

# <sup>1</sup> PREFACE

Bethany Charter School does not discriminate on the basis of race, religion, color, national origin, disability, marital status or sex 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.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school and/or district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreements.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

Dear Bethany Charter School Family:

Welcome back to Bethany Charter School! We're happy to have our returning students and a special welcome to our new students joining our neighborhood.

We want your child to be happy and successful at Bethany Charter School and believe that you play a key role. That role is to continually show interest in and support for your child. The child who knows that his or her family is interested in and supports the school program will almost always have fewer problems in school and will enjoy greater success.

We believe in fair and consistent discipline that encourages students to be responsible. At school, we try to create a safe environment where courtesy and kindness prevail and where there is respect for differences in other people, customs and cultures.

Be sure to share with your child's teacher any information regarding his or her special needs that will help us better serve your family. We believe that communication among parents, students and teachers is critical in assuring student success.

Please become acquainted with our Parent/Student handbook. It contains information that will answer many of your questions and will help all of us to have a fine and productive school year. We are requesting that all families of the Bethany Charter School sign and return the final page of this handbook confirming receipt and understanding of the contents.

Sincerely,

**Bethany Charter School Staff**

## **Bethany School History**

Bethany School is one of Silverton area's community-heritage schools; still serving families of K-8 students in a building whose history stretches back over a century.

Records first mention Bethany holding school in 1854, apparently in four different places: It met in the home of Elias and Lucia Cox, influential and generous settlers, perhaps until the Bethany Christian Church building was built in 1858 on land the Coxes had donated. (The Bethany cemetery remains on the church land, but the beautiful white building, which stood at the east end, was demolished in 1946). The school met in the church building and also, with a teacher named Fones Wilbur, in Thomas Shaw's building. (Thomas Shaw was in the Gilliam party that discovered Minto Pass).

In 1865, as the Civil War ended, the community met at the church to organize a school district. In 1868 they rented a building from Dr. Hutton; and by 1869, \$96.50 of the necessary \$100 had been raised and a new school building was completed to the west of the existing one. (Characteristically, Mr. Cox said he would wait for the rest of the money). Enrollment was 45.

In 1886, Mr. Cox (again) donated land, and, in 1890, 31 years after the first school was built, the initial part of the present building was constructed. It boasted a bell, a woodshed for the wood stove, a teacher's desk on a platform, and a hand dug well with a dipper. Paper was scarce, so slates were used.

Additions over the years, starting in 1910 with a second room on the west, a play shed (added during the Depression), an "auditorium" in 1948, and extensive later additions, transformed the façade to a modern looking exterior.

One early teacher deserves special mention: Peter Burnett. His uncle, Peter H. Burnett, who came to Oregon in 1843, became the 1<sup>st</sup> Governor of California.

During the 2003-2004 school year, the proposal to the Silver Falls School District was made (due to declining student numbers at the school) to close Bethany. This did not meet with approval of either parents or the community. A group organized to pursue turning Bethany into a charter school. This was accomplished with the approval of the Silver Falls School District and in time for the start of the 2004-2005 school year. Bethany Elementary School became Bethany Charter School.

## **Silver Falls School District History**

The Silver Falls School District was formed through the process of state consolidation, which combined ten districts on June 30, 1997. Each district had previously been governed by its own school board. On July 1, 1997 the Silverton Union High School Board became the Board for the new Silver Falls School District.

The new Silver Falls School Board was expanded to add two additional board members creating a seven-person board. The increase from five to seven board members was to provide for greater representation throughout the new district, which covers 260 square miles. Each board member resides within a different zone in the district and is elected by the district's constituents at-large.

The schools that make up the Silver Falls School District include Bethany Charter School (K-8), Butte Creek (K-8), Central Howell (K-8), Eugene Field (K-3), Evergreen (K-8), Mark Twain (7-8), Monitor (K-8), Pratum (K-8), Robert Frost (4-6), Scotts Mills (K-8), Silver Crest (K-8), Silverton High School (9-12), and Victor Point (K-8).

## **BETHANY CHARTER SCHOOL BOARD**

Bethany Charter School Board meets the first Monday of each month at 7 PM in the Library.

The Silver Falls School Board meets the second Monday of each month at 7 PM in the Silverton City Council Chambers, and the fourth Monday of each month at 7 PM in the school district administration office. Both meetings are open to the public.

## **BETHANY CHARTER SCHOOL MISSION STATEMENT**

Bethany Charter School is a K-8 school with a science and technology focus supported by teachers, staff, parents and the community which encourages each individual student to achieve academic and creative excellence, no matter what their level or ability, in an environment which fosters stimulating instruction and opportunities for students to develop self-worth and a respect for learning.

## **OREGON REVISED STATUTE 433.267**

Prior to, and as a condition of enrollment, one of the following written verifications must be presented to the school:

1. Immunization verification – physician’s signature required.
2. Immunization would endanger the student’s health – physician’s signature required.
3. Religious teachings oppose immunization – parent’s signature required.
4. A statement signed by the parent of a child entering school from out-of-state that verification of immunization will be presented to the school within 30 days of initial enrollment.

Failure to comply with any of the above will result in exclusion from initial enrollment or continued attendance until compliance.

## **SCHOOL HOURS**

Kindergarten: 7:45 AM – 11:30 PM

Grades 1 – 8: 7:45 AM – 2:30 PM

Classes begin at 7:45 AM. Doors open at 7:30 AM. The school is not responsible for the supervision and safety of the children prior to 7:30 AM, or after 3PM.

## **ATTENDANCE**

The public schools are responsible for enforcing the compulsory school attendance laws of the State of Oregon. Every effort shall be made to keep every student in school.

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.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements (may) be issued a citation by the district for the student’s failure to attend school. Violation is a Class B infraction of law and is punishable by a court imposed fine up to \$100.

