



SHERWOOD CHARTER SCHOOL

STUDENT – PARENT HANDBOOK

CONTACT INFORMATION

Email: office@sherwoodcharterschool.org
23264 SW Main Street, Sherwood, OR 97140
PO Box 1342, Sherwood, OR 97140
www.sherwoodcharterschool.org
Phone: 503-925-8007
Fax: 503-925-8172
Revision 2/18

TABLE OF CONTENTS

INTRODUCTION	5
MISSION, VISION AND VALUES STATEMENTS	5
SHERWOOD CHARTER SCHOOL IS A SCHOOL OF “CHOICE”	5
EQUAL EDUCATIONAL OPPORTUNITY/ SPECIAL NEEDS STATEMENT	5
REGISTRATION	6
PROGRAM ENRICHMENT FEE	6
CUSTODIAL AND NON-CUSTODIAL PARENTS	6
PERSONALLY IDENTIFIABLE INFORMATION	7
STUDENT EDUCATION RECORDS	7
DIRECTORY INFORMATION	8
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	8
STUDENT RIGHTS AND RESPONSIBILITIES	8
ARRIVING/LEAVING SCHOOL	9
School Hours	9
ARRIVING TO SCHOOL LATE/TARDY	9
LEAVING SCHOOL EARLY	9
School Closures	9
Carline Procedure	9
STUDENT CAR LINE EXPECTATIONS	10
Transportation Authorization	10
Walking and Biking/Riding to School	10
ATTENDANCE/ABSENCES	11
MAKE-UP ASSIGNMENTS	11
ACADEMICS	12
Statewide Assessment	12
Grading System Online	12
Textbooks and Reading Books	12
Homework	12
Parent Request for Assignments	12
ACADEMIC HONESTY	12
APPEARANCE & PERSONAL PROPERTY	13
UNIFORM POLICY/DRESS CODE	13
BACKPACKS	13
CELL PHONES AND PERSONAL ELECTRONIC DEVICES	13
LOST & FOUND	13
SEARCH & SEIZURE	13
PARENT/TEACHER COMMUNICATION	14

Complaints	14
PARENT/TEACHER CONFERENCES	15
SUGGESTIONS FOR COMMUNICATING WITH TEACHERS	15
PARENT OVER INVOLVEMENT	16
Rights and Responsibilities Overview	17
VOLUNTEERS	17
PARENT ADVISORY COMMITTEE	18
IMPORTANT HEALTH INFORMATION	18
IMMUNIZATION	18
PARTIES & CELEBRATIONS.....	19
PROCEDURES FOR MEDICATION ADMINISTRATION IN SCHOOL	19
COMMUNICABLE DISEASE REQUIREMENTS.....	20
Communicable Disease Guide	20
WHEN YOUR CHILD IS SICK.....	20
CHILD ABUSE AND SEXUAL HARASSMENT.....	21
REPORTING OF SUSPECTED CHILD ABUSE.....	21
REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS.....	22
SEXUAL HARASSMENT.....	22
SAFETY POLICIES/PROCEDURES	22
ACCIDENT/EMERGENCY	23
VISITORS TO SCS	23
SOLICITING AND DISTRIBUTION OF NON-SCHOOL SPONSORED MEDIA	23
DRILLS – FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS	23
EMERGENCY SCHOOL CLOSURES.....	23
STUDENT CONDUCT.....	24
STUDENT COMMUNICATION and CONFLICT RESOLUTION.....	24
CHOOSE YOUR WORDS WISELY/USE APPROPRIATE LANGUAGE	24
VIOLENT LANGUAGE.....	24
TELEPHONE USE	24
RESOLVING PROBLEMS WITH OTHER STUDENTS	25
RESOLVING PROBLEMS WITH TEACHERS	25
FIGHTING.....	25
GETTING HELP/COUNSELOR INFORMATION	25
CHARACTER DEVELOPMENT & BEHAVIORAL EXPECTATIONS	25
3BE’s BEHAVIOR EXPECTATIONS	26
♥ HEART SKILLS	27
RECESS BEHAVIOR.....	27
BUS CONDUCT/FIELD TRIP BEHAVIOR	27
LUNCH TIME	27

