



**2018/2019**  
**PARENT/STUDENT HANDBOOK**

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Crater Lake Charter Academy is an accredited Oregon K-12 grade public school, sponsored by the Eagle Point School District 9 Board of Directors.

## OUR MISSION

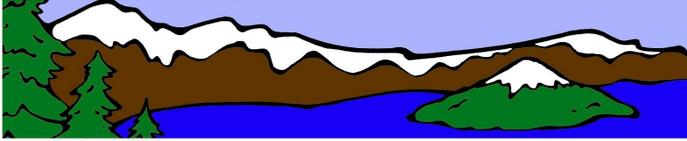
*Providing personalized learning centered on educational excellence to develop community leaders and contributors.*

## VISION STATEMENT

- Crater Lake Charter Academy's vision is developing students who see learning as a vital, life-long process.
- Crater Lake Charter Academy supports students with a rich academic environment that focuses on leadership, teamwork and excellence.
- Crater Lake Charter Academy offers instruction in a flexible, engaging and relevant manner for all students.
- Crater Lake Charter Academy views students as unique, valuable and capable of great success.

*Crater Lake Charter Academy does not discriminate on the basis of race, religion, color, national origin, sexual orientation, disability, marital status, sex or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.*

# Crater Lake



# Charter Academy

Welcome!

The Crater Lake Charter Academy team is truly excited to be starting the new 2018-2019 academic year. It is hard remember that our school is only entering its second academic year when you look at the tremendous amount of growth that is occurring. From building a new school site, to ever growing waiting lists, Crater Lake Charter Academy is having a larger impact on students lives than any of us could have dream of.

As we start a new school year, we look forward to partnering with the our students and parents to make this year an even bigger success. Our school has not developed the positive reputation it now has without the hard work of so many people and we will strive to bring even more people into the fold.

Please read through this handbook and look for ways to jump in and support the mission and work of our school.

Sincerely,

*Bryan Wood*  
Executive Director

# Staff Contact Information

## ELEMENTARY PROGRAMS | Grades K-8 | Phone: 541-879-3615

<b>Stephanie Pogue</b>   Elementary Director / Teacher	pogues@craterlakecharter.org
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<b>Meghan Hogue</b>   Teacher	hoguem@craterlakecharter.org
<b>Callie McCoy</b>   Teacher	mccoyc@craterlakecharter.org
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<b>Kelli Shelton</b>   Facilitator, Learning Center	sheltonk@craterlakecharter.org

## SECONDARY PROGRAMS | Grades 9-12 | Phone: 541-879-3621

<b>Bryan Wood</b>   Secondary Director	woodb@craterlakecharter.org
<b>Tracy Huntsman</b>   Secondary Programs Coordinator	huntsmant@craterlakecharter.org
<b>Carie Beebe</b>   Teacher ( <i>ELA / Student Activities</i> )	beebec@craterlakecharter.org
<b>Jody Crowe</b>   Teacher ( <i>Soc. Stdy. / Career Development</i> )	crowej@craterlakecharter.org
<b>Daniel Shelton</b>   Teacher ( <i>Math</i> )	sheltond@craterlakecharter.org
<b>Shalynn Lathrop</b>   Teacher ( <i>Science</i> )	lathrops@craterlakecharter.org
<b>Svetlana Bartlett</b>   Facilitator, Learning Center	bartletts@craterlakecharter.org

## SCHOOL OFFICES | Phone: 541-879-3620

<b>Bryan Wood</b>   Executive Director	woodb@craterlakecharter.org
<b>Sara Lierman</b>   Office Specialist	liermans@craterlakecharter.org
<b>Yvonne Shafer</b>   Office Manager	shafery@craterlakecharter.org
<b>Greg Smith</b>   Campus Services Supervisor	smithg@craterlakecharter.org
<b>Mike Lester</b>   Campus Services Specialist	lesterm@craterlakecharter.org

# CLCA Contact Information

## Physical Address

**ADMINISTRATIVE OFFICES & LEARNING CENTERS**  
585 Nick Young Road  
Eagle Point, Oregon

## Mailing Address

**CRATER LAKE CHARTER ACADEMY**  
Post Office Box 947  
Eagle Point, OR 97524

## Main Email & Phone Contacts

*Email: [info@craterlakecharter.org](mailto:info@craterlakecharter.org)*  
*Main Number: 541-879-3620*

## School Hours

**LEARNING CENTERS**  
***Monday through Thursdays***  
8:00 a.m. to 4:00 p.m.

**ADMINISTRATIVE OFFICES**  
***Monday through Fridays***  
8:00 a.m. to 4:00 p.m.

## Supervision of Students

Adult supervision is provided to students during regular school hours 8:00 a.m. - 4:00 p.m. while traveling on school-provided vehicles to and from school and while engaged in school-sponsored activities. We understand that many students live far from campus; however, for safety purposes students may not stay after school operating hours without direct supervision of an employee or parent/designee.

