

## **The Valley School of Southern Oregon (TVS) Student & Parent/Guardian Handbook**

The Valley School prohibits discrimination and harassment on the any basis of protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the school office for additional information and/or compliance issues: Jeanetta Woodside, Director

Parents and students acknowledge receipt of the Student Code of Conduct and the consequences to students who violate school disciplinary policies. Parents objecting to the release of directory information on their student should notify the school office within 15 days of receipt of the student handbook.

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 student's 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 Director, 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 or the name of the student's parents or other family member; the address of the student or student's family; personal identifiers such as the student's social security number, student identification number or biometric record; a list of personal characteristics that would make the student's identity easily traceable such as their date of birth, place of birth and mother's maiden name; information requested by a person who the school reasonably believes knows the identity of the student to whom the educational records relates; or other such information that would make the student's identity easily traceable.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## COVID-19

Please note that COVID-19 has affected a number of topics discussed in this handbook, and the majority of these topics refer to in-person learning. The Valley School will follow the Medford School District's Communicable Disease & Pandemic Protocol. You can find more information on Distance Learning in our Operational Blueprint for Reopening which is found on our website under Current Families>COVID-19. [TheValleySchool.k12.or.us](http://TheValleySchool.k12.or.us)

## General Student Information

The Valley School is located at 857 Valley View Drive, Medford, OR 97504. School begins at 8:30 a.m. and ends at 3:15 p.m. All students are expected to report to school on time and to remain until the end of the school day. Please note that the front office closes at 4:00 each day. Students must be picked up promptly before 4:00pm. Once students arrive on campus they may not leave except for school-related activities. TVS is a closed campus; even with parent permission, students are not permitted to leave campus.

## Calendar

The school year begins with a "soft start" for new students the 3rd week of August. The entire school participates in Fall in the Field Outdoor Ed trip the last week of August. We resume with our regular school schedule the Tuesday after Labor Day holiday. The last day of classes is in the third week of June. The school will close for two weeks in December for Winter Break and two weeks in March for Spring Break. At Thanksgiving, the school will be closed from Wednesday through Friday. The other state holidays that the school will close are Martin Luther King Jr. Day in January, President's Day in February and Veteran's Day in November. We do not have any short or half days on our calendar. See our website or the front desk for our annual school calendar, which gets adopted before July 1 every year.

## Cancellation or Delay of School

In case of inclement weather, other unsafe weather conditions, or a power outage, The Valley School may close school or delay the start of the school day. On those mornings when it appears that snow or ice may cause travel to be unsafe please tune to your local television or radio stations for announcements.

If, while school is in session, conditions threaten to make travel unsafe, school will either be closed or students will be kept on campus. In either case, parents will be notified. **We plan to follow the Medford School District's decisions on cancellations and delays.**

## Personal Items & Cell Phones

For the student's protection, no valuable items should be left at school. We will provide students the opportunity to store valuable items in the school office during school hours, including cell phones and other electronics. If parents or students need to be in contact, they must use the school phone 541-842-3914. Please leave a message if no one is available to answer the phone and your students will return the call on their next available break from classes.

## Academics

### STEAM-Montessori

The Valley School, founded in 2015, is an adolescent Montessori program emphasizing the subjects of Science, Technology, Engineering, Arts and Math (STEAM). The following tenets are what makes a Montessori program unique and different from a traditional school experience

1. Focus on relationships, school community, and respect for a whole child education
2. Mixed grade classes allowing students to work at a more developmentally appropriate level, versus a strict grade level
3. Interdisciplinary teaching, referred to as a *cosmic education*
4. Educational experiences that is relevant and meaningful to students' lives, referred to as *practical life skills*
5. Hands-on education that engaging and *multisensorial*
6. Outdoor field experiences and place-based education are emphasized
7. Teaching guides that create a carefully *prepared environment* to allow for student autonomy, discovery, self-guided learning, independence and choice during their extended work periods.