The school will notify the parent in writing that, in accordance with law, the Administrative Principal will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The Administrative Principal or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a class B infraction;
3. A citation may be issued by the district in the amount of a \$100 fine;
4. A conference with the parent and student is required.

## **GRADE REDUCTION**

Punctual and regular attendance is essential to the academic success of students. 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 non-attendance due to religious reasons, a student’s disability or an excused absence, as determined by school policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced for attendance rather than for academic reasons.

## **EXTRA-CURRICULAR ACTIVITIES**

Students must be in attendance at school all day to be eligible to participate in any extra-curricular activity (athletic).

## **BUILDING SECURITY**

To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

1. All visitors must check into the office as the first order of business. Visitor tags will be issued and should be worn by visitors to help students and staff recognize them as authorized visitors. Volunteers may use their volunteer tag to identify themselves.
2. Staff may challenge unknown persons on school property if they do not have a visitor's name tag.
3. Visitors, including parents may be denied access to school property if their conduct in the judgment of the building Administrative Principal is disruptive and interferes with the educational process.

We recognize that these procedures may cause some inconvenience, but the safety of the children is our main concern. We hope you will understand.

### **STUDENT USE OF AREAS**

Our school maintains facilities to be used by many different people in various capacities. However, some areas are off limits to students. It is inappropriate for students to be in the following areas: teachers' desks and files, and other student's desks and personal property.

### **COMMUNICATION**

We will do our part to ensure that information is sent home in an organized manner. Bethany Charter School Students will be involved in a Friday folder take home program. Whenever possible, notes from the School will be sent home in the "Friday Folder". Please take a moment on Fridays to go through your child's folder and sign and return the folder and any necessary papers that may need signing.

### **VISITORS**

Parents are always welcome to visit their child's school and classroom. *It is required, however, that all parents register in the school office when they enter.* Observational visits should be arranged with your child's teacher. Please call ahead for an appointment to discuss your child's progress with an administrator, teacher or counselor.

For the protection of students it is policy to accept only those visitors who have legitimate business at school. *Visitors and guests must register in the school office immediately upon entering the building.*

Students will not be permitted to bring visitors to school without prior approval of their teacher and/or Administrative Principal.

### **LEAVING THE SCHOOL GROUNDS**

Bethany Charter School has a "closed campus." Once students have arrived on the school grounds they are not allowed to leave unless they are with their parents or are excused by a parent's note. Parents who wish to take children from school during the school day should call for them at the office instead of at the classroom. All visitors should check in at the office immediately upon entering the school grounds. Please be sure to notify the school of any changes due to divorce, adoption, restraining orders, etc.

Students also need to make arrangements about where they are going after school before the school day. Changing existing arrangements by phone during the school day, or at the end of the school day, is not acceptable.

Students are not allowed to walk to Bethany Market for lunch because of safety and liability reasons.

If a child forgets his/her lunch, they will be allowed to call home. It is the responsibility of the parent to bring a lunch to the child.

Occasionally, as a special reward, a class may go to Bethany Market as a group, supervised and accompanied by the teacher. If something like that is planned, a note will be sent home prior to the event.

### **TRUANCY**

A student who is absent from school or from any class with out permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in athletics or other activities.

## **TARDINESS**

Bethany Charter School's day officially begins at 7:45 AM. After that time, students are tardy. If a student arrives after 8:00 AM, he will need to go to the office for a "*Late Arrival Slip*" to get into class.

## **EXCUSED ABSENCES**

Excused absences will be granted for:

1. Student illness.
2. Illness in the family requiring the student to help at home.
3. Death in the family.
4. Absences because of days held holy by parents.
5. Unusual circumstances beyond a family's control.
6. Medical or dental appointments (confirmation of appointments may be required).

Upon return to school a student is responsible to present a written excuse from his/her parent or guardian to the secretary. This note should state the reason for the absence, days and dates of the absence, and parent or guardian signature.

Students are to clear their absences at the office before the start of school. If a proper note is not presented within two days, the absence becomes unexcused.

## **ABSENCE NOTIFICATION**

Due to safety concerns, parents/guardians must call the office before 8:15 A.M. on the first day of absence.

## **PREARRANGED ABSENCES**

If it is necessary to be absent from school, parent contact with the school prior to the absence is required. The student is responsible for obtaining assignments before departure and turning in the completed work in a reasonable period of time.

## **ATTENDANCE OF P.E. CLASSES**

Any student excused from P.E. for more than three consecutive days must have a statement from a doctor. This is important for the safety and well being of the student.

## **MAKE-UP POLICY**

When students are absent because of illness, make-up work can be obtained. The school will gather homework for students who will be absent two or more consecutive days from school. If students are only absent one or two days they will receive their work when they return.

To pick up homework for your student, please give the school a day's notice so teachers have time to adequately provide homework for your student. In other words, if you would like your child's homework by 3:30 PM, please notify the office by 3 PM the previous day. Because of the teachers' busy schedules, they need sufficient time to send work to the office. As a parent, you can help with this process by making sure your child has all of their completed homework and books when they return to school following his/her absence.

## **PROLONGED ILLNESS**

If students are absent for more than two weeks for school for health reasons, they may qualify for home tutoring. Contact Linda Brown, Director of Special Services at 873-5303 or the school office at 873-4300.

## **NON-RESIDENT STUDENTS**

As a charter school, Bethany Charter School is allowed to enroll any non-resident student who applies for enrollment providing there is an opening in the grade/classroom they would be in.

## **ROLE OF THE ADMINISTRATIVE PRINCIPAL**

To help insure the success of our students and staff, the administrative principal will:

- Provide a link between children, staff, parents and school board.
- Help staff understand, use, and update the discipline policies and procedures of our school.
- Help staff implement and comply with classroom management and school management techniques.
- Assist and support staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any recurring problems.

To maintain the effectiveness of office referrals, those referrals must be used only for severe or recurrent problems. The role of the administrative principal must be to provide support measures beyond the interventions available to teachers.

