



**Parent Student Handbook
2023-2024**

CORE VALUES

The Common Code of Values taught and held at the Cannon Beach Academy are: Honesty, Friendship, Fairness, Kindness, Responsibility, Citizenship, Courage, Self-discipline, Respect and Perseverance.

STUDENT RIGHTS

Freedom of Expression

The Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Academic freedom within the confines of state law and Board policy will be guaranteed to teachers in order to create in the classroom an atmosphere of freedom which allows students to raise questions dealing with critical issues.

The teacher is responsible for exercising good judgment in selecting issues for discussion which are of educational value to the students involved.

Due Process

The following steps are appropriate to responsible disciplinary action and are consistent with the primary elements of due process:

1. All students are given notice, both of the general nature of punishable offenses and of any specific violation. This occurs at the beginning of each school year with the issue of The Cannon Beach Academy Student Rights and Responsibilities Handbook;
2. When an alleged offense occurs, the student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence;
3. If discipline is to follow, the student will be informed of the immediate action to be taken, reason for its administration, and subsequent procedures to be followed;
4. When serious discipline is contemplated or when a student is suspended, the student's parents will be notified as soon as possible;
5. The informal conference will normally be sufficient in determining a suitable and subsequent course of action. A follow-up conference with the student and his/her parents is almost always appropriate in situations where serious behavioral problems have occurred;
6. When students and/or their parents or guardians feel that the intent or purpose of the

Charter School policy has been violated, it will be the responsibility of the aggrieved to attempt to resolve the concern at the level of the alleged violation. If this procedure does not result in satisfactory resolution of the problem, the student or parent may appeal the decision.

7. A differentiation may be made between the discipline of students with disabilities and those without.

Dress and Grooming

Responsibility for dress and grooming rests primarily with students and their parents; however, the Charter School expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

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

Search and Seizure

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, the school director or designees may, subject to the requirements below, search a student's person and property, including property assigned by the Charter School for the student's use. Such searches may be conducted at any time on Charter School property or when the student is under the jurisdiction of the Charter School at school-sponsored activities.

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

1. The school director or designees shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. The school director or designees may also search when they have reasonable information that emergency/

dangerous circumstances exist.

Routine inspections of Charter School property assigned to students may be conducted at any time.

The school director or designees may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on Charter School property or when the student is under the jurisdiction of the Charter School upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based on a warrant.

The school director shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

Student Organizations

The Charter School encourages curriculum-related student organizations. Charter School staff will facilitate such organizations and Charter School resources may be used to support them. The Charter School may also support student organizations which are not directly curriculum-related.

The school director will develop general guidelines for student organizations. Among other provisions such guidelines will require the assignment of at least one faculty advisor to each student organization.

Voluntary student-organized clubs which are not curriculum-related may meet on Charter School premises during non-instructional time. If the content of such a club's meetings is religious in nature, school staff may attend only in a non-participatory manner. Staff may be assigned to attend such meetings for custodial purposes only, but will not be compelled to attend a meeting if the content of the speech at the meeting is contrary to that person's belief.

All members of the school community, including faculty, administrators and the Board are responsible for the activities that are conducted in the schools. It is important, therefore, to the orderly use of Charter School facilities that the use of all space be

approved and planned in advance. An attempt shall be made to present a balance of viewpoints.

Students will be permitted to hold meetings on Charter School property before or after the regular student school day under the following conditions:

1. The meeting will be scheduled in advance and follow Board "Use of Charter School Building and Facilities" policies where appropriate;
2. All meetings must be approved by the school director or designee;
3. The meeting will be sponsored by school officials, official school clubs or organizations and non- school organizations.

In addition to the rules and regulations of "Use of Charter School Building and Facilities," the following restrictions will apply:

1. Normal class activities will not be interrupted;
2. The meeting will not incite hazard to person or property;
3. No group which encourages or advocates the violation of federal laws, state laws or school laws will be granted use of school facilities;
4. No speaker who encourages or advocates breaking the law will be invited to speak.

If a crowd is anticipated, a crowd control plan will be filed in the building administration office two days in advance of the meeting for final approval.