### Grading Scale and Expectations

The Valley School strives to ensure that all students are college and/or career ready upon graduation from high school. We acknowledge that work skills acquired and honed during middle school are essential to achieving that greater goal.

Core subjects are graded using a percentage system, which equates to letter grades and elective courses use a rating scale based on participation and effort.

Because we have mixed-grade classes, we use a method of "teaching up". We present topics and standards at the top grade level of our group and then differentiate as needed to reach students who are not yet able to work at the top grade level. Teaching in this way gives younger students exposure and opportunities to work above what is typical for their grade level.

### Independent Work Completion

A Montessori classroom is for students who are motivated and willing to take ownership over their own learning. During independent work periods, Montessori students have certain assignments and projects to be completed in the time allotted. If students are unable to use their independent work time effectively and complete their work and assignments, the student will not be able to make academic progress and benefit

from a Montessori classroom-style environment. Conferences with parents and teachers are held periodically to decide if a Montessori style school is appropriate for each individual student and if the student is making gains and benefiting from this unique classroom situation.

## **Homework**

As the Montessori school, The Valley School does not assign a large amount of homework. We encourage students to use their hours outside of school to participate in enrichment activities and spend time with friends and family. We believe the purpose of homework is to teach independence, responsibility and time management. At TVS, we teach these skills during the school day by assigning work and projects and giving students uninterrupted work periods where the learning habits of sustained focus and independence are learned.

## **Student Activities and Clubs**

The Valley School recognizes the value of extra-curricular clubs in the adolescent experience. Clubs give students chances to practice leadership, collaborate, plan projects, set goals, and learn execution and follow through. Our ability to offer after-school clubs will be contingent on supervision and parent volunteer availability. The following are examples of student-led clubs that The Valley School students have started in the past: Student Leadership, Harry Potter Club, Art Club, Strategy Game Club & Drama Club. We encourage any student with interest in starting a club to meet with administration to complete the club proposal.

## **Athletics**

The Valley School participates in the Southern Oregon Middle School School Conference (SOMSAC). Depending on coach and volunteer availability, we strive to offer Cross Country, tennis, downhill skiing/snowboarding, basketball, volleyball and track and field. We are always open to the idea of offering other sports to our students when coaches and facilities are available. State charter law states that charter school students are eligible to participate in sports at their neighborhood Junior High (7th & 8th grade). This decision will be made by the Medford schools and parents are encouraged to seek answers at the designated school. Students/families would be responsible for their transportation and still need to pay any activities fees required by other students.

## **Activity and Field Study Transportation**

All parent volunteers who transport students must complete the appropriate paperwork in advance and be registered as a parent volunteer with a background check completed before the trip.

## **Behavior At Community Activities**

It is the goal of the The Valley School to promote respectful and appropriate behavior during all times when participating in activities in our community. It is the responsibility of all stakeholders of The Valley School to promote a positive, respectable presence while representing our school at all events outside of the school.

## Social Events

Student Leadership, along with parent volunteers organize social activities at the school outside of the learning hours with the hope of sponsoring a fall and spring event. The following are guidelines for students planning and attending social events

- plan the event well in advance to include adult supervision, set up, thorough clean up, reasonable expenses, minimal entrance fees. Event organizers should budget carefully to ensure that event costs are covered and fees charged do not exclude anyone from participating.
- The volume of the music at an event must be moderate and choice of music may not be considered offensive to students or parent volunteers.
- Not all out-of-school functions will be open to students not attending TVS. If the event is open to guests, students who invite a guest to a dance or social MUST obtain a Social Function Permission Form in advance. This permission form must be completed by the visiting students' parents and returned to TVS front desk 24 hours in advance of the hosted event.
- Clothing shall be suitable for the occasion and follow any pre-agreed-upon dress code for the event.