RESTROOM USE.....	28
ASSEMBLY BEHAVIOR/GUEST SPEAKERS	28
GUEST TEACHERS	28
HALLWAY, SIDEWALK & CROSSWALK EXPECTATIONS	28
STUDENT INTERVIEW BY POLICE OFFICERS	28
MEDIA ACCESS TO STUDENTS	28
PROHIBITED OR RESTRICTED ITEMS	29
SCHOOL POLICIES	29
TOBACCO, ALCOHOL & DRUGS	29
WEAPONS.....	30
BULLYING & HARASSMENT.....	30
ELECTRONIC COMMUNICATION SYSTEMS USE POLICY	31
CONSEQUENCES & DISCIPLINE	32
Student Discipline Policy	32
SUMMARY OF DISCIPLINE.....	32
CLASSROOM CONSEQUENCES	33
APOLOGY	34
LOSS OF YOUR FREE TIME	34
RESTITUTION	34
MENTAL HEALTH ASSESSMENT.....	34
DISCIPLINE OF OTHERS.....	34
SUSPENSION	34
EXPULSION	35
CORPORAL PUNISHMENT POLICY	35
DISCIPLINE OF STUDENTS WITH DISABILITIES	35
OFFENSES AND PROGRESSIVE SEQUENCE OF CONSEQUENCES.....	37

INTRODUCTION

The material contained within this handbook is intended as a method of communicating, to students and parents, information regarding general Sherwood Charter School (SCS) rules and procedures. Therefore, information contained here may be superseded by Board policy or administrative regulation. For a complete listing of Sherwood Charter School policies, please refer to the Board Policy section of the school website, or you can find a hard copy in the school office. Any information contained in this student handbook is subject to revision or elimination without notice.

MISSION, VISION AND VALUES STATEMENTS

Our Mission:

Sherwood Charter School is a K-8 school of choice, providing a rigorous academic experience through integrated curriculum and instruction. SCS maintains a nurturing environment with small class sizes and an emphasis on practical application of what is learned.

Our Vision:

Forging highly competent, principled leaders, who are lifelong learners, empowered to live up to their potential and to make a positive impact on their community and the world.

Our Values:

Integrity ★ Accountability ★ Critical Thinking ★ Innovation ★ Collaborative, Dynamic Learning Environment

SHERWOOD CHARTER SCHOOL IS A SCHOOL OF “CHOICE”

Sherwood Charter School is a public charter school created by a group of parents looking for an alternative to educational options. A public charter school is a public school operated autonomously from the school district, but that receives public education funding. Sherwood Charter School is a 501(c)(3) nonprofit corporation that operates pursuant to a charter agreement with the Sherwood School District. A volunteer board of directors governs the Sherwood School District.

The cornerstone of Sherwood Charter School depends on parental involvement. Parents should be fully aware of the educational process in the classroom. Parents should make an effort to know their child's teacher and to monitor their child's progress and behavior through on-going dialogue with the teacher and child.

Parents must support their child's teacher and academic goals and should be careful about expressing negative opinions to your child about something that happened at school without first talking to the responsible adult. Respect at school is impossible if there is not respect for the school and the teacher at home.

SCS is a school of choice. We have high academic and behavioral expectations. It may not be the best fit for every student or every family; this is a decision that you must make for your child and your family. We are happy to answer any questions you may have to help you make the best decision for your child's needs.

EQUAL EDUCATIONAL OPPORTUNITY/ SPECIAL NEEDS STATEMENT

Pursuant to all relevant state and federal laws, including but not limited to Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the American Disabilities Act of 1990, every student of the public charter school will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability and marital status.

Further, pursuant to Title IX, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the public charter school. The public charter school will treat its students without discrimination on the basis of

sex as this pertains to course offerings, athletics, accommodations, counseling, employment assistance and extracurricular activities. The school administrator has been designated as Title IX coordinator; she will investigate complaints communicated to the public charter school alleging noncompliance with Title IX. The address and telephone number of our Title IX coordinator is: 23264 SW Main Street, Sherwood, OR; 503-925-8007.

A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, income level, proficiency in English language or athletic ability, but may limit admission to students within a given age group or grade level.

Sherwood Charter School is committed to meeting students' special education needs, and to ensuring that students are properly served as required under applicable state and federal laws including, but not limited, to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Sherwood Charter School shall support the Sherwood School District's provision of special education services to students, including the District's provision of Individualized Education Programs (IEPs), as applicable.