Students will have the right to gather informally during the regular student school day provided they meet the following criteria:

1. Students gathered informally will not disrupt the orderly operation of the educational process;
2. Students gathered informally will not infringe upon the rights of others to pursue their activities.

Student organizations will be curriculum-related or voluntary student-initiated clubs that are not curriculum-related.

1. "Curriculum-related" student organizations must meet one of the following:

- a. Group's subject matter is actually taught (or will soon be taught) in a regularly offered course;

- b. Group's subject matter concerns the body of courses as a whole;
 - c. Participation in the group is required for a particular course or results in academic credit.
2. Voluntary student-initiated clubs must:
- a. Be voluntary and student-initiated;
 - b. Not be sponsored by the school, the government, or its agents or employees;
 - c. Not materially and substantially interfere with the orderly conduct of educational activities within the school;
 - d. Not be directed, controlled, conducted or regularly attended by "non-school" persons;
3. Voluntary student-initiated clubs must:
- a. "Non-instructional time" - time set aside by the school before actual classroom instruction begins or after actual classroom instructions ends;
 - b. "Sponsorship" - act of promoting, leading or participating in a meeting. The assignment of a teacher, administrator or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.

Equal Access Act preserves the authority of the school, its agents and employees to maintain order and discipline on Charter School premises, to protect the well-being of students and faculty, and to assure that their attendance at meetings is voluntary.

Schools may prohibit meetings which would materially and substantially interfere with the orderly conduct of educational activities within the school.

In a "limited open forum" situation, schools will not deny equal access of fair opportunity to, or discriminate against student initiated clubs on the basis of religious, political, philosophical or other content of the speech at such meetings.

If the meetings are religious, the school will not influence the form of any religious activity.

No secret society of any kind, including a fraternity or sorority, will be permitted.

The school director may order the suspension or expulsion of any student who belongs to a secret society.

Student Records

Education records are those records maintained by the Charter School that are directly related to a student.

The primary reason for the keeping and maintaining of education records for students is to help the individual student in his/her educational development by providing pertinent information for the student, his/her teachers and his/her parents. These records also serve as an important source of information to assist students as they continue their education after they progress from the Charter School.

It is the policy of the Charter School to maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

Information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The Charter School develops regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records.

The Charter School may impose certain restrictions and/or penalties until fees, fines or damages are paid. Records requested by another school or school district to determine a student's appropriate placement may not be withheld. Students or parents will receive written notice at least 10 days in advance of any restrictions and/or penalties to be imposed until the debt is paid. The notice will include the reason the student owes money to the Charter School, an itemization of the fees, fines or damages through a private collection agency or other method available to the Charter School. The Charter School may waive fees, fines and charges if the student or parents cannot pay, the payment of the debt could impact the health and safety of the student or if the cost of collection would be more than the total collected or there are mitigating circumstances, as determined by the school director.

Records requested by another District to determine a student's appropriate placement may not be withheld.

The Charter School shall give full rights to education records to either parent, unless the Charter School has been provided legal evidence that specifically revokes these

rights. However, once the student reaches age 18 those rights transfer to the student.

Rights of Parents and Eligible Students

The Charter School annually notifies parents of all students currently in attendance that they have the right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
4. Pursuant to OAR 581-21-410, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 CFR §99.64 concerning alleged failures by the Charter School to comply with the requirements of federal law; and
5. Obtain a copy of the Charter School policy with regards to student education records.

The Charter School forwards education records requested under OAR 581-21-250 within 10 days of receiving the request. Copies of the Charter School policy are located on the Charter School website and how copies may be obtained from the Charter School Office. If the eligible student or the student's parent(s) have a primary or home language other than English, the Charter School shall provide effective notice.

These rights shall be given to either parent unless the Charter School has been provided with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

When a student becomes an eligible student, which is defined as a student who has reached 18 years of age or is attending only an institution of postsecondary education and is not enrolled in a secondary school, the rights accorded to, and the consent required of, the parents transfer from the parents to the student.