## Attendance Policies

### Signing in and out of school

Students who have an approved excuse for leaving campus during school MUST sign out and sign back in at the front desk if they return that day. Furthermore, students who are being picked up by their parents/guardians must wait in the reception area. Only adults listed on office paperwork may sign a student in or out of school, unless prior guardian permission is given.

### Attendance and Absence Procedures

Regular attendance is imperative for the success of the academic program and for the students. The Valley School can't function as a community if all of its members are not present. If your child will be absent from school, please follow the procedure below:

- If a student is going to be late or absent, it is the responsibility of the parents/guardians to phone/email a note to the school before 8:30 a.m. on each and every day of their absence.
- If no call is received, staff will begin making safety calls to guardians to check student absences for that day, as per Oregon law.

### Absentee Policy and Short Term Leave of Absence Form

Regular attendance is imperative for a student to make academic progress at The Valley School. The majority of school work in a Montessori-style school is in-class collaboration, projects and discussions. This work cannot be sent home or made up after an absence. Therefore, it is our expectation for our students that their attendance remains above 95%. If and when a student's attendance drops below 95%, an attendance conference may be requested with families to see how we can support regular attendance.

If a student is absent more than ten days in a row, they will be dropped from school enrollment. This means that their spot will be offered to the next student on the waitlist for enrollment.

If a student has an unexcused absence (i.e. no notification from a parent/guardian), the unexcused absence will be recorded in the student's educational file.

## **Communicable Diseases**

TVS will follow the Medford School District's Communicable Disease Prevention Plan & Medford School District's Pandemic Protocol. More information can also be found on [The Valley School's Operational Blueprint for Reopening](#). All documents can be found on our website [TheValleySchool.k12.or.us](http://TheValleySchool.k12.or.us) under Current Families>Covid-19

## **Visitors**

The school is required by law to protect its students and to be aware of the presence of strangers who enter the school grounds. Permission to bring friends to visit the school anytime during school hours must be obtained from the School Director at least a day in advance. All visitors to the school MUST sign in at the office, receive and wear a visitor's pass and sign out when leaving. The Valley School has the right to refuse any visitors on campus. The campus is open to parents. However, they must sign in at the front office and wear a visitor pass when visiting on campus.

## **Discipline Policies**

### **Probation, Suspension, and Expulsion**

The Valley Public Charter School staff employ a restorative justice approach to help students identify choice points, take responsibility for their actions, and decide how they will address the harm they have inflicted on others. All students attending The Valley Public Charter School are expected to be respectful of themselves, respectful of others and respectful towards the environment. Therefore, The Valley's School's discipline policy is as follows: When, in the judgment of the teacher and/or administration, a child's behavior is disruptive, disrespectful, cruel or unsafe to the child, others, or the environment, the staff will implement positive behavior supports and interventions, with a restorative justice focus.

Each teacher will develop his/her individual way of effectively addressing the array of behavior challenges that could arise in the classroom and elsewhere on the school grounds. As a Montessori teacher, her/his interventions are expected to be formulated based on

- 1) respect for the child,
- 2) knowledge and understanding of the developmental needs and characteristics of the child, as well as the needs of the group, and
- 3) the understanding that appropriate behavior must be first carefully taught and modeled
- 4) the knowledge that behaviors are a child's way of communicating that his/her needs are not adequately met by the teacher or the environment.

The goal of each intervention is to assist the child(ren) to develop the communication skills needed to advocate for oneself, as well as apply appropriate self-control and self-discipline. The manner in which each intervention is made will reflect a patient attitude. When and if a student demonstrates an inability to respond appropriately to ordinary, verbal requests or directives, and/or is otherwise signaling through behavior that he/she has needs that are not being met, the teacher should respond in a proactive way by meeting with the child and his/her parents to discuss concerns. At this point, the teacher might want to consult professionally with his/her colleagues and/or other qualified persons for input regarding additional or alternative approaches and interventions.