REGISTRATION

In accordance with applicable requirements under ORS Chapter 338, SCS is open to all students who apply and complete all admission and registration requirements. The admission process includes the submission of a completed pre-registration form, acceptance through the lottery, and the completion and submission of all written materials.

Kindergarten Admission

To register a kindergarten student, the child must be 5 years old on or before September 1st. A birth certificate and up-to-date immunization records are required for enrollment.

PROGRAM ENRICHMENT FEE

Currently SCS receives 80% of the state funding provided for each student to attend SCS from the Sherwood School District, with SSD keeping the remaining 20%. The Program Enrichment Fee (PEF) is a payment we ask parents to make to help cover a small portion of the 20% that SCS does not receive. As SCS is a public school, parents are not required to pay the fee, instead we only ask for your help covering the funding gap.

PEF payment information:

"Program Enrichment Fee" is \$300 per student per year. Please note that fees are non-refundable. The fees will be used for budgeted items that the law allows pursuant to ORS 339.141(2); ORS 339.147; ORS 339.155(4)&(5). Annual payment or payment plan should be submitted to the office by the first day of school to ensure funds are immediately available in the classroom.

CUSTODIAL AND NON-CUSTODIAL PARENTS

The District will give full rights under School student record policies, to either parent, or other persons in parental relationship, unless the District has been provided with 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. If you need to deny rights to a family member, please make sure all required legal paperwork is current, and on file in the office. **Please refer to school student record policies available on the School website for further information.**

ORS 107.154 (1) and (4) states that: "Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the following authority:

To inspect and receive school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.

To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

A student will not be released to a person claiming legal custody unless that person is listed on student records by the custodial parent or can provide personal identification and a legal custody order issued by the State of Oregon and the counties of Washington, Clackamas or Yamhill. It is **the custodial parent's responsibility to update all legal documentation.**

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s), guardian, or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and mother's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the public charter school reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release: Personally identifiable information will not be released without prior signed and dated consent of the parent, student 18 years of age or older or emancipated.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the public charter school will provide a copy of the disclosed record. **For a full list of Exceptions to Prior Consent, please see the school policy on our website.**

STUDENT EDUCATION RECORDS

Education Records/Records of Students with Disabilities

Education records are those records maintained by the public 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 in seeking productive employment and/or post-high school education.

SCS maintains confidential education records of students in a manner that conforms with state and federal laws and regulations. It forwards educational records requested by an educational agency or institution in which the student seeks to enroll or receive services, including special education evaluation services.

All parents of students currently in attendance have the right to:

1. Inspect and review the student's records;
2. Request the amendment of the student's educational 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 student educational record rules authorize disclosure without consent;

4. File with the U.S. Department of Education a complaint concerning alleged failures by the public charter school to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA); and
5. Obtain a copy of the public charter school's education records policy.

You may examine your child's student records, or receive a copy of those records for 20 cents per page. You have a right to file a complaint with the Office of the Secretary of Education if you believe SCS has failed to comply with the requirements of U.S. Public Law 93.380. Oregon schools maintain two types of student records: designated "progress records" and "behavior records." The administrator is the person in charge of the records at SCS. SCS may withhold student records or grade reports for non-payment of school fines or damages until those fees, fines, or damages are paid.

DIRECTORY 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 if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures: 1) Student's name; 2) Student's address; 3) Student's telephone listing; 4) Student's photograph; and 5) Participation in officially recognized activities.

Families have the option of completing a form if they would like to have their contact information listed in the school directory. This form will list only the contact information that you want published. This directory is for school-related communications only. Social-related communications are acceptable; business related solicitations are NOT permitted.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>) protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information.

The School will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.

The School may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their student's email account and Apps for Education files.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. Students' rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually.

The public charter school board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. 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. Once admitted, 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 privacy, which includes privacy with respect to the student's education records.

ARRIVING/LEAVING SCHOOL

SCHOOL HOURS

Classes begin at 8:00 am, and the school day ends at 3:30 pm. The school office is open from 7:45 am – 3:45 pm. You may enter the sanctuary at 7:40 am; please do not arrive earlier than 7:40 am or pick up later than 3:45 pm. Enter and exit the building using designated doors.