Nothing prevents the Charter School from giving students rights in addition to those given to parents.

Release of Personally Identifiable Information

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. Personally identifiable information shall not be released without prior written consent of the eligible student or student's parent(s) except in the following cases:

1. The disclosure is to other school officials, including teachers, within the Charter School who have a legitimate educational interest. As used in this section, "legitimate educational interest" means a Charter School official employed by the Charter School as an administrator, supervisor, instructor or staff support member; a person serving on a school board who needs to review an educational record in order to fulfill his or her professional responsibilities, as delineated by their job description, contract or conditions of employment. Contractors, consultants, volunteers or other parties to whom an agency or institution has outsourced institutional services or functions may be considered a school official provided that party performs an institutional service or function for which the Charter School would otherwise use employees, is under the direct control of the Charter School with respect to the use and maintenance of education records, and is subject to Charter School policies concerning the redisclosure of personally identifiable information. The Charter School shall maintain, for public inspection, a listing of the names and positions of individuals within the Charter School who have access to personally identifiable information with respect to students with disabilities.

2. The disclosure is to officials of another school within the District;

3. The disclosure is to authorized representatives of:

The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state supported education programs, or the enforcement of or compliance with federal or state supported education programs, or the enforcement of or compliance with federal or state regulations.

4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

- a. Determine eligibility for the aid;
- b. Determine the amount of the aid;
- c. Determine the conditions for the aid; or
- d. Enforce the terms and conditions of the aid.

As used in this section, "financial aid" means any payment of funds provided to an individual that is conditioned on the individual's attendance at an educational agency or institution.

5. The disclosure is to organizations conducting studies for, or on behalf of, the Charter School to:

- a. Develop, validate or administer predictive tests;
- b. Administer student aid programs; or
- c. Improve instruction.

The Charter School may disclose information under this section only if disclosure is to an official listed in section (3) above and who enters into a written agreement with the Charter School that:

- a. Specifies the purpose, scope and duration of the study and the information to be disclosed;
- b. Limits the organization to using the personally identifiable information only for the purpose of the study;
- c. The study is conducted in a manner that does not permit personal identification of parents or students by individuals other than representatives of the organization; and
- d. The information is destroyed when no longer needed for the purposes for which the study was conducted.

For purposes of this section, the term "organization" includes, but is not limited to, federal, state and local agencies, and independent organizations.

6. The Charter School may disclose information under this section only if the disclosure is to an official listed in section (3) above who is conducting an audit related to the enforcement of or compliance with federal and state legal requirements and who enters into a written agreement with the Charter School that:

- a. Designates the individual or entity as an authorized representative;
- b. Specifies the personally identifiable information being disclosed;
- c. Specifies the personally identifiable information being disclosed in the furtherance of an audit, evaluation or enforcement or compliance activity of the federal or state supported education program;
- d. Describes the activity with sufficient specificity to make clear it falls within the audit or evaluation exception; this must include a description of how the personally identifiable information will be used;
- e. Requires information to be destroyed when no longer needed for the purpose for which the study was conducted;
- f. Identifies the time period in which the personally identifiable information must be destroyed; and
- g. Establishes policies and procedures which are consistent with FERPA and other federal and state confidentiality and privacy provisions to insure the protection of the personally identifiable information from further disclosure and unauthorized use.

