

# LUCKIAMUTE VALLEY CHARTER SCHOOLS



2025-2026

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**

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The material covered within this Family and Student Handbook is intended as a method of communicating to parents and students general Charter School information, rules, and procedures and is not intended to either 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 Material contained herein may, therefore, be superseded by such Board policy, or administrative regulation.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 contained in this Family and Student Handbook is subject to unilateral revision or elimination from time to time without written notice.

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

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## BELL SCHEDULES

<i>SCHEDULE</i>	<i>BRIDGEPORT</i>	<i>PEDEE</i>
Breakfast Begins	7:30 am	7:40 am
Classes Begin	8:00 am	7:45 am
Lunches Begin	First lunch 11:00 -- Please call office for grade specific time	11:55 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, Garden, and Social Studies will round out the core course offerings. Pedee students will select an elective each trimester. The electives offered will vary.

### REPORT CARDS

Kindergarten - 3rd Grade

B= Below grade level

N= Nearly Meets grade level

M= Meets grade level

E= Exceeds grade level

### GRADES

4th -8th Grade 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 it is issued. It is the student's responsibility to make up work and turn it in to the teacher within the two-week period.

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 academic support classes are taken as a Pass/No Pass. The criterion for passing is determined by the teacher of record.

PowerSchool Parent Portal will be utilized 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 at Pedee Middle School only.

## **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 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 assignments which will necessitate planned time management to avoid excessive amounts of time spent immediately prior to 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. For each day of absence, a student is granted one day to submit any outstanding assignments.

### **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**

Chromebook or laptops 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 taking appropriate care of these valuable resources. Chromebooks are to remain in the classroom, unless pre-arranged by teacher and school administrator.

### **Safety and Security**

While the LVCS filters Internet content and actively manages district-issued devices no filtering solution can prevent students from exposure to all inappropriate content, especially if they are trying intentionally to access it. Therefore, it is important for parents to monitor their child'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.

It is important that you and your child read the Acceptable Use Policy (AUP) and discuss these requirements together. Your child may obtain internet access after Parent and Student sign and return the yellow INTERNET, EMAIL, GOOGLE APPS USE AGREEMENT.

## ATTENDANCE

### 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 is unable to attend school on a particular day their parent/guardian is expected to notify the school by 9:00 am. Please call the Bridgeport Office at (503) 623-4837 or text (503) 871-1560 or the Pedee Office at (503)838-1933 or text (971) 710-1054 to excuse an absence or tardy. Student absences must be excused within three school days.

#### Examples of Excused Absences:

- Illness of the student
- Illness of an immediate family member
- Emergency situations 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 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:** School will determine what absence or tardy is excusable. Reasons such as an alarm clock did not go off, the student overslept, student missed the bus, student had to walk, babysitting siblings, etc. are not valid excuses and will not excuse the absence or tardy.

**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](#) and taking it to each of the teachers and arranging for work. At Bridgeport Campus this process may be completed between the parent and homeroom teacher. Teacher will provide 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, 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:

- Communicate with the office
- Check in at the office and wait for your child to be called from class.

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.

### **ARRIVAL**

Students may be dropped off at Bridgeport between 7:15-8:00 and at Pedee between 7:30-8:00. Breakfast will be served starting at 7:30 am at Bridgeport and 7:40 at Pedee.

### **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 are to bring a written explanation signed by a parent or guardian.

**Illness While at School:** When it appears a student is 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, it is required by LVCS Policy and/or State Law that students go home. Guidance will be provided by the office in these circumstances.

**\*\*PLEASE KEEP EMERGENCY CONTACT 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 there has been no communication with the offices regarding the absence by 9:00 am.

### 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 as set forth in state law, Board policy, and administrative regulations, may be required.

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 admissions are as follows:

- students in grades K-8 who were enrolled at LVCS the previous school year.
- siblings of students enrolled in LVCS

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

### KINDERGARTEN REGISTRATION

Kindergarten students 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.

### STUDENT TRANSFER

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 school the student will be attending. When your child is enrolled at the new school, that school will request records. All requested records will be sent within ten (10) days of receipt of the request as required by law.

## MEAL PROGRAM

Luckiamute Valley Charter Schools will implement a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the 2025-2026 School Year. This means that students attending both LVCS Bridgeport and Pedee campuses are eligible to receive a healthy breakfast and lunch at school at no cost. No further action is required of you. Your children will be able to participate in these meal programs without having to pay for meals or submitting an application.