ARRIVING TO SCHOOL LATE/TARDY

Tardy is defined as being late to school or class, and it is a major disruption to any classroom. Tardy students must report to the office. **Parents**, please escort your Kindergarten – 3rd grade students to their classroom after you sign him/her in at the office but please refrain from entering the classroom.

LEAVING SCHOOL EARLY

If students are getting picked up early from school, parents must notify the student's teacher and the office. The student must be picked up and signed out from the office.

SCHOOL CLOSURES

SCS follows the school closure decisions of the Sherwood School District, so tune in to any local radio or TV station for closure information. In addition, please sign up for the Flash alert for notifications of situations that pertain only to SCS; this information is provided via email.

CARLINE PROCEDURE

Our goal is to make car line safe for our students and staff and as efficient as possible for you. Everyone's safety depends upon the collaborative effort of all of us following these procedures carefully. Only right-hand turns are permitted out of the school onto Main Street during car line. Waiting until traffic is clear in both lanes creates a bottleneck; please help keep the traffic flowing.

Morning car line drop-off begins at 7:40 am and ends at 7:55 am. Do not drop students off prior to that as there is no supervision. Please pull forward to just before the horseshoe turn before stopping your car; this allows several cars to drop off their students at once. Do not stop in front of the sanctuary doors unless all the cars in front of you are stopped; this backs traffic into the crosswalk area.

Your child should have their book bag, lunchbox, projects etc. ready before you stop your vehicle and encourage your children to move quickly as a courtesy to all the people behind you. Whenever possible, children should exit the car from the passenger side. Children exiting your car from the driver's side should cross in front of your vehicle. When clear, continue around the horseshoe to the left; DO NOT do a U-turn and DO NOT back up to avoid driving around the horseshoe. DO NOT pull around other cars. Your impatience could have tragic consequences. DO NOT stop traffic in front of the school to drop students off on Main Street to avoid car line. Drivers should remain in their cars as children exit their vehicles on their own. If they are physically unable to do so, drive to the lower lot and park. Parking is prohibited in the car line route during car line hours.

Afternoon car line pick up begins at 3:30 pm and ends at 3:45 pm. The car line moves more smoothly when our families spread out pick-up time between 3:30 – 3:45 pm. Please do not arrive earlier than 3:21 pm., arriving too early into the parking lot creates safety concerns for students in afternoon PE classes and blocks crosswalks. Carline numbers are assigned during student enrollment and should be prominently displayed on your car dash during afternoon carline. Be sure your child knows your carline number to help speed up the afternoon loading. There is absolutely no parking in the driveway during car line.

Form two lanes as you pull into the school parking area. Follow the stop sign traffic monitor's directions to the left of the horseshoe. Be aware that cars are behind you and that you need to move up as soon as there is room - don't leave gaps of greater than 3-3 ½ feet between cars. Our goal is to prevent cars from obstructing traffic flow on Main Street; the backup of cars creates a severe traffic hazard. Stay alert and not on your phone as staff help direct you out of the parking lot with hand signals such as a thumbs-up to ask if you have all students loaded. Reply with a nod or thumbs-up, and you will be permitted to pass when it is safe to do so.

Parents arriving after 3:45 pm will need to pick their children up from the school office. Be respectful and polite to traffic monitors; our teachers stand outside during all types of weather to protect YOUR children.

STUDENT CAR LINE EXPECTATIONS

- Use sidewalks and crosswalks to **walk calmly and with caution**.
- Sit in classroom lines in the sanctuary; stay seated and use quiet voices until your number is called; follow adult directions.
- Leave all food and school items and cell phones in backpacks (except a book to read).
- **Please do not touch any items belonging to the church (pencils, books, etc.)**

TRANSPORTATION AUTHORIZATION

A *Transportation Authorization* form provides us with the names and phone numbers of anyone who is authorized to pick up your child and is included as part of your student's registration packet. Without the name on the list, we will NOT allow students to go home. However, in an emergency, please send a note or call and we will take that as your permission. Please note anyone listed as an emergency contact will have authorization to pick up your student.

WALKING AND BIKING/RIDING TO SCHOOL

Parents of children who have permission to walk, bike, scoot, or skate from school independently without a guardian must designate so on the transportation authorization included in the yearly registration form.

Walkers should leave campus at 3:30 pm and they must sign out with the appropriate staff. If you meet your walker after school pick up your student at the covered area at the head of carline. Tell your carline number to staff member on duty and your child will come out to meet you.