## **THE ROLE OF TEACHERS** To help insure the success of our students:

- Teachers will present the rules, incentives and consequences of our student management plan. They will explain, demonstrate, practice, re-teach and reinforce these processes as necessary, so that students can understand and be successful. A positive tone in the classroom is essential for our student management plan to work.
- Teachers will teach key procedures to students, including procedures and expectations that are common throughout the building and those procedures unique to the classroom. Common procedures will be taught for the hallway, the playground, the restroom, assemblies and the bus. Procedures in the classroom may include such things as getting permission to use the restroom, taking care of housekeeping chores, accessing student supplies, pushing in chairs, etc.
- Teachers will communicate effectively and in a timely manner with parents regarding student behavior. Parents will be informed and involved systematically in the problem solving approach used to improve student behavior.
- Students exhibiting on-going behavior problems will be referred to the CARE team. The referring teacher will provide specific background information to the CARE team along with the specific interventions that have been attempted prior to referral.

## **PARENT INVOLVEMENT**

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

1. Encourage their student to put a high priority on their education and to commit him or herself to making the most of the education opportunities the district provides.
2. Keep informed on district/school activities and issues. Our bi-monthly newsletter *Bethany Bobcat Prints*, monthly calendar, Open House in September, quarterly Awards Assemblies, and Community Club meetings provide opportunities for learning more about what is happening.
3. Become a school volunteer. Contact the school office for more information (503) 873-4300.
4. Participate in school committees. There is also the Bethany Parent Club.

## **POSITIVE BEHAVIOR SUPPORTS PROGRAM DESCRIPTION**

### **Objective**

The objective of this document is the following:

1. Define the goal of the Behavior Supports Program.
2. Define the basic premise behind the Program.
3. Define the guiding principles behind the Program.
4. Define the process for training volunteers.
5. Define all school rules of behavior.
6. Define playground rules of behavior.

### **The Goal of the Behavior Supports Program**

Parents, teachers, and students work together to create an environment that is safe and supportive and that promotes learning. It encourages children to think and learn actively and to be hopeful, trusting, loving and healthy.

### **The Basic Premise**

Our guiding principles and code of behavior expectations establish a positive focus, which reflects a commitment to help children reach their full potential as human beings and to have respect for the dignity of all people. All individuals in the school will treat each other in safe, responsible and respectful ways.

### **Guiding Principles**

1. Adults have a responsibility to act in a way that demonstrates and reflects our basic premise.
  - a. To provide respectful feedback.
  - b. To be aware of style of communication and how it projects the goal and basic premise.
2. Adults have a responsibility to tie their behavior and responses to students to desired outcomes.
3. All individuals in the school should treat each other in safe, responsible and respectful ways.
4. Students are expected to engage actively in their own learning process.
5. Teachers will teach meaningful lessons in a manner that excites learning.
6. Consequences for inappropriate behavior will be designed to help students appreciate the purpose of school behavior expectations, the importance of taking responsibility for one's actions, and for making amends.
7. All individuals have the right to be treated fairly, respectfully, and consistently.
8. All individuals need to listen to others' point of view. Opinions will be treated in a respectful forum.
9. All individuals have the responsibility to be aware of and abide by the expectations and to accept responsibility for the choices they make.
10. When there is a need to expand or modify this plan, all community members have a responsibility to contribute.
11. These ideas will be integrated fully with the day-to-day life of the school community.

### **Process for Training Volunteers**

1. Volunteer reads procedure.
2. Volunteer and trainer review procedure together.
3. Volunteer and trainer supervise recess together until trainer and volunteer are confident the volunteer can supervise properly.
4. Trainer updates the list of trained personnel.

**All School Guiding Principles of Rules and Behavior Expectations**

<b>Be safe- and contribute to the safety of others</b>	<b>Be respectful- and contribute to a respectful community</b>	<b>Be responsible- and contribute to a responsible community</b>
<p>Choose actions that are safe – that don't hurt you or others.</p> <p>Ask for adult help when something goes wrong.</p> <p>Be aware of what you are doing and how it might affect others – strive to be positive.</p>	<p>Use kind words and actions – be thoughtful and considerate.</p> <p>Be fair, take turns and share.</p> <p>Don't leave a mess for others to clean up.</p> <p>Put yourself in the other person's place.</p> <p>Pay attention to what others say to you – be a good listener.</p>	<p>Know the rules and understand your responsibility (role) as a community member.</p> <p>Make the right responsible and honorable choice or decision.</p> <p>Make choices knowing the consequences of your choices and accept responsibility for your actions.</p> <p>Help others make appropriate choices.</p> <p>Listen to others with an open mind.</p> <p>Apply all these ideas even when no one is watching.</p>