7. The disclosure is to accrediting organizations to carry out their accrediting functions;

8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The Charter School may disclose information under this section only if the Charter School makes a reasonable effort to notify the eligible student or student's parent(s) of the order or subpoena in advance of compliance, unless an order or subpoena of a federal court or agency prohibits notification to the parent(s) or student;
9. The disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
10. The disclosure is in connection with a health or safety emergency. The Charter School shall disclose personally identifiable information from an education record to law enforcement, student protective services and health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals. As used in this section, a "health and safety emergency" includes, but is not limited to, law enforcement efforts to locate a student who may be a victim of kidnap, abduction or custodial interference and law enforcement or child protective services efforts to respond to a report of child abuse or neglect pursuant to applicable state law, or other such reasons that the Charter School may in good faith determine a health or safety emergency.
11. The disclosure is information the Charter School has designated as "directory information" which includes:
 - a. Student's name;
 - b. Student's address;
 - c. Student's telephone listing;
 - d. Student's electronic address; e. Student's photograph;
 - f. Date and place of birth; g. Major field of study;
 - h. Participation in officially recognized sports and activities;
 - i. Weight and height of athletic team members;
 - j. Dates of attendance;
 - k. Degrees or awards received;
 - l. Most recent previous school or program attended.
12. The disclosure is to the parent of a student who is not an eligible student or to an eligible student;
13. The disclosure is to officials of another school, school system, institution of postsecondary education, an Education Service District (ESD), state regional program or other educational agency that has requested the records and in which the student seeks or intends to enroll or is enrolled or in which the student receives services. The term "receives services" includes, but is not limited to, an evaluation or reevaluation for purposes of determining whether a student has a disability;
14. The disclosure is to the Board during an executive session pursuant to ORS

332.061.

A copy of this policy and administrative regulations shall be made available upon request by parents and students 18 years or older or emancipated.

Student Restraint and Seclusion

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

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

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

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

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

An annual review of the use of restraint and seclusion is completed and available at the Charter School Office and on the website.

STUDENT RESPONSIBILITIES

Attendance

Goals and objectives of attendance requirements in the Charter School are:

1. To contribute to the academic success of students;
2. To inform parents about the class attendance and/or non-attendance of their students;
3. To place the responsibility for attendance in the hands of students and their parents;
4. To aid students in making decisions and accepting the responsibilities and consequences resulting from those decisions;
5. To stress that punctual and regular attendance is a learned function necessary in coping with life;

The Charter School shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified in writing by the parents/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

The Board directs the school director to develop rules and regulations which meet these objectives and to publish those rules and regulations for students and their parents.

Persons having legal control of a student in the Charter School are required to have the student attend school. Under the school director's direction and supervision faculty shall monitor and report any violation of the compulsory attendance law to the school director or designee. Failure to send a student and to maintain a student in regular attendance is a Class C violation.

Such exceptions to the compulsory law are:

1. Students being taught in a private or parochial school in courses of study usually taught in grades one through twelve in the public schools and in attendance for a period equivalent to that required of students attending public schools;
2. Students proving to the School Board's satisfaction that they have acquired the courses of study taught in grades one through twelve in the public schools;
3. Students being taught by a private teacher the courses of study usually taught in grades one through twelve in the public school for a period equivalent to that required of students attending public schools;
4. Students being educated in the home by a parent;

5. Students excluded from attendance as provided by law;
6. An exemption may be granted to the parent, guardian or a person in parental relationship of any student 16 or 17 years of age who is lawfully employed full time, lawfully employed part time and enrolled in school, or enrolled in a community college or other state registered alternative education program.

A student may enroll in kindergarten for any school year only if his/her fifth birthday occurs on or before September 1 of the current year. A birth certificate or other satisfactory proof of age will be required.

A student may enroll in the first grade for any school year only if his/her sixth birthday occurs on or before September 1 of the current year. A birth certificate or other satisfactory proof of age will be required.

Exceptions: Underage students who transfer into the Charter School and who have been regularly enrolled in a kindergarten or first grade which is part of an accredited public school will be permitted to continue their education. Evidence of this previous enrollment is the responsibility of the parent. Enrollment in private nursery schools and similar organizations is not recognized for meeting this exception.

It is the responsibility of students to maintain regular attendance in all assigned classes. Absence from school or class will be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence;
6. Medical/Dental appointments.

The Charter School shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone, or another method identified in writing by the parents/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Parents are urged to make appointments after school hours to minimize the loss of instructional time.

Cyber Communications

Students that engage in electronic communications (whether on-campus or off-campus) that creates a disruption to the school environment can and will be subject to full disciplinary measures.

Closed Campus

The Charter School campus is closed throughout the school day for all students.

Students may leave the school grounds during the day only with their parent or legal guardian or another adult that has been designated in writing by the parent or legal guardian.