## Charter Board & School Committees

### Charter School Council

The Charter School Council for Crater Lake Charter Academy is responsible for supporting the development of charter school programs and ensuring their long term success. The Council meets monthly.

#### Council Members

- 2 Elementary Parent Representatives
- 2 Secondary Parent Representatives
- 1 General Community Representative
- 4 Staff Member Representatives
- School Administration (Non Voting)

### Corporate Board

The Corporate Board is responsible for the corporate business of Community ED, the host nonprofit of Crater Lake Charter Academy. The Board meets quarterly and reviews the recommendations of the Charter School Council, including the work done by the Charter School Council on developing the annual budget.

### Budget Committee

The Budget Committee is responsible for setting an initial school budget, review the annual audit and facilitating general school finance operations.

## Community ED Foundation

The Community ED Foundation was founded to establish economic support for the school. As a charter school, CLCA does not have a taxing district and does not have access to any public monies except 80% of the state school fund. The education fund goal is to raise sufficient funds so that a percentage of the earnings may be used in the annual school budget. If anyone is interested in volunteering with the Community ED Foundation they should contact the Administrative Office.

## Admissions

A student seeking enrollment in the school for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Charter School policy and administrative regulations. Students and their parents should contact the administrative office for admission requirements.

The school may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the school as a nonresident student.

The school shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons laws and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student.

## Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized.

Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request

## Graduation Requirements

Crater Lake Charter Academy's graduation requirements are in compliance with State of Oregon policy and set by the Board. For more information on a student's requirements and their progress towards graduation, please contact the Secondary Programs Coordinator.

## Student Rights & Responsibilities

Among these student rights and responsibilities are the following:

- Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
- The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
- The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights; The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;

- The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
- The right to privacy, which includes privacy in respect to the student's education records;
- The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.
- Students have the right to an education free from hazing, harassment, sexual harassment, intimidation, menacing, or bullying, including cyber bullying

## Student Code of Conduct

The school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus conduct and outside of school time conduct that violates the school's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation &, bullying or menacing;
3. Coercion;
4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, including public displays of affection, and indecent dress/grooming, false threats, and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\*\*\*;
7. Vandalism/Malicious Mischief/Theft, including willful damage or injury to school property; or to private property on school premises or at school-sponsored activities;
8. Sexual Harassment;
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia [as prohibited by Charter Board policy(ies)];
10. Use or display of profane or obscene language;
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of school transportation rules;
13. Violation of law, Charter Board policy, administrative regulation, school or classroom rules.

*\* In accordance with Oregon law, the administration may request that the driving privileges of the student, or the right to apply for driving privileges, be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a school employee or another student, for willful damage or injury to school property or for use of threats, intimidation, harassment or coercion against a school employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.*

*A second such request for a subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21. A meeting with the parent or guardian will be held prior to submitting such request to ODOT*

*A student may appeal school decisions regarding driving privileges under established due process procedures for suspensions and expulsions.*

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

*\*\*\*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The Executive Director may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.*

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

*Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.*

*Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.*

*Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.*

*In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.*

## Grading Policy

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the School and parents. As a close working relationship between the School and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report, at least quarterly, a student's progress toward their meeting or exceeding grade level academic content standards to the student and their parents.

Teachers should use a variety of communication devices, including telephone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades. All grading expectations should include the grading standards and the criteria for earning the grades.

## Plagiarism Policy

Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the

work of another student, from published sources (ie: Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the internet without proper documentation constitutes academic theft.

**Plagiarism:** "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...." Laurie Henry, The Fiction Dictionary, p. 219.

**Cheating:** (1) unauthorized giving or receiving of aid by any means during a test or examination; (2) using unauthorized materials such as books, notes, calculators, internet searches or other aids during an examination;(3) having another person take an exam in one's place, or taking an exam in another person's place; (4) stealing or using, unless authorized, any test, paper, or answer key; (5) submitting another student's work as one's own.

### **First Offense**

Teacher reports the plagiarism on a referral. It will be included in your discipline record.