**Playground Guiding Principles and Behavior Expectations**

<b>Area</b>	<b>Be safe- and contribute to the safety of others</b>	<b>Be respectful- and contribute to a respectful community</b>	<b>Be responsible- and contribute to responsible community</b>
Play Ground	<p>Be within sight at all times</p> <p>Be aware of games and activities around you</p> <p>Walk around ongoing games</p> <p>Use equipment appropriately</p> <p>Watch out for bystanders</p>	<p>Play fairly</p> <p>Include everyone</p> <p>Share equipment</p> <p>Discuss game rules calmly</p> <p>Ask permission of others before chasing or playing tag</p> <p>Games may be temporarily interrupted to work out problems</p>	<p>Return equipment appropriately</p> <p>Help others to remember and follow guiding principles and behavior expectations</p> <p>Work problems out with words or go get help from an adult</p>
Slide	<p>Climb slide using ladder only</p> <p>Only one person on slide at a time</p> <p>Slide down feet first</p>	<p>When waiting your turn count to sixty.</p>	<p>Ask for help when needed</p>
Monkey Bars	<p>No sitting or standing on top of monkey bars</p> <p>Go in one direction on monkey bars</p>	<p>Keep hands to self on monkey bars</p> <p>When waiting your turn count to sixty</p>	
Swings	<p>Swing in a straight line</p> <p>Do not play around swings</p>	<p>When waiting your turn count to sixty</p>	
Small Equipment	<p>Kick only soccer balls</p> <p>Kick soccer balls against outside gym wall only</p>	<p>Play fairly</p> <p>Discuss game rules calmly</p> <p>Include everyone</p>	<p>Return equipment</p> <p>Ask for adult help when needed</p>
Rainy Days	<p>Stay in gym or breezeway</p> <p>Kicking of balls in gym and breezeway is not allowed</p> <p>No running in breezeway</p>	<p>Gym is to be used for ball play (no kicking games)</p> <p>Breezeway is to be used for jump ropes, hoops, and chalk activity</p>	<p>Return equipment</p>
Wet Days	<p>Play on blacktop or breezeway only</p> <p>Use caution and watch out for others when playing in the breezeway</p>	<p>Stay out of puddles</p>	<p>Keep balls and other equipment out of puddles</p>

**Approved July 5, 2004**

## COMMUNITY INVOLVEMENT POLICY

### Objective

The objective of this policy is the following

1. Define why we need community involvement.
2. Define process for community members to start at BCS.
3. Provide over all summary with relevant strategies.

### Why We Need Community Involvement

Our most compelling reasons for needing community involvement:

1. The number of caring adult relationships in a student's life increases the emotional well being and the probability of success in school.
2. The nature of public school funding requires us to have a community labor force to provide essential element in the school. Our size and budget do not allow for us to hire out every job at the school.

### Process for Signing Up as a Community Member at School

All community members must complete the following before starting work at the school:

1. Fill out parental and community involvement form.
2. Please be aware that there will be background checks on all volunteers and that all community members wishing to be involved will be asked to fill out the forms necessary to allow this.

### Summary of Strategies

Recruiting strategies:

1. Recruit from parents. Ensure each parent fills out the community involvement information form along with other registration forms.
2. Recruit from community members. Use the lunchtime mentor position to bring in individuals to the school. Use the attraction of a free lunch and short time commitment to attract seniors and other people not already active in the school.
3. Use outside organizations to find people interested in becoming involved at our school. Service clubs and senior centers are areas to look.

Retaining strategies:

1. Provide training form with list of jobs to check off for each person. Some people will be motivated to learn more jobs.
2. Provide ways for everyone to feel like a team or group. Ensure jobs are completed in groups. Conduct regular meetings for everyone to work on improving things.

### Characteristics of an Involved Community Member

- \* Honest in approach and attitude.
- \* Patient when working with students.
- \* Flexible in responding to the needs of students.
- \* Prompt, dependable and regular in attendance.
- \* Friendly to teachers and children.
- \* Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- \* Supportive of teaching staff.
- \* Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child.
- \* Able to recognize the child's need to improve self-image and independent learning habits.
- \* Willing to communicate regularly with the staff, expressing concerns and questions with teacher.

### **General Community Involvement Guidelines**

1. Please be dependable, punctual and wear volunteer tags while in school. If for any reason, you are unable to make your scheduled time, please make sure that there is a substitute for you.
2. You will work under the direction and supervision of a member of the school staff; the relationship is to be one of mutual respect and confidence. Show the students that you care.
3. Community members will support teachers, not supplant them. Teachers are responsible for content and instruction in the classroom. Please remember that the teacher is the person in charge and will have the final word in any instance. Be respectful of new and/or different ideas and methods. If you have questions or suggestions about lessons, please either write them down or schedule a time to talk with the teacher - do not interrupt a lesson.
4. Please will follow all classroom and school rules. We depend on you to set a good example.
5. Please, always treat everyone with respect and do not criticize or make negative comments about anyone to or in front of the students.
6. Information regarding individual students is confidential and only shared with a student's parent or guardian. This includes student needs, family background information, discipline, and attendance status. It also includes a particular student's strengths, weaknesses, behavior, work habits, personality or any other issue. Each child is entitled to a safe and private school environment. Any information that indicates a student may harm her/himself or another person must be reported to the teacher. If the student reports that he/she has been abused, that information must be reported to the teacher. This information should not be repeated to anyone else.
7. Please remember that during the school day, the teacher's main concern is all their students and their well being. Concerns about a particular child should be addressed at a time scheduled with the teacher and not "on the spot".
8. Everyone is expected to read and follow the "Positive Behavior Supports Program". This is a Bethany Charter School Board approved policy.
9. Everyone needs to exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist or bigoted. Everyone needs to respect cultural differences and broaden their knowledge and understanding of human relations.
10. Please avoid promoting any commercial products.
11. Please avoid promoting any religious doctrines or beliefs.
12. Please avoid promoting any political candidates or parties.
13. Please avoid lending money to students, shall not indulge a child with gifts, money, food or presents.
14. Please be generous with praise and courteous with criticism.
15. Please refer all potential disciplinary problems to the teacher.

### **Job Summaries**

1. Recess Duty.
  - a. Duties: Supervise student activity in the gymnasium and the playground.
  - b. Training: All school and specific area "Positive Behavior Supports Program" and orientation by staff or community member trainer.
2. Grade 7-8 Classroom.
  - a. Duties: Provide teacher support in answering student questions during self guided study time, reading with students, and helping teacher with preparation activities.
  - b. Training: All school and specific area "Positive Behavior Supports Program" and orientation by classroom teacher.
3. Grade 5-6 Classroom.
  - a. Duties: Same as 7-8 Classroom.
  - b. Training: Same as 7-8 Classroom.
4. Grade 3-4 Classroom.
  - a. Duties: Same as 7-8 Classroom.
  - b. Training: Same as 7-8 Classroom.
5. Grade 1-2 Classroom.
  - a. Duties: Same as 7-8 Classroom.
  - b. Training: Same as 7-8 Classroom.
6. Grade K Classroom.
  - c. Duties: Same as 7-8 Classroom.