#### Behavior Guidelines:

##### Level One:

Incidents of not meeting classroom expectations will result in an immediate and instructionally-based staff response. The teacher/staff member will meet with the student, teach and model expectations and **document the incident** using his/her own system.

Examples of Level One Behaviors: Off-task, disruptive behavior, disrupting or violating others' rights to learn, inappropriate comments that make others uncomfortable, refusing directions, inappropriate computer use, littering or minor damage to the school or materials.

##### Level Two:

Either repeated Level One behaviors or those of a greater intensity, frequency, intent or result but are not yet at the level Three. The teacher/staff member writes/documents an **Incident Referral report** recommending a natural **consequence** and **contact the student's parent/guardian**. The Referral Report is for teacher documentation and a copy is sent to the parent and given to administration. A copy is kept in the student's private behavior/disciplinary file.

Examples of Level Two Behaviors: Repeated Level One behaviors or disrespectful behavior that results in the violation of another's right to feel safe emotionally and physically (verbal provocation, directed profanity, teasing, intimidating).

##### Level Three:

Serious misconduct and behaviors that endanger the safety or well being of students and/or staff or behaviors that result in the sustained disruption of normal classroom and school function. These behaviors can result in immediate suspension but may also be corrected with a variety of consequences. Students who engage in Level Three behaviors will be **referred to the administration for immediate corrective action. The first hand witness and/or administrator will write the referral, meet with the student, issue appropriate consequences, notify parents, and facilitate corrective action designed to help improve the student's behavior.**

Examples of Level Three: Repeated Level Two behaviors with attempts to correct with parent involvement, fighting, defiance, harassment, bullying, theft, unsafe activities, obscenities, weapon or drug possession, or serious classroom disruption. Action will be taken by the administrator and parent will be contacted. Discipline actions may include meeting with the student, having the student spend time outside of the classroom or out of school (suspension) and requiring that the student return to school only after a conference with the parent is held.

The Valley School maintains an engaging academic environment and a deep sense of community. Rules for participating in the community are clearly and regularly communicated to students and their families. Repeated violations of the rules can and will result in suspension or expulsion, as the individual situation warrants.

The Valley School administration and staff trained and implement Restorative Justice practices. **Restorative justice** is a theory of **justice** that emphasizes repairing the harm caused by criminal behaviour. It is best accomplished through cooperative processes that include all stakeholders.

The Valley School will regard suspension and expulsion as a last resort. Criteria for suspension and expulsion of students shall be consistent with all applicable laws. The school has discretionary power in invoking disciplinary actions and procedures in order to maintain a climate conducive to learning and to the protection of individuals and property. The school administration shall consider the age, developmental level, disabilities and past pattern of behavior of a student in determining whether to suspend or expel that student. The Valley School will develop policies, in collaboration with parents and teachers that observe fair and lawful standards of due process hearings that will conform to the state and federal laws regarding discipline and grievances.

## Alcohol, Drugs, Tobacco Products, and Other Substances

Possession or use of intoxicants at any time may lead to suspension or expulsion. The same rule applies to the use or possession of drugs or any drug paraphernalia. The same criteria will be applied in determining the use of alcohol and the use of drugs. The Valley School is a tobacco and marijuana-free campus. The possession or use of tobacco, matches, and/or lighters is also prohibited on school premises and at school-sponsored functions, regardless of location. Infractions will lead to disciplinary action. Any student found using, distributing, or possessing drugs, alcohol, drug paraphernalia, tobacco and tobacco products on campus or at a school-sponsored activity will face immediate disciplinary action including suspension or expulsion.

## Computer and Electronics Acceptable Use Policy

All custodians and students must agree to and sign The Valley School Electronic Media, Devices, and Systems Acceptable Use Policy before using technology at TVS. Use of any of the school's computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. Anyone who uses school computers or computer services agrees to comply with the school's acceptable use policy that is signed by parent and student prior to enrollment. Students who use the school's equipment or internet to access or attempt to access unauthorized sites, who procure inappropriate information or images, who use inappropriate or demeaning language, or who damage or deface computer hardware or software will lose their computer use privileges and/or be subject to disciplinary action and held responsible for financial damage, if applicable.