- The student will earn a ZERO for the work in question.
- A conference will be held with teacher/administrator.
- Your parent(s) will be notified of the plagiarism/cheating/academic theft.

### **Second Offense**

Teacher reports the plagiarism on a referral. It will be included in your discipline record.

- The student will earn a ZERO for the work in question.
- The administration will process your suspension from school as warranted.
- Your parent(s) will be notified of the plagiarism/cheating/academic theft and of your suspension. The required parent conference will be held before you may return to school.

### **Third offense**

Teacher reports the plagiarism on a referral. It will be included on your discipline record.

- The student will earn a ZERO for the work in question.
- The administration will process your suspension from school as warranted.
- You will receive a FAILING GRADE for this course for the semester.

Your parent(s) will be notified of the plagiarism/cheating/academic theft, of your suspension, and that you will receive an "F" for the semester. The required parent conference will be held before you may return to school

## **Campus Privileges and Expectations**

Crater Lake Charter Academy is a virtual campus for grades K-12. Students will be expected to in their designated learning centers while on campus, making academic progress, following the instruction of CLCA staff members. Students are not allowed to wander hallways, outdoor facilities and otherwise socialize while on campus. Students who are not pursuing academic progress while on campus will be encouraged to conduct their academic work off of campus.

## **Attendance Policy**

Crater Lake Charter Academy's attendance policy was established and is enforced so all students may achieve their full potential by attending school regularly. It is the intent of the Board, school administration, and school staff that all students have maximum opportunities for academic growth and achievement. Absenteeism affects student performance and reduces a student's opportunity for success both academically and in the workforce.

Crater Lake Charter Academy supports the compulsory school attendance laws as set by the State of Oregon and recognizes that punctual, regular school attendance by students promotes academic achievement. Because the law authorizes the school, not the parent, to determine which absences may be excused; the district has established the following.

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Crater Lake Charter Academy requires a minimum of two academic progress check-ins per week, one being in person and one via email, videoconference or phone call. All student check-ins will be supervised by a certified member of the CLCA staff. If there are any issues with meeting weekly check-ins, parents or students need to contact the school office.

## Field Trips

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district- sponsored field trips. This means students are subject to the school's student conduct rules, applicable Charter School policy and other such rules as may be deemed appropriate by the field trip supervisor. Students riding to the event on the bus must also return on the bus unless directly released to parents at the event or by special written permission of the administration.

## Graduation Exercises

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Students who have not met the school's diploma or certificate requirements will not be permitted to take part in the school's graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Charter Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the administration. All speeches will be reviewed and approved in advance by the administration.

## Parental Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the districts asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides;
2. Keep informed on school activities and issues. The school newsletter, “Back to School” nights, and parent club meetings provide opportunities for learning more about the district;
3. Become a school volunteer. For further information contact the administrative office
4. Participate in school parent organizations. The activities are varied, ranging from graduation activities to Charter Board meetings, with its emphasis on instructional improvement.

## Visitors on Campus

Parents and other visitors are encouraged to visit the school. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the school office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the facility. The administration will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the administration.

## Co-Curricular Activities

All students, regardless of their ability levels are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Students can participate in OSAA sanctioned athletic programs through CLCA’s cooperative agreement with Butte Falls School District. Fees may be required for participation by the students.

Students participating in co-curricular programs through the cooperative agreement with Butte Falls School District will adhere to all participation policies and procedures.

Students are encouraged to meet with the Student Activities Program Lead to learn more about co-curricular participation.

## Dress Code

**All clothing for students on campus and in the learning center will adhere to the following guidelines:**

- Tanks must have one inch wide straps or greater.
  - No cleavage.
  - Midriffs, backs and undergarments must be covered.
  - Shorts and skirts must be longer than the reach of finger tips.
  - Bandanas are prohibited on campus during school hours.
  - Hats, hoods/head coverings are up to teacher discretion in the classroom. Hats are allowed in the hallways.

- Sleepwear prohibited.
- Inappropriate lettering, messages, logos, or pictures are prohibited on clothing, jewelry, backpacks, skin or other personal items.
- “See through” blouses or shirts are not allowed.
- Displaying any gang symbol or clothing reference relating to gang affiliation is prohibited at all times on school campus.
- Shoes are required at all times.
- No clothing that could potentially be used as a weapon.
- No clothing with holes, rips or tears will be allowed if it interferes with the educational environment.