- d. Training: Same as 7-8 Classroom.
- 7. Phone Duty.
  - a. Duties: Answer the phones, greet and guide people coming on site.
  - b. Training: Phone training review with head teacher or designated trainer.
- 8. Lunch Mentor.
  - a. Duties: Enjoy lunch with the kids. Guide students to proper table manners.
  - b. Training: Orientation conversation with community involvement coordinator.
- 9. Confidential Office Worker.
  - a. Duties: Entering of student information including test scores, assessment data and school lunch data.
  - b. Training: Confidentiality training and on the job training.
- 10. Crossing Guard.
  - a. Duties: Stop traffic with handheld crossing sign. Watch and ensure that students cross the road safely before and/or after school.
  - b. Training: Orientation by staff or community involvement trainer.

Adopted October 4, 2004

### **REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress reports and absences shall be issued at least four times a year. Parents will be notified to student benchmark progress as appropriate. Progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

### **PARENT-TEACHER CONFERENCES**

Conferences will be held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading periods.

Before you go to the conference:

- Write down what you want to talk over with the teacher concerning your child.
- How does your child feel about school?
- What special interests does your child have (dinosaurs, cars, art, sports, cooking)?
- Is there anything you would like to tell the teacher that would help him/her understand your child better?
- Ask your child what you might discuss with the teacher and look at the classroom

#### **At the Conference**

- Arrive on time. If for some reason you cannot be on time, call the teacher and inform him/her. Arrange another time if necessary.
- The teacher will be prepared to talk about your child's schoolwork. Listen carefully to what the teacher has to say. Talk over what you wrote down to talk about. Here are some questions you might want to ask:
- In what subjects does my child do well?
- What needs improvement?
- Are there any special programs that could help my child?
- What can I do at home to help my child?
- Ask questions about any part of the school program that you have questions about (homework, recess, test results, etc.)
- If you are not completely satisfied when your conference time is up, arrange for another time to talk with the teacher in person or by phone.

#### **When You Get Home**

- Tell your child something good that the teacher said about him/her.
- Jot down any important points to share with your spouse.
- Keep communicating with the teacher throughout the year by telephone and notes.

Keep lines of communication open between yourself and the teacher.

Communication between parent and teacher is the key to your child's success.

## **STUDENT/PARENT COMPLAINTS**

### **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 Administrative Principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the Bethany Charter School Board. This must also be signed by the Administrative Principal. Board decisions are final.

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

Sexual harassment by staff and students 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.

## **STUDENT EDUCATION RECORDS**

The information contained below shall serve as the school's annual notice to parents of minor and eligible students of their rights, the location and official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

Education records are maintained in a minimum one-hour fire-safe place in the office by the Administrative Principal. Permanent records shall include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student birth date and place of birth.
4. Name of parent/guardian.
5. Date of entry into school.
6. Name of school previously attended.
7. Course of study and marks received.
8. Data documenting a student's progress toward the Certificate of Initial Mastery (CIM) and Certificate of Advanced Mastery (CAM), including, where appropriate, dates of achievement of CIM and CAM.

## **DISCLOSURE STATEMENT**

We are required by law to inform you about our use of student Social Security numbers. The following is provided for your information.

Providing your social security number (SSN) is voluntary. If you provide it, the school will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described.

OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, educational programs and student success in the work place.

The school district and the Oregon Department of Education may also match your SSN with records from other agencies as follows:

- The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

- State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
  - Other State agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.
- Your SSN will be used for statistical purposes as listed above. State and federal law protects the privacy of your records.

### DIRECTORY INFORMATION

Bethany Charter School complies with Oregon revised Statute 326.565 which allows a district to release student names, address, telephone number, photo or audio visual as directory information, if the district so chooses, has a policy, and has provided

Unless the directory form is signed and returned to the school office, the student will be included in the school directory.

### BAD WEATHER – What to do

In the event bad weather disrupts school bus traffic in the mornings, one of the four ways of dealing with the condition will be released to the following radio or television stations in time for broadcasts beginning at 6:00 a.m.

Radio	Frequency	Radio	Frequency
KDBZ	620 AM	KOPB	91.5 FM
KXL (AM)	750 AM	KGON	92.3 FM
KPAM	860 AM	KNRK	94.7 FM
KWIP	880 AM (Spanish)	KISN	97.1 FM
KFXX	910 AM	KUPL	98.7 FM
KWBY	940 AM (Spanish)	KWJJ	99.5 FM
KOTK	1080 AM	KKRZ (Z100)	100.3 FM
KEX	1190 AM	KINK	101.9 FM
KCCS	1220 AM	KKCW (K-103)	103.3 FM
KMUZ	1230 AM (Spanish)	KRSK (Rosie 105)	105.1 FM
KYKN	1430 AM	KLHT	106.7 FM
KBZY	1490 AM	KBBT (Mix 107.5)	107.5 FM

<u>Television</u>	<u>Channel</u>
KATU	2
KOIN	6
KGW	8
KPTV	12

1. School closed.
2. **One or two-hour delay.** All buses will run regular routes either one or two hours late. There will be NO morning kindergarten.
3. **Snow routes only: NO delay.** Buses will run as close to schedule as possible. (Bethany, Central Howell, Evergreen, Monitor, and Pratum areas have no snow routes.) *If the following routes are on snow routes in the A.M., buses will remain on snow routes for the P.M.*

### There will be NO service on the following roads:

Abiqua Dam Rd., Bird Rd., Briar Knob, Bridge Creek, Butte Greek Rd. past Boy Scout Ranch, Crooked Finger Rd. past McKillop, Davis Creek Rd., DeSantis Lane, Etlin Loop, Grade Rd., Groshong Rd., Jasper Lane, Maple Grove, McKillop, North Abiqua Rd. past Briar Knob, North Fork Rd., Porter Rd., Powers Creek Loop, Rosewood Way, Silver Falls Hwy. past Drift Creek, Silver Ridge Rd., upper Hazelnut Ridge, and Winters Hill.