Bus Rules

The following rules apply to students riding buses on regular home to school routes and activity excursions:

- Students being transported are under the authority of the bus driver;
- Fighting, wrestling or boisterous activity is prohibited on the bus;
- Students will use emergency door only in case of emergency;
- Students will be on time for the bus, both morning and evening;
- Students will not bring firearms, weapons or other potentially hazardous material on the bus;
- Students will not bring animals, except approved assistance guide animals, on the bus;
- Students will remain seated while bus is in motion;
- Students may be assigned seats by the bus driver;
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
- Students will not extend their hands, arms or heads through bus windows;
- Students will have written permission to leave the bus other than at home or school;
- Students will converse in normal tones; loud or vulgar language is prohibited;
- Students will not open or close windows without permission of the driver;
- Students will keep the bus clean, and must refrain from damaging it;
- Students will be courteous to the driver, to fellow students and passersby;

- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses;
- Respond appropriately to coaches, teachers and chaperons who are responsible for maintaining order during activities and field trips.

* Refer to OAR 581-53-010

Student Bicycle Use

Bicycle riders are encouraged to observe safe and lawful practices. All bicycle riders under the age of 16 must comply with Oregon helmet laws.

Bicycles must be parked in a designated area on Charter School grounds and should be locked. The Charter School assumes no responsibility or liability for loss or damage to bicycles.

Gang Activity

Gangs and gang membership will not be permitted. A "gang," as defined in this policy, is any group of two or more persons whose purpose include the commission of illegal acts or whose activities can cause a substantial disruption of or material interference with school and school activities. The existence of gangs and gang activities are prohibited as follows:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang;
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang;
3. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Inciting other students to act with physical violence upon any other person;
 - d. Committing any other illegal act or other violation of Charter School policies.

STUDENT DISCIPLINE

Detention

The school director or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24 hour notice will be given so that transportation may be arranged.

Students who are detained after school must never be left alone during their detention. Their supervision must be provided, or arranged for, by the teacher or administrator who detains them.

Detention on one day is to be limited to 60 minutes.

Suspension

Suspension is defined as one of the following:

1. A temporary exclusion from school for a period not to exceed ten school days; 2. Exclusion in cases being investigated pending expulsion
3. In special circumstances, a suspension may be continued until some specific pending action occurs such as a physical or mental examination or incarceration by court action;
4. After investigation and recommended expulsion by the administration, until the Hearings Officer has taken official action, students will not be readmitted without a parent conference.

In most circumstances students will be allowed and expected to make up their work.

All suspensions of students receiving special education services must be communicated to the student's case manager to assure procedural safeguards are followed.

Suspension procedures will follow the due process guidelines as outlined in this document.

Expulsion

The school director, after reviewing available information, may expel a student. Expulsion of a student shall not extend beyond one calendar year.

No student may be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agree to abide by the findings of a hearings officer.

When an expulsion hearing is not waived, the following procedure is required:

1. The student and their parents are notified in writing of the specific charge or charges, when and where the hearing will take place, and their right to be represented;
2. A notice will be sent to the parent or guardian by certified mail and also by the regular mail, citing the charge or charges, and the specific acts that support the charge or charges. The notice will state a recommendation of either expulsion or suspension pending investigation for possible expulsion, when a hearing will take place, and the student's right to representation. This written notice will be mailed at least five days prior to the hearing;
3. The school director or designated representative will act as the hearings officer and will maintain control over and conduct the hearing. In case of foreign language differences, or other serious communication handicaps, the hearings officer shall provide a translator;
4. The student will be permitted to have a representative present at the hearing to advise and represent the student. The representative may be an attorney, parent or guardian. Parents or guardians may attend the hearing;
5. The student will be afforded the right to present his/her version as to charges and to make such showing by way of oral testimony, affidavits or exhibits;
6. The student will be permitted to hear the evidence presented against him/her;
7. The hearings officer will determine the facts of each case on the evidence presented at the hearing. This may include the relevant past history and records of the student. He/she will submit to the Board his/her decision of disciplinary action, if any, including the duration of any expulsion. The above decision will be made available in identical form and at the same time to the Board and the student and his/her parents or guardian;
8. Strict rules of evidence will not apply to the proceedings. However, this provision will not limit the hearing officer's control of the hearing;
9. The hearings officer or the accused may make a record of the hearing;
10. The hearings officer's decision is final. However, this decision may be appealed to

the Board. At its next regular or special meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision;