Students dressed inappropriately for school will be sent to the front office where some dress code violations may be corrected by turning a shirt inside out, covering up with a jacket or sweater or putting on appropriate clothing. Students will be given the opportunity to call home for more appropriate attire if necessary.

## Student Searches

All searches for evidence of a violation conducted by the school shall be subject to the following requirements:

1. The school official shall have individualized, “reasonable suspicion” to believe evidence of a violation of law, board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be “reasonable in scope.” That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.
3. **Drug Dogs:** We take drugs and alcohol use at Crater Lake Charter Academy very seriously. To assist in the ongoing pursuit of creating a safe and drug-free school setting, we are working with the Eagle Point Police Department to bring trained narcotics dogs on campus. We will conduct searches randomly.

Here are a few things we want all parents and students to know:

- The police dogs are highly trained and use their sensitive noses to sniff out drugs.
- When these dogs go on alert they sit down passively.
- The dogs will be used throughout our facility, including lockers, parking lots, and surrounding areas.
- The dogs will be accompanied by local law enforcement in the event any illegal substances are discovered.

As always, our greatest concern is the safety and well-being of our students. It is our hope this will be a deterrent to illegal drugs at school and will encourage our students to make safe and healthy decisions.

School officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspections of school property assigned to students may be conducted at any time.

## Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The school's disciplinary options include using one or more discipline management techniques, including counseling by teachers and administrators; suspension; expulsion; loss of driving privileges and loss of right to apply for driving privileges. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the school's weapons policy, as required by law, shall be reported to law enforcement.

## Flag Salute

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

## Taking Photos on Campus

Digital cameras (including camera phones) or video cameras of any kind may **not** be used on campus or at school events except as part of an approved school program (e.g. Yearbook, Newspaper, etc.).

1. Posting or viewing inappropriate or illegally obtained pictures or information on personal electronic devices or on the internet may result in disciplinary action and a referral to law enforcement.
2. Failure to follow these guidelines may result in confiscation of cameras and/or phones.

## Internet & Computer Use

To gain access to the internet you and your parent/guardian must sign the Crater Lake Charter Academy Acceptable Use Agreement which will be kept on file. Students viewing, storing or transferring inappropriate materials will be subject to school consequences, will lose computer privileges, and may be dropped from their computer courses with an "F" grade.

## Solicitation

No person may solicit money or sell items to students or staff without the prior approval of the administration. The athletic/activities office may give permission to students in the building to raise funds for student activities. Distribution of flyers or other materials to students must be approved in advance.

## Electronic Devices

Any inappropriate items stored on a personal electronic device may be grounds for expulsion. Those items include but are not limited to: gang related images, racially motivated images, fighting, assault, harassment, nudity, and sexually explicit images.

## Public Displays of Affection (PDA)

School is not the place for long embraces or kisses. Please respect yourself and others by tempering your affection with modesty. Students will receive a discipline referral for inappropriate public displays of affection.

## Sexual Harassment

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administration can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the Executive Director within 15 calendar days, which will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the Executive Director, he/she may appeal to the Board in care of the Executive Director within ten calendar days following receipt of the Executive Director's decision. The Executive Director will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### **Discrimination on the Basis of Sex Complaints**

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Executive Director.

### **Education Standards Complaints**

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Executive Director of Public Instruction.

### **Instructional Materials Complaints**

Complaints by students or parents about instructional materials should be directed to the administration. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The administration will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the Executive Director.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the Executive Director for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the Executive Director ' s written decision.

The complainant may appeal the Executive Director's decision to the Board, whose decision will be final.

### **Students with Disabilities Complaints**

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district' s services, activities or programs to a student, should be directed to the ESD.

### **Students with Sexual Harassment Complaints**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The administration, the compliance officer and the Executive Director have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Any sexual harassment information (complaints, rumors, etc.) shall be presented in writing or orally to the administration, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the complaint or reported incident with all concerned parties within [five] working days after receipt of the complaint or information. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, shall be forwarded to the Executive Director.

- Step 1 If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Executive Director or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The Executive Director or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Executive Director or designee shall provide a written decision to the complainant's appeal within ten working days.
- Step 2 If the complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the written appeal. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.
- Step 3 If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the administration, compliance officer or Executive Director.

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

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

## Complaint Procedures

A student or parent who has a complaint concerning an issue at CLCA should first bring the matter to the appropriate staff member that it relates to. If the outcome is not satisfactory, a conference with the program supervisor can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administration within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administration, he/she may appeal to the Executive Director within 10 calendar days following receipt of the Executive Director's decision. If the complainant is dissatisfied with the decision of the Executive Director, he/she may appeal to the Charter Board in care of the Board Secretary within 10 calendar days following receipt of the Executive Director's decision. The Board Secretary will provide the complainant with necessary Board appeal procedures. Charter Board decisions are final.