The following buses will pick up and drop off at the stated times and places:

	<u>AM</u>	<u>PM</u>
<u>Route #9</u>	6:55 a.m. North Abiqua at Briar Knob 7:00 a.m. South Abiqua at Abiqua Dam Rd. 7:18 a.m. South Abiqua at Davis Creek Rd.	4:02 p.m. S. Abiqua at Abiqua Dam Rd. 4:10 p.m. North Abiqua at Briar Knob
<u>Route #12</u>	6:40 a.m. Silver Falls State Park 6:47 a.m. Silver Falls Hwy. at North Fork Rd. 6:52 a.m. Silver Falls Hwy. at DeSantis Lane 6:55 a.m. Silver Falls Hwy. at Winters Hill 7:04 a.m. Silver Falls Hwy. at Loar Rd 7:05 a.m. Silver Falls Hwy. at Shetland 7:07 a.m. Silver Falls Hwy. at Porter Rd.	3:35 p.m. Slv Falls Hwy. at Porter Rd 3:55 p.m. Slv Falls Hwy. at Winters Hill 4:00 p.m. Slv Falls Hwy. at DeSantis 4:05 p.m. Slv Falls Hwy. at N. Fork Rd
<u>Route #13</u>	6:35 a.m. Silver Falls Hwy. at Drift Creek	
<u>Route #16</u>	6:30 a.m. Butte Creek Rd at Boy Scout Ranch 6:45 a.m. Butte Creek Rd. at Maple Grove Rd.	4:05 p.m. Butte Ck Rd at Boy Sct Ranch 4:20 p.m. Butte Ck Rd. at Maple Grv Rd.
<u>Route #17</u>	6:45 a.m. Crooked Finger at McKillop 6:55 a.m. Crooked Finger at Hazelnut Ridge 7:05 a.m. Scotts Mills Fire Station	3:45 p.m. Crked Finger at Hazelnut Ridge 3:50 p.m. Crooked Finger at McKillop
<u>Route #19</u>	6:35 a.m. North Abiqua at Briar Knob 6:45 a.m. North Abiqua at McKillop	4:00 p.m. North Abiqua at Briar Knob 4:10 p.m. North Abiqua at McKillop
<u>Route #20</u>	6:45 a.m. Hwy 213 at Rosewood Way	4:10 p.m. Hwy 213 at Rosewood Way
<u>Route #21</u>	6:25 a.m. Wildcat at Blair Rd. 6:40 a.m. Nowlens Bridge at Cemetery Rd.	3:45 p.m. Nowlens Bridge at Cemetery Rd. 4:00 p.m. Wildcat at Blair Rd.

4. **One- or two-hour delay AND buses on snow routes.** Buses will run one or two hours late on the snow routes as listed above. There will be NO morning kindergarten.

Bus routes and stops during poor road conditions ultimately will be determined by the bus driver, In those cases where afternoon bus routes cannot be completed, children will be taken to the bus garage or their school and parents will be called. A driver may determine that a morning bus is unable to service some roads

**Please advise your children not to wait more than 20 minutes beyond the designated pick-up time for their bus—they should return to their homes.**

If the roads look bad or if there has been ice or snow, listen to the radio or television for possible closure or delays.

School closure information is available 10 minutes after the decision is made on the Silver Falls School District website—<http://www.silverfalls.k12.or.us/>. It is located in the “Important Information” box in the upper right corner of the page.

## **SAFETY**

It shall be the policy of the school district to provide for the safety of all pupils, employees, and members of the public at all times when under the jurisdiction of the school district. An emergency plan and safety program shall be developed by the superintendent's office that shall comply with all local, state, and federal laws relating to safety standards.

### **ZERO TOLERANCE DRUG AND ALCOHOL POLICY**

**ALCOHOL, TOBACCO, DRUGS, GUNS, KNIVES, MATCHES** and toys, radios, tape players, candy, skateboards, etc, are not permitted at Bethany Charter School.

## **ASBESTOS**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The (superintendent) serves as the district's asbestos program manager and may be reached for additional information.

## **DRILLS: FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

At least one fire drill will be conducted each month for students in grades K-12.

At least two drills on earthquakes for students will be conducted each year for students in grades K-12.

### **EMERGENCY PROCEDURES**

**TO:** Parents of Silver Falls School District Students

**FROM:** *Superintendent*

**RE:** Emergency Procedures

Silver Falls School District is in the process of updating its emergency response plan. Our main objectives are to attend to the health and welfare of your children in the event of an emergency and to see that they all arrive home safely by walking, school bus or transportation provided by parents. It is impossible to foresee all the potential emergencies, but we have studied the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administrators and you as parents.

**In most emergencies students will remain and be cared for at their school. In the rare event of an emergency that prohibits the continued use of a school (such as a broken gas or water main, a fire or a sudden loss of utilities in bad weather), students and staff will be moved immediately to an alternate site. In the case of severe weather conditions, students may be transported home by bus or parents before the normal dismissal time.**

We ask you to follow these guidelines if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media accurately informed of any emergency,
2. **PLEASE DO NOT TELEPHONE TEE SCHOOL.** We have limited phone lines. These MTJST be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child's school may mean





Scout cookies, would be examples of inappropriate activities. The solicitation of staff to sponsor fund raising activities is not appropriate during school hours.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Among these student rights and responsibilities are the following:

1. Civil rights – including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. 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;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the expected behavior standards, the responsibility to know the consequences of misbehavior.

## **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 school-provided transportation.

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

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Persistent failure to comply with rules under the lawful directions of staff or district officials.