If we can be of any further assistance, please contact Luckiamute Valley Charter Schools Nutrition Services Department at 503-623-4837.

## **BREAKFAST & LUNCH**

Breakfast and Lunch are served to students daily in the cafeteria at both campuses at no charge to families. Milk is available for purchase for \$.50 if students would like it with a lunch brought from home.

**Bridgeport Campus: For safety reasons microwaves and hot water will not be available to students in the cafeteria**

**Pedee Campus: Students have access to microwaves and hot water in the cafeteria.**

## **CAFETERIA BEHAVIOR**

Good manners and appropriate behavior are always expected.

Cafeteria Guidelines include:

- No cutting, shoving, or crowding in line.
- No throwing food.
- Do not handle, share, or take other students' food. This will help reduce the spread of communicable diseases.
- 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.

## **SCHOOL POLICIES**

### **COUNSELING**

The school counselor/social worker serves as a resource person for students, parents, teachers, and administrators. Their primary goal is to provide students with the assistance they need to maximize their education. Students experiencing any kind of problem that is interfering with educational progress should make an appointment to see the counselor. Parents may request counseling services to support their student and family.

### **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. LVCS and transportation officials will check roads early each morning when conditions warrant. School makes every effort to decide by 5:30 a.m. to enable stations to make the necessary announcements. Notifications will be sent out using Parent Square.

One of the following decisions will be announced:

- School Closure: Classes will not be held, and buses will not run.
- Two-Hour Delay: Morning bus runs will be delayed two hours, as will the start of school. Drop-off time will be adjusted to 9:30 for both campuses. Bus pick-up times will be 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 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. Should the students be held in their respective buildings, parents may pick up their children at school.

## **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. Periodically these drills will be conducted in cooperation with emergency services and law enforcement. *All drills are very serious and appropriate behavior is expected.*

## **FRAGRANCES**

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

## **STUDENTS NAVIGATING HOMELESSNESS**

Students and families navigating homelessness and needing services please contact our school counselor or our Polk County Mental Health support person.

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 nor segregated based on their status as homeless. McKinney-Vento Act [ORS 339.115](#)

## **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 reports of stolen property, it cannot be held responsible for items lost or taken from lockers. Students should be sure to 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 and 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. Problems with lockers should be reported to the office.
- Backpacks are to be left in lockers throughout the school day.
- Items remaining in lockers at the end of the year will be donated.

## LOST & FOUND

Report all lost items immediately to a teacher or the office; this will greatly improve chances for recovery. Lost and found items will be placed in designated areas. If an item appears to be 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 medication and non-prescription medications only when a consent form (available in the office) is completed by parent/guardian and when the *medication is required during school hours to maintain the student in school*. Students may not have prescription or non-prescription medications stored in their lockers, or in their possession.

- Before any medication may be administered, 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. Meds that are required to be cut must be cut by the parent/guardian prior to them being left at school.
- 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 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 law.
- In situations 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 and/or allowed by Oregon law.
- A process shall be established by which, upon parent written request, a backup prescribed auto injectable epinephrine pen be kept at a reasonable, secured location in the student's classroom.
- **Pre-Measured Doses of Epinephrine:** A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.
- Pedee students with written permission from school personnel can self-carry some over-the-counter medication.

## 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 make every attempt to limit non-essential/non-emergency calls to our school offices. 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 afford the public charter school an opportunity 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 disciplinary action.

## **PHONES**

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

**Cell Phones:** Student use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours except as provided below:

- To comply with a student's medical provider's order for the care and treatment of a medical condition
- To comply with a student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973. (29 U.S.C. 794)

Personal electronic devices may be kept by the students in lockers or backpacks, but personal electronic devices are not to be stored on the student's person or in the student's clothing.

## **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 need special education service (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 or not; 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 resources that are available 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 and may serve assisting in the classroom, listening to children read, correcting papers, making classroom material, assisting with health screening, and helping on field trips.

