance of the interest or activities of any gang intended or likely to incite a violent or otherwise disrupted response;
- The solicitation of others for membership in a gang or participation in gang activities;
- Requesting or requiring any person to pay or give anything of value for protection or otherwise intimidating or threatening any person;
- Inciting others to act with physical violence against or upon any person;
- The commission of any other criminal act, offense, or violation of any school

## **HARASSMENT AND BULLYING**

Harassment is defined by the victim, not by the harasser. Oregon Law (ORS 339.351) and public charter school Policies (GBNA, JFCF) explain 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 unacceptable. 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, 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).
3. If it happens a third time, ask an adult for help.

Harassment behaviors include:

<b>Verbal Aggression</b>	<b>Physical Aggression</b>	<b>Sexual</b>
• Name-calling	• Biting	• Touching
• Making fun of others	• Spitting or gleeking	• Dirty Jokes
• Spreading rumors	• Bumping into or pushing	• Sexual language
• Mocking	• Hitting	• Inviting out on dates
• Teasing	• Tripping	• Asking someone out when it is clear they are not interested
• Sarcasm	• Slapping	
• Intimidating phone calls	• Kicking	• Nicknames
• Making noises at someone	• Pinching	• Unwanted flirting
• Obscene language or gestures	• Punching	
<b>Racial</b>	<b>Emotional</b>	<b>Intimidation</b>
• Harmful acts toward cultural differences	• Excluding	• Publicly challenging others to do things they don't want to do
• Nicknames	• Ridicule	• Threatening gestures
	• Playing a dirty trick	• Threats or implied threats of harm
		• Extortion: demanding money or other things
		• Tormenting
		• Hiding or taking things

#### **HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/TEEN DATING VIOLENCE**

The Luckiamute Valley Charter Schools are committed to providing a positive and productive learning environment, so we have developed a policy regarding harassment, intimidation, or bullying and acts of cyberbullying by students, staff, and third parties toward students. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense, resulting in disciplinary action or other appropriate sanctions. Students whose behavior is found to violate this policy will be subject to discipline, up to and including expulsion. The public charter school may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage, or injury to LVCS property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

The Executive Director, building principals, and assistant are responsible for implementing this policy. The entire policy can be found at: <https://policy.osba.org/luckiam/J/JFCF%20G1.PDF>

#### **MOBILE PHONES AND ELECTRONIC DEVICES**

Electronic devices are not to be used at school without permission and supervision by a staff member. Electronic devices must stay in your backpack or locker. The school or its staff cannot be held responsible for the damage or loss of personal items brought to school. If a student does not comply with this policy, the following procedure will be followed:

First Offense: Warning

Second Offense: Phone call home and device will be held in the office for the remainder of the day.

Third Offense: Device held in the office for parent pick-up

**If the problem continues, the student will be required to check the device at the office at the beginning of each day.**

### **PROHIBITED ITEMS IN SCHOOL**

- Skateboards (must be checked at the office)
- Roller Blades (must be checked at the office)
- Drugs (This includes look-alikes)
- Tobacco
- Alcohol
- Weapons
- Any item found at school that is inappropriate for school will be confiscated, and the student's parent/guardian will be required to come to the school to get the item back.

### **WEAPONS ON SCHOOL PROPERTY**

No student shall bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the District, or interscholastic activities administered by a voluntary organization approved by the State Board of Education. For purposes of this policy, and as defined by state and federal law, a weapon includes: "dangerous weapon," "deadly weapon," "firearm," or "destructive device." Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, fireworks or pyrotechnics, noxious or irritating gases, poisons, unlawful drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parent/legal guardians, and patrons. Prohibited weapons, replicas of weapons, or fireworks are subject to seizure or forfeiture. Students found to have brought, possessed, concealed, or used a firearm violating this policy shall be expelled for at least one year. All other policy or state law violations will result in discipline up to and including expulsion or referral to law enforcement as appropriate. Following the federal Gun-Free School Zone Act, possessing or discharging 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. For full policy, refer to Board Policy Code: JFCJ.

## INFORMATION RELEASE NOTICE

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights concerning the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives an access request.
- The right to request the amendment of the student's Education records that the parent or eligible student believes are inaccurate, misleading, or otherwise violating the student's privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

FERPA, a federal law, requires that LVCS, with certain exceptions, obtain your written consent before disclosing personally identifiable information from your child's education records. However, LVCS may disclose appropriately designated "directory information" without written permission unless you have advised LVCS to the contrary in accordance with procedures. The primary purpose of directory information is to allow the LVCS to include this information from your child's education records in certain school publications. Examples include a playbill showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, and graduation programs.

Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

Suppose you do not want LVCS to disclose directory information from your child's education records without your prior written consent. In that case, you must write to the LVCS by October 1st each school year. A form to provide the required notification can be found at: <https://lvcs.k12.or.us/wpcontent/uploads/2015/04/Parent-Non-Disclosure-Form.pdf>. LVCS has designated the following information as directory information: student's name, student's address, student's telephone listing, student's electronic address, student's photograph, dates of attendance, awards received, and most recent previous school or program attended.

Please visit the LVCS website for expanded versions of FERPA regulations at [www.lvcs.k12.or.us](http://www.lvcs.k12.or.us)

## ACCEPTABLE USE POLICY (AUP)

### INTERNET, EMAIL, GOOGLE APPS

Google Apps for Education (GAFE) is available via the Internet. Known inappropriate sites are blocked at school, but there is always a chance students will be exposed to inappropriate content. School staff monitors the student use of GAFE when students are at school. Parents give one-time permission for students to use GAFE, the Internet, and email at school. Parents are responsible for monitoring their child's use of GAFE at home. **Students are responsible for their behavior at all times.** Inappropriate system use will result in discipline up to and including suspension or revocation of your student's access to the public charter school system, expulsion from school, or referral to law enforcement officials.

### Child Internet Protection Act (CIPA) -

<http://fcc.gov/cgb/consumerfacts/cipa.html> Schools are required to have measures protecting students from harmful images.

**Children's Online Privacy Protection Act (COPPA)** - <http://www.ftc.gov/privacy/coppafaqs.shtm>

COPPA limits the ability of companies to collect personal information from children under 13. No personal information is collected for commercial purposes in our GAfE domain. **This permission form allows the school to act as an agent for parents in collecting data within the school context.**

**Family Educational Rights and Privacy Act (FERPA)** - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

FERPA protects the privacy of student records and gives parents rights to review records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. Make this request to your school in writing.

- The school will not publish confidential records publicly
- The school may post student work and photos for public viewing but will not publish other personally identifiable information.
- Parents have the right to investigate the contents of their student's email account and GAfE files.

**Privacy** - School staff, administrators, and parents can access student email for monitoring purposes. **Students have no expectation of privacy with GAfE or in school systems.**

Students may use GAfE for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes or private financial gain
- Inappropriate sexual or other offensive content
- Threatening another person
  - Misrepresentation of Oregon Public Schools, staff, or Student Safety
- Students may not post personal contact information about themselves or other people.
  - Students will never agree to meet with someone they have met online without their parent's approval and participation.
  - Students will tell their teacher or other school employee about messages that makes them feel uncomfortable.
  - Under no conditions should a user provide their password to another person. Consumer Safety
  - Don't trust emailed links or web pages. Open a new browser window and search for the website yourself.
  - Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam; never do business with a company that sends spam. Don't forward spam.

#### **Digital Citizenship**

- Be careful with what you say about others and yourself.
- Respect the rights of copyright owners. Works often contain language specifying acceptable use.
- Your First Amendment rights to free speech can be limited in school.

**Access to and use of GAfE is a privilege.** LVCS maintains the right to withdraw access when there is reason to believe violations of law or school policies have occurred. The alleged infringement will be referred to the principal for further investigation. Pending review, a user account may be terminated as part of such action.

#### **RESTRAINT/SECLUSION**

These policies can be found on our website at: <https://policy.osba.org/luckiam/J/JGAB%20G1.PDF>.

Parent/Guardian:

***Please stress the importance of attendance, being accountable, and maintaining appropriate behavior at school. Luckiamute Valley Charter Schools aims 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, they shall be subject to disciplinary action, up to and including expulsion from school or referral to law enforcement officials for law violations.

- 1) My child and I have read and agreed to abide by the above information in the 2023-2024 Luckiamute Valley Charter Schools Student Handbook, School Policies, Code of Conduct, and Discipline Plan.
- 2) My child and I have read the Student Handbook's Acceptable Use Policy (AUP) for technology use. I understand that inappropriate Internet use will result in discipline up to and including suspension or revocation of access to the school's system, expulsion from school, or referral to law enforcement officials.

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

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

#### **INTERNET, EMAIL, GOOGLE APPS USE AGREEMENT**

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

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

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

Date: \_\_\_\_\_

***Please return this signed form to your homeroom teacher or the office.***

*If you have any questions or concerns regarding information in the Student Handbook, please contact the Bridgeport Office at (503)623-4837 or the Pedee Office at (503) 838-1933.*