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 superintendent 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 or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons 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 in 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 or 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 in 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, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

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.

## **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 district's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion. 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 district's weapons policy, as required by law, shall be reported to law enforcement.

## **DRESS CODE**

An adequate learning climate in the school is important to the satisfactory progress of students. This fact places major emphasis upon developing an environment where the teaching/learning process will flourish with as few hindrances as possible.

Dress or grooming, whether in school or out, is basically the responsibility of the student and his/her parent. Students are not to wear any clothing in the school that is potentially distracting to others.

Dress NOT appropriate for school wear includes:

- Mesh or see-through shirts and blouses; halter-tops or cut-offs with bare midriffs, lycra tights.
- Skirts and shorts that do not cover 2/3 of the thigh.
- Clothing that promotes products or activities like smoking, drinking, drug use or sexual activities, or has obscene wording.
- Gang-related clothing.
- Also, no hats or coats of any type in the school building.

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

## **GANGS (BOARD POLICY JFCE)**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts or whose appearance and activities may cause a disruption of or material interference with school and school activities.

In its effort to reduce gang involvement, the school encourages students to become involved with school clubs, organizations and athletics, and to discuss with staff the negative consequences of gang involvement and to seek the assistance of counselors and community resources.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, tattoos or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Guidelines for Student Conduct.

## **SEARCHES AND QUESTIONING (BOARD POLICY JFG)**

### **Searches**

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulations or the district's Guidelines For Student Conduct is present.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. The district prohibits strip searches.

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

District-owned storage areas assigned for student use, such as lockers and desks may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or the district's Guidelines For Student Conduct may be seized and turned over to law enforcement or returned to its rightful owner, as appropriate.

### **Questioning**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the Administrative Principal or designee will be present when possible. An effort will be made to notify the parent.

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the committee involved and Bethany Charter School Board.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on school property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the Administrative Principal and/or the Bethany Charter School Board for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the superintendent or district designee; material not approved by the superintendent or district designee within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to

present his/her viewpoint.

### **PHYSICAL EXAMINATIONS (BOARD POLICY JHCA)**

- Students in grades 5-8 must have a physical examination performed by a physician prior to practice and competition in athletics.
- The physical examination is the responsibility of the parent/student and is to be paid for by the parent/student.
- Record of the examination must be submitted to the district and will be kept on file and reviewed by the coach prior to the start of any sport season.
- Students shall not participate without a record of passing a physical examination on file with the district.

### **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### **MEDICATIONS IN SCHOOL**

Medications may be given only upon written notice from a parent or guardian. Medications requiring special skills or techniques will be administered only after the proper instructions have been provided by the physician for administration.

School personnel will not provide aspirin or any over the counter medication to students.

For prescribed medications that must be administered during school hours, the following procedures will be followed:

1. Release form provided by the school must be signed by the parents or guardian who will:
  - Direct Administrative Principal or appointed representative to assist student in taking medication
  - Absolve school personnel of any liability.
2. Medication must be in original container properly labeled with:
  - Student's name
  - Time of dosage
  - Amount of dosage
  - Name of medication
  - Method of administration
  - Prescribing physician
3. Medications will:
  - Be kept in the office at all times under lock
  - Be made available to student by person assigned by Administrative Principal
  - Be recorded when administered including date, time and initials of person assisting student
  - Be returning to parent/guardian at end of usage or when child withdraws from school

**Grades K-8:** Self-medication of prescription and non prescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access and the necessary permission form and written instructions have been submitted.

## **INFECTION CONTROL/HIV, HBV, AIDS, AND HEAD LICE**

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

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

If a diagnosis of head lice is detected during head lice examinations at school or home, students are requested to remain home until all lice and nits are eliminated.

## **INFECTION/DISEASE INSTRUCTION**

An age-appropriate plan of instruction about infections/diseases including AIDS, HIV and HBV 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 Administrative Principal for additional information and procedures.

Students of parents with questions about the district's AIDS, HIV and HBV health education program should contact the Administrative Principal for Bethany Charter School.

## **STUDENT INSURANCE**

Student insurance packets will be distributed to students upon entering. Families may elect to purchase this insurance for their children.

All injuries must be reported immediately to the supervising teacher or teaching assistant or to the office. Students needing medical care will be taken to their family doctor if parents cannot be reached. The school does not provide the insurance and only those paying the fee are insured.

## **IMMUNIZATION REQUIREMENTS**

### **Kindergarten and First Grade**

The Oregon immunization law requires all children entering school for the first time to have at least one immunization against polio, diphtheria, pertussis, tetanus, mumps, rubella, and measles. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the county health department, or a religious exemption signed by the parent, the child will not be allowed to start school attendance.

Parents of new students enrolling from out of state will have a 30-day period in which to send for their children's records. The school will follow up after the grade period to see if these children are in compliance with the law.

All students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school without evidence of having received the immunizations.

## **TUBERCULOSIS CLEARANCE**

Any student born in a country other than the United States, Canada, Australia, New Zealand, American Samoa, Commonwealth of the Marianna Islands (Saipan is the major city), Guam, Palau, Puerto Rico, the Virgin Islands and Western Europe shall prior to first entering any grade from kindergarten through grade 12 in an Oregon public, private, or parochial school, present evidence of freedom from communicable tuberculosis to that school administrator. The local health department or private provider will screen individuals for admittance to school.

## **HEARING SCREENING**

ORS 581-022-0705 requires that all children in grades Kindergarten, first and second grades are screened for potential hearing loss. To comply with this law, Lions Club and/or the Willamette Education Service District's audiology team, under the supervision of a licensed audiologist, will provide hearing screening for all children in Kindergarten through third grade. This process consists of an initial screening for all children in those grades during the months of September and October and follows screenings for children who fail the initial screenings in November and December.