1. **Personal Responsibility.** Students accept personal responsibility for reporting any misuse of the network to an appropriate staff member. Misuse may come in many forms, but is commonly viewed as any message sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, any form of plagiarism (not accurately crediting another author's work - including the work of other students) and other issues described below.

2. **Acceptable Use.** The use of technology at school must be in support of educational goals and/or research. ***Students must understand that technology is not to be used for recreation, games, web logging or e-commerce of any kind.*** Students must also understand that sending or receiving information in violation of any school rule, school policy, state or federal regulation or this contract is prohibited. The following materials may not be sent or received by students: obscene or pornographic material, profanity or graphic pictures that may be offensive to others in our school community, material which promotes racial, ethnic or religious hatred, copyrighted material (without expressed permission and/or without proper crediting) or threatening, harassing, demeaning, or obscene material. Students will be personally responsible for this provision at all times when using the Internet or other electronic information service. Messages relating to or in support of illegal activities will be reported by school officials to law enforcement authorities.

**3. Privileges.** The use of any information system and its resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as possible disciplinary action. Each student is to use his or her school assigned User IDs and password. ***Use of someone else's 'user account' is a violation of this contract. All parties involved will have access to the school network, computers and its resources denied; and in addition, the user will be subject to disciplinary action or termination of privileges.***

**4. Services.** The Valley School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Valley School or the teachers will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays or service interruptions caused by the system or anyone's errors or omissions. Use of any information obtained via the computer information system is at your own risk. The Valley School specifically denies any responsibility for the accuracy of information obtained through allowing access to the Internet.

**5. Network Etiquette and Privacy.** Students are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

APPROPRIATE LANGUAGE: Students are expected to use appropriate and considerate language. The use of profanity or abusive or demeaning language ***will result in disciplinary action.***

PRIVACY: Do not reveal any personal information, your home address, personal phone numbers or any information about other students or staff. Do not share your **USERNAME** or **PASSWORD** with anyone. You may be held liable for someone else's misconduct.

DISRUPTIONS: Do not use the district/school network, school, district, or personal technology in any way that would disrupt the use of the network by others.

**6. Security.** Security on any computer system is a high priority because there are so many users. The Valley School reserves the right to monitor all use on these systems either electronically or by school personnel. If you identify a security problem, notify your teacher at once. Never demonstrate the problem to other users. ***Never use another individual's account.*** Any incidence of hardware or software damage (including viruses), any attempt to use equipment without permission or access unauthorized databases will be cause for disciplinary action, and students will be held responsible for any financial impact. Any user identified as a security risk will be denied access to the computer information system. School rules for behavior and communication shall apply to all use of school computers, networks, the Internet and the school's web pages. Students agree to comply with school policies and the rules of any network accessed. Students must follow the directions of teachers and staff. School computers may never be used for commercial purposes to include offering, providing, or procuring goods or services for personal use. Students who use equipment without permission, who access unauthorized databases, who procure inappropriate information or images, who use inappropriate or demeaning language or who damage or deface computer hardware or software will lose their computer use privileges and be subject to disciplinary action.

## School Transportation

First Student Bussing provides two bus trips to and from The Valley School and Hedrick and McLoughlin Junior High. Parents will coordinate the bus trips with First Student and the Medford School District Transportation Department. Expectations for student behavior while riding in school buses are posted in each school bus. By boarding a school bus, students agree to follow all posted regulations. Repeated violations may lead to loss of bus riding privileges and/or other disciplinary measures as per First Student policy.