11. Expulsion hearings will be conducted in private and Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session.

In the case of expulsion, the Charter School must propose alternative programs of instruction to a student expelled for reasons other than a weapons policy violation. The Charter School must document to the parent or guardian of the student that proposals of alternative programs have been made.

Serious Student Misconduct

The infractions and consequences for student misconduct are listed in this handbook. The infractions may result in disciplinary action ranging from counseling to expulsion, depending on the severity of the offense and the number of times the individual has been dealt with on disciplinary matters. If the situation merits, civil authorities may be notified.

Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off-campus during regular school hours whenever such conduct has a direct effect on students, staff or general welfare of the Charter School.

Electronic Communications

The Board is committed to the development and establishment of a quality, equitable, and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The School's system will be used to provide statewide, national, and global communications opportunities for staff and students.

The Director will establish administrative regulations for the use of the School's system

including compliance with the following provisions of the Children’s Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
6. Prohibiting unauthorized access, including so-called “hacking” and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors;
8. Installing measures designed to restrict minors’ access to materials harmful to minors.

The administrative regulations will be consistent with sound guidelines as may be provided by the Education Service District, the Oregon Department of Education, and/or the Government Standards and Practices Commission and will include a complaint procedure for reporting violations. The Director will also establish administrative regulations for use of the School’s electronic communications system to comply with copyright law.

Behavior Matrix

Infraction	Loss of Recess Time	Stay After School	Conference with Principal	Parent/Teacher/Principal/Student Conference	In-School Suspension	Out of School Suspension	Recommend Expulsion
*ALCOHOL AND/OR OTHER			X	X	X	X	X

DRUGS							
The use, possession, sale, or							
being under the influence of							
alcohol, drugs, marijuana, tobacco or other intoxicants.							
*ASSAULT	X	X	X	X	X	X	X
Intention, unauthorized physical contact with another person which may cause physical and/or emotional injury							
*BULLYING	X	X	X	X	X	X	X
Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent							

to school grounds, at any school-sponsored activity/event, on school provided transportation.							
*DAMAGE TO SCHOOL PROPERTY	X	X	X	X	X	X	X
Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or others.							
*DEFIANCE OF AUTHORITY	X	X	X	X	X	X	X
Swearing or obscene acts or gestures directed at staff, other students or self.							
*FIGHTING	X	X	X	X	X	X	X

Having physical contact with another person							
*FORGERY-GIVING FALSE INFORMATION	X	X	X	X	X	X	X
Writing or giving false or misleading information to school officials.							

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*HARASSMENT OR MENACING	X	X	X	X	X	X	X
By word or conduct, intentionally intimidating or threatening another person in fear of physical injury (includes hazing, cyber bullying as well as any form of sexual harassment).							
*SAFETY VIOLATIONS	X	X	X	X	X	X	X

Actions which endanger the safety of the students or others (e.g. shoes with wheels, using inlines skates, wearing headphones, sagging/wide pants, using skateboards or roller skates on school grounds during the school day.							
*SEVERE DISRUPTION OF THE LEARNING PROCESS OR SCHOOL ACTIVITY	X	X	X	X	X	X	X
*THEFT	X	X	X	X	X	X	X

Taking, giving, or receiving property not belonging to you.							

*TRUANCY - UNEXCUSED ABSENCES		X	X	X	X	X	X
*USE OR POSSESSION OF WEAPONS				X	X	X	X
The possession of a dangerous weapon or the use of a dangerous object to inflict bodily injury to another person. Replicas of weapons or dangerous objects are prohibited on school grounds or at any school event/activity/function.							
*VIOLATION OF CLASSROOM RULES	X	X	X	X	X	X	X