The district will provide parents of children who fail either the initial or follow up screenings with information about obtaining a further evaluation. Permission will be obtained prior to any evaluation occurring beyond the initial and follow up. Hearing screening dates are set one year in advance and therefore it is important that parents who do not wish to have their child screened, contact the building Administrative Principal within the first two weeks of the new school year. If you have questions about this service, please contact Linda Brown, District Special Services Director, at 503-873-5303.

## **TALENTED AND GIFTED PROGRAM (BOARD POLICY IGBB)**

### **Identification of Talented and Gifted Students**

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, and the district will identify students as required by state and federal law.

### **Appeals**

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

### **Informal Process**

1. The parent(s) will contact the school to request reconsideration;
2. The school coordinator or Administrative Principal will confer with the parent(s) and may include any additional appropriate persons, e.g., counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

### **Formal Process**

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the Administrative Principal;
2. The Administrative Principal shall acknowledge in writing the receipt of the request within five working days;
3. The Director of Special Services, Alternative Education Program administrator, and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;
5. If deemed necessary, the district hearings officer utilizing the appropriate procedures will conduct a formal hearing;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

### **Programs and Services**

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

## **PROGRAMS AND SERVICES COMPLAINTS (BOARD POLICY KL)**

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the complaint form available through the school office. All complaints will be reported to the superintendent or designee. The district administrator will, unless extenuating circumstances make such impractical, file a complaint findings report with the complainant.

If the complainant is not satisfied with the findings in the complaint findings report, a written request for a hearing must be filed with the superintendent within ten days. Within 30 days after receiving such request, the Board will schedule a hearing. At the hearing the complainant and/or the complainant's representative may present evidence and be given an opportunity to question involved parties. A written copy of the decision will be delivered to the involved parties within 14 days after the hearing.

Should the complainant wish to appeal the decision of the Board, a written request shall be submitted to the Oregon Department of Education within 30 days after receipt of the written decision.



## **SPECIAL PROGRAMS**

The district provides special programs for bilingual students and for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Administrative Principal.

## **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.

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the Administrative Principal by the parent in writing and include the reason for the request.

## **ALTERNATIVE EDUCATION PROGRAMS (BOARD POLICY IGBHA)**

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The district will provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

### **In-District K-8 Alternative Education Programs that may be available**

1. Evening classes;
2. Tutorial instruction;
3. Small group instruction;
4. Instructional activities provided by other accredited institutions;
5. Community service;
6. Independent study;
7. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the Administrative Principal.

### **Non-District K-8 Alternative Education Programs**

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district.

The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

## **ALTERNATIVE EDUCATION NOTICE (BOARD POLICY IGBHC)**

Individual notification to students and parents regarding the availability of alternative education programs will be provided under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by basis.);
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

### **Notification shall include:**

1. The student's action;
2. A list of alternative education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

## **TRANSPORTATION OF STUDENTS (Board Policies Eea/Eeab/Eeac)**

A student being transported on district provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

### **Transportation Rules**

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material (i.e. glass or aerosol cans) on the bus;
6. Students will not bring animals, except approved assistance guide animals on the bus;
7. Students will remain seated while bus is in motion;
8. The bus driver may assign students seats;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver,
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;

16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

#### **Disciplinary Procedures for Violations of Transportation Rules**

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. **First Citation:**  
(Warning)                      The driver verbally restates behavior expectations and issues a warning citation.
2. **Second Citation:**  
(Suspension)                      The student is suspended from the bus until a phone conference, student, the parent, and the bus driver.
3. **Third Citation:**  
(Suspension)                      The student receives a five to ten-day suspension and will not be able to ride the bus until a conference, arranged by transportation supervisor, has been held with the student, the parent, the bus driver, and the Administrative Principal. At this time, a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. **Severe Violations:**                      Any severe violation will result in the immediate suspension of the student for a minimum of ten days and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the parent and the head teacher/administrator.

In all instances, the appeal process may be used if the student and/or parent desire.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

#### **CHANGE IN AFTER SCHOOL DESTINATION**

PLEASE KNOW A CHILD MUST HAVE WRITTEN PERMISSION FROM HOME PRIOR TO MAKING ANY CHANGES TO THE REGULAR AFTER SCHOOL DESTINATION. It is helpful that these notes contain the specific address to the new destination. Students who do not have a note will be sent to their regular after school destination.

#### **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or direct property should be reported to the school office.

#### **MILK PROGRAM**

Bethany Charter participates in the Special Milk Program and offers free and reduced-price milk based on a student's financial need. Confidential application forms are made available at the beginning of the school year, and can be picked up from the office.

Please note: Food provided for class events (and birthdays) must be limited to "store bought" items that come to school, preferably in a sealed container.

**PUBLIC NOTICE**  
**STUDENT DIRECTORY INFORMATION**

**Silver Falls School District**

Directory information means those items of personally identifiable information contained in a student education record, which is not generally considered harmful, or an invasion of privacy if released. The following directory information may be released by school officials to the public through appropriate procedures: student's name; student's address; student's telephone listing; student's photograph; date and place of birth; participation in officially recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees or awards received; most recent previous school or program attended.

The District must provide access to military recruiters and colleges and universities of student names; addresses and telephone listings; unless parents notify the District in writing not to release this information.

Exclusions from any or all directory categories named as directory information must be submitted in writing to the Silver Falls School District office by the parent, student 18 years of age, or emancipated student within 15 days of this public notice.

**CONFIRMED RECEIPT OF STUDENT HANDBOOK  
AND  
STUDENT CODE OF CONDUCT**

Signing the form indicates that I/we have read and discussed the contents of this handbook with our child/children. I understand the student code of conduct and the consequences to students who violate Bethany Charter School and/or Silver Falls School District disciplinary policies.

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Parent's Signature                  Date

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Parent's Name PRINTED

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Student's Signature                  Date

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Student's Name PRINTED

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