## Learning Center Closures

While emergency closings occur infrequently, evacuation procedures will be followed when building systems malfunction making the building unfit, or when weather makes it necessary to send children home. Parents will be

notified (via phone, text, email or social media) and arrangements will be made for every child to leave school in parental or parental approved custody.

If the learning center is closed before the school day begins, parents will receive communication (via phone, text, email or social media) alerting them of the cancellation. Since the weather conditions vary in our attendance area, it is ultimately the responsibility of the parent to determine if they can safely transport their child to school. At such times, parents must notify the school.

## Parental Rights

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the school containing one or more of the following items:

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

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## State Notices

**Alternative Education** –Proposals from parents or student for the establishment of an alternative education program shall be submitted in writing to the Executive Director or designee. Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available.

**Asbestos**-The school has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

**Attendance**-All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

**Exemptions from Compulsory Attendance**-The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student meets certain requirements.

**Bilingual Students**-The school provides special programs for bilingual students. A student or parent with questions about these programs should contact the building administrator.

**Conduct**-Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The School has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. The school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

**Damage to School Property**-A student who is found to have damaged school property will be held responsible for the reasonable cost of repairing or replacing that property. The school will notify the students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and student's grade reports, diploma and records may be withheld.

**Detention**-A student may be detained outside of school hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

**Discipline**-A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

**Discipline of Disabled Students**-When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parent will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

**Distribution of Material** -All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and administration. Students may be required to submit such publications to the administration for approval.

**Dress and Grooming**-The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

**Fees, Fines and Charges**-Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

**Grade Reduction/Credit Denial**-Punctual and regular attendance is essential to the academic success of student. School staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by school policy.

**Homeless Students**-The school provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

**Infection/Disease Instruction**-An age-appropriate plan of instruction about infectious/diseases including AIDS, HIV, HBV and HCV has been included as an integral part of the district's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administration for additional information and procedures.

**Lunch/Breakfast Program**-The school participates in the National School Lunch and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

**Parental Rights**-Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the school or school containing certain content.

**Personal Communication Devices and Social Media** – Students permitted to possess a personal communication device are prohibited from having the device on active mode during class time. Personal communication devices brought to school may be used for appropriate/approved classroom or instructional related activities. Use and possession of such devices at school sponsored activities or at other times during the school day will be determined by the administration.

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

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the administration will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

**Program Exemptions**-Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

**Student Education Records**-Education records are those records related to a student maintained by the district. Education records are maintained in a minimum one-hour fire-safe place in the high school office of the Registrar.

Certain personally identifiable information is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Certain student information is considered personally identifiable information and may be released only with prior notification by the school of the purpose(s) the information will be used, to whom it will be released and by prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

**Student Restraint and Seclusion**-The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the school designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee (or volunteer) as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to school property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or school property.

Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

**Talented and Gifted Program**-The school serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office.

**Title I Services**-The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

**Transfer of Students**-Parents may request a transfer of their student to another school in the school in the event the school the student is attending is identified as persistently dangerous; the student has been a victim of a violent criminal offense in or on the grounds of the school the student attends; or the school has been identified for improvement, corrective action or restructuring. The transfer must be to a safe school that has not been identified for improvement. Additionally, requests to transfer to another school in the school for other reasons or to a school outside the school may be approved in certain circumstances. Contact a building administrator or a counselor for additional information.

**Truancy**-A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

**School Personnel Complaints**-A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administration can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the Executive Director following receipt of the superintendent's decision. The Executive Director will provide the complainant with necessary Board appeal procedures. Board decisions are final.

**Instructional Materials Complaints**-Complaints by students or parents about instructional materials should be directed to the administration. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-Evaluation of Instructional Materials" may be requested from the school office. The administration will be available to assist in the completion of such forms as requested.

**Placement/Enrollment of Homeless Students Complaints**-In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established school procedures. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

# Family & Student Agreement

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct 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 the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the school to withhold.

I also understand that the school is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the school withhold this information.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the school for use in local school publications, other media and for such other purposes as deemed appropriate by the administration, and my secondary student's name, address and telephone number will be released upon a request made by military recruiters and/or institutions of higher education.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the school of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number or student identification number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Students Name \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