### 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:** 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 direction.
- 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 own behavior 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 assignments 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

## TRANSPORTATION CODE OF CONDUCT

Students are expected to observe 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 rules may result in removal of 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:** ODE: 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 LVCS which has met all certifications under the SPAB agreement by ODE standards. All SPAB drivers will provide safety instruction prior to departure and will instruct passengers on the operation and location of all emergency exits: Each activity trip will be documented and is 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 in accordance with the "Oregon Rules Governing Pupils Riding School Buses" as defined by OAR 581-53-010. Students will:

- Obey the driver at all times;
- Not throw objects;
- Not have possession of any weapon;
- Not fight, wrestle or scuffle;
- Not stand up and/or move from seats while the bus is in motion;
- Not extend hands, head, feet or objects from windows or doors;
- Not possess matches or other incendiaries and concussion devices;
- Use emergency exits only as directed by the driver;
- Not damage school property or the personal property of others;
- Not threaten or physically harm the driver or other riders;
- Not engage in disruptive activity which might cause the driver to stop;
- Not make disrespectful or obscene statements;

- Not possess and/or use tobacco, alcohol, or illegal drugs;
- Not eat or chew gum;
- Not carry glass containers or other glass objects;
- Not take onto the bus large objects which might pose safety risks;
- Accept assigned seats;
- Stay away from the bus when it is moving;
- Be at the bus stop five minutes before the scheduled pick up time;
- Comply with coaches, teachers, and/or chaperones who are 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 riding the bus

## **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 conducting themselves in a safe manner.

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

Because the main activities of school 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 and/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 as well as clear

structures and processes which support the development and maintenance of a calm and inclusive learning community. The goal of discipline is to assist and guide children in the development of 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 and/or 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 own investigation and make its own 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 own work and properly documenting information gathered 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 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 during school.

**Distribute:** To give out 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, clubs, performances, dances, off campus trips.

**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 engage in criminal behavior as one of their activities. Such organizations and/or activities will not be tolerated in Luckiamute Valley Charter Schools.

**In-School Suspension:** Temporary removal of students from normal school activities and assignment 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 and/or policy.

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

**Suspension:** Temporary removal of students from school property and from 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 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 property or facility without proper authority; including during suspension or expulsion period.

## **SUSPENSION APPEAL PROCEDURE**

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

## **DAMAGE TO SCHOOL PROPERTY**

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

## **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 appropriate 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 types of clothing and accessories are forbidden at school or at school sponsored activities. All concerns regarding student dress issues should be directed to the building administrator.

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

- 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
- 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 the school buildings
- Clothing must always cover undergarments.

## **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 threatens and has 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 in furtherance of 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, insignia, or other object which constitutes or evidences membership in or affiliation with any gangs;
- 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 persons; and
- The commission of any other criminal act or 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) 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).
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>
• Negative 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 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, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. 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 assistants are responsible for ensuring that this policy is implemented. 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 policy 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 devices 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 include look-alikes)
- Tobacco
- Alcohol
- Weapons
- Any item found at school that is not appropriate 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, weapons 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 in violation of this policy shall be expelled for a period of not less than one year. All other violations of the policy or state law will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law means in or on school grounds or within 1,000 feet of school grounds. 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 with respect to 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 a request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of 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 prior to the disclosure of personally identifiable information from your child’s education records. However, LVCS may disclose appropriately designated “directory information” without written consent, 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 type of 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; graduation programs.

Directory information, which is information that is 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.

If you do not want LVCS to disclose directory information from your child’s education records without your prior written consent, you must notify the LVCS in writing by the 1<sup>st</sup> of October 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, 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 monitor the student use of GAfE when students are at school. Parents give a one-time permission for students to use GAfE, Internet, and email at school. Parents are responsible for monitoring their child's use of GAfE at home. **Students are responsible for their own 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, and/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 the collection of information 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 publish student work and photos for public viewing but will not publish other personally identifiable information.
- Parents have the right at any time to investigate the contents of their student's email account and GAfE files.

**Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes.

**Students have no expectation of privacy with GAfE or on school systems.**

- Students may use GAfE for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes or personal financial gain
  - Inappropriate sexual or other offensive content
  - Threatening another person
- Misrepresentation of Oregon Public Schools, staff, or students 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 his or her 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 and 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 and when there is reason to believe violations of law or school policies have occurred. The alleged violation 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: [JGAB-AR - Use of Restraint or Seclusion\\*\\*](#)



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.

- 1) My child and I have read and agreed to abide by the above information in the 2025-2026 Luckiamute Valley Charter Schools Student Handbook, School Policies, Code of Conduct, and Discipline Plan.
  
- 2) My child and I have read the Acceptable Use Policy (AUP) for technology use in the Student Handbook. I understand that inappropriate use on the internet will result in discipline up to and including suspension or revocation of access to the school's system, expulsion from school, and/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. By doing so, I agree to enforce acceptable use when my child is off school property.

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

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

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

***Students, 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 Bridgeport Office at (503)623-4837 or the Pedee Office (503) 838-1933.*