## Dress Code and Personal Appearance

Students are expected to present a neat, clean appearance both physically and in attire, bearing in mind that something that is appropriate in one place may not be appropriate in another. This means that clothing which is offensive, distracting, or makes participation in the school-day activities difficult may be called into question and potentially deemed unacceptable by administration. The overall goal of the Dress Code is to maintain a school environment that is conducive both to work and learning. The following standards have been established regarding clothing: Clothing that is revealing, has offensive words or pictures, or that allows undergarments, including bras and underwear to show, are not acceptable. Shirts and tops should at no time reveal the midriff and excessive chest cleavage. If any midriff shows when you raise your arms above your head, then the top is not appropriate.

Pants, shorts and skirts should fit sufficiently to stay in place at the waist, and not reveal underwear. For safety reasons, students may be required to wear closed-toe shoes in science and PE classes and for all field study and field trips.

## Health Insurance

All students are expected to be covered by health insurance. The Valley School carries additional accident and liability insurance, as required by law to cover students and volunteers engaged in school activities, with the exception of transportation of students in personal vehicles. In these instances, primary responsibility and liability rests with the driver.

## Medication Policy

The Valley School must follow certain procedures with regard to medication at school. No medication of any kind may be provided by the school, and no medication may be administered by any school personnel without written direction from the physician, parent, or guardian. Staff will be trained annually in medication administration, including but not limited to glucagen for diabetics and epipen injections. Any medications brought to school are to be brought to the office where they will be labeled and placed in the safe. Medications must be in their original containers or prescription bottles, including over-the-counter medication. Parent/guardians must fill out and sign a waiver in order for school staff to dispense medications. This form is available in the office.

## Permission, Media Permission, & Notification Forms

Throughout the year, The Valley School publishes pictures of the activities and accomplishments of our students in a variety of ways—through our internal and external publications, our website, news releases, and, at times, on television. We would like to be able to include your child in our media coverage, but we also want to be sensitive to our students' privacy. **Please notify the school in writing if you would like to exclude your child's name or picture in the school's publications.** Please be advised that through the course of conducting daily school business your child's name and photo may appear in *internal*

publications for distribution only within the school community (such as the yearbook or student publications). Your child may be pictured in a large group photo, especially as a sports or theatre participant (without his/her name), in any of the above media. Also, please be aware that from time to time, media companies and individuals over whom we have no control take pictures of the school and our students. The school is not liable for the use or misuse of any pictures so taken. If you have questions, please contact the administration.

## **School Funding**

Public charter schools receive only a portion of state funding provided to a district public school. Therefore, charter schools must rely on grants, fundraisers, and donations to remain fiscally sound. Family participation in fundraising, including connecting local business, foundations, etc. to the school director, is necessary and encouraged.

## **Student Supply Fees: Science Lab and Field Trip**

We publish a list of student supplies and materials to start the year. In addition, we ask each student for the following non-refundable student supply fees used to purchase the consumable science lab supplies which includes solutions, eyewear, dissection specimens, disposable gloves, etc. A field trip fee is collected at the beginning of the year to help supplement the multiple, enriching field trips we have in store for our students. This will not cover the entire cost of the year's field studies and we will continue to fundraise and grant write to cover the rest of the cost. Financial Aid and Scholarships for these voluntary fees are available and given to families who would be put in financial hardship, please speak with the administration.

## **Emergency Procedures**

The school will adopt emergency procedures and disaster plans that will be made available to staff and families. The emergency procedures plan will detail responsibilities in the event of such emergencies as natural disasters, fire, safety threats, illness or injury of a student or staff member, disorderly behaviors, disturbances at school activities, and the authorized use of force on school property. Emergency procedures regarding safe evacuation of the building will be located at strategic locations within the school building to allow for quick and safe evacuation when needed.

## **Volunteer Participation**

A charter school relies on parent involvement. Each family is required to volunteer 2 hours a month or 20 total hours a year to the operation of the school. Options include volunteering during the school day, chaperoning field trips, volunteering for work parties, participating in steering or fundraising committees, or running errands for the school as needed. Other volunteer opportunities can be arranged with personnel directly- please visit or call the front office.

## **Meals**

Students have the option to bring a lunch from home or purchase a Sodexo sack lunch. Sodexo lunches must be paid for through their online meal payment site found at [www.mymealtime.com](http://www.mymealtime.com). Students who

would like to apply to receive free and reduced lunches from Sodexo may fill out a confidential application at the school or online.

## Complaints

Complaints should be directed to the party from which the complaint stems for informal discussion and resolution. For example, if a parent has a complaint about a teacher, please schedule a meeting with your teacher first to see if the issue can be resolved. If the complaint is not resolved informally, the school administrator may be informed of the complaint. Formal complaint procedures may be initiated in accordance with Board policy if the complaint remains unresolved after discussion with the direct party or school director. They will be asked to submit their written complaint directly to the Board as a whole who may choose to act on the complaint or not. Staff complaints or complaints involving other students will not be heard by the board in a public forum.

## Enrollment and Lottery

Open enrollment for the upcoming school year is January. *New Student Enrollment Forms* are made available on the first business day in January and may be completed in person at the school or printed off the website and mailed or hand delivered to the school. Students on the current waitlist with a lottery number from a previous lottery will retain their position if they want to roll over to the next consecutive grade. Wait list students with a lottery number from the previous lottery will be asked to confirm their continued interest in remaining on the waitlist. They will be notified using their primary contact information and asked to confirm verbally or in writing by the last business day in January of their continued intent to enroll.

At the end of the open enrollment window, a public lottery will be held. The *New Enrollment Forms* entered into the lottery must have been received in the office or postmarked by the last business day in January, the end of open enrollment period. The lottery date and time will be announced on the school's website and will be within 2 weeks of the end of the open enrollment window. A district representative and a school board member will be asked to participate in a lottery. All *New Enrollments* will be entered into the lottery and are assigned a lottery number. Priority order will be given to siblings of current students and in-district residents.

Enrollment applications received after the last business day in January will be entered into a June lottery. Families will be notified of their lottery position within 3 business days of the lottery taking place. If a family is offered a position at TVS, they have two business days to respond in writing of their intent to enroll. If the families fail to respond in writing within 2 business days then they forfeit their position. If a family accepts the position they have until the last business day of the month to submit all enrollment paperwork (February/July).

## Flag Salute

Students shall receive instruction in respect for the national flag and will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*. Individual students who do not participate in the salute must maintain a respectful silence during the salute.

## 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 homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

Transportation to the student's school of origin will be provided, in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Amy Maukonen, the school's liaison for homeless students.

## Immunizations

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. The student's parents or guardian will be notified of the reason for this exclusion. A hearing will be afforded upon request.

## Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV and Sexually Transmitted Diseases has been included as an integral part of the State's health curriculum. A part of the The plan of instruction will be include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the Director for additional information and procedures.

## 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 district or 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).

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 non-emergency, 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.

## Identification of Talented and Gifted

The school serves academically talented and gifted students in grades 6-8, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

1. Use of research based best practices to identify talented and gifted students from underrepresented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged;
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in the identification of intellectually gifted students;
4. A nationally standardized academic achievement test of reading or mathematics [or a test of total English Language Arts/Literacy or total mathematics on] the Smarter Balanced Assessment for assistance in identifying academically talented students

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Appeals: A parent may appeal the identification process services and/or placement of his/her student in the district's TAG program as follows:

Informal Process:

The parent will contact the school's teaching team to request reconsideration; The teaching team will confer with the parent and may include any additional appropriate persons, e.g., Director, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared; If an agreement cannot be reached, the parent may initiate the Formal Process.

Formal Process:

1. The parent shall submit a written request for reconsideration of the identification/placement to the school Director;
2. The Director shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the teaching team.
3. The teaching team and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. The parent may be provided an opportunity to review school data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents 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;

If the parent is still dissatisfied, he/she has 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.