Bikes, skates, skateboards, or scooters are not allowed to be ridden on school property at any time; you are, therefore, required to walk with them on school grounds. This rule applies 24 hours a day, 365 days a year. If you are found riding any of these items on school grounds, you will receive a warning. Second offenders will have their vehicles taken from them. Parents must come to reclaim the item; it will not be returned to students. It is also your student's responsibility to lock up their transportation equipment at the designated campus bike rack; the school is not liable for lost or stolen equipment. Oregon State Law (ORS 814.485 and ORS 814.600) requires that you wear helmets when riding a bike or skateboard when under 16 years of age.

ATTENDANCE/ABSENCES

Oregon State Law requires students to be in school, and attendance is a part of your permanent school record. More importantly, regular attendance is critical for student success; please make it a priority in your family and make every effort to help your student get to school regularly and on time. Schedule vacations and private lessons outside of school hours.

Parents must contact the school prior to that school day that their child will be absent; **please send an email to office@sherwoodcharterschool.org or call the office 24 hours a day at 503-925-8007**. You may do this for vacations, emergencies, and appointments, as well as illness. Doctor notes may be necessary if there is a pattern of tardiness or absences due to illness.

Students must be in class from 8:00 am – 3:30 pm. If they have to leave earlier, please send a note as they cannot leave the school building without parent permission. Parents must sign students out on the attendance log by the office if student is leaving for any reason.

School officials determine whether or not an absence will be excused. Absence from school or class may 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) Medical/dental appointments- confirmation of appointments may be required; 5) Other reasons deemed appropriate by the public charter school administrator when satisfactory arrangements have been made in advance of the absence.

Excuses not listed above may result in being considered unexcused with the possibility of a consequence. You have three days to request that an absence be excused. After three days, your absence may be considered unexcused. SCS will maintain accurate attendance records. If a child has an unplanned absence and parents have not called the office, SCS will notify parents/guardians by the end of the school day.

In accordance with Oregon Department of Education attendance rules, if a student is absent more than 10 consecutive school days (either excused or unexcused), the student will be withdrawn on the 11th week day, or if notified during the ten-day period that the student will be absent for more than 10 consecutive week days, the student must be withdrawn on the day following notification whichever is earlier. Please note that reenrollment is subject to class availability.

MAKE-UP ASSIGNMENTS

Students are expected to make up assignments when they are absent. They will be given one additional day for each number of school days that they missed. (If absent one day, student gets one extra day.) It is up to the parent to make arrangements for the student to complete missed assignments. Please notify the teacher that you need make-up assignments. Assignments will be ready to pick up at the office as soon as possible. With a one-day absence, students will get the work they missed when they return. Check teachers' websites for this information also.

If a student is suspended from school, they will not be given additional days to make up assignments. If a student is assigned a longer suspension and assignments are provided for them, they must be completed upon return; otherwise they will be considered late. This information will be made clear to the student upon being suspended.

Middle School Students: When you return to school, it is ***your responsibility*** to request missing assignments from your teachers.

ACADEMICS

STATEWIDE ASSESSMENT

The school is accountable for delivering a quality education in a safe, nurturing, learning environment. Benchmark Testing by the State of Oregon in grades 3 through 8 is mandatory. Student progress will also be measured using assessments required by the Sherwood School District. The teacher will collect work samples and provide on-going evaluation in each content area. Because of the increased Oregon graduation requirements that require students to demonstrate proficiency in reading, writing, and math, the Sherwood School District has established growth targets for every student for each test of the Oregon Assessment of Knowledge and Skills (OAKS). These growth targets are based on the amount of growth a student must show each year to remain on target to meet Oregon Diploma Requirements and may be greater than the minimum score required to meet the State benchmark.

GRADING SYSTEM ONLINE

Grades 3 and above have online access to their grades using ParentVue, the Synergy Grades Online Grading System. At the beginning of the year, new families will be given an activation code to access the online grading system. Middle School students are encouraged to keep track of their own grades.

TEXTBOOKS AND READING BOOKS

Textbooks and workbooks are used in many classes here at SCS. Please do not write on or in the textbooks for any reason; any writing is considered vandalism. Loss of any school material will result in student being responsible for replacement cost.

Students should have a reading book with them at all times (except PE) to read when they have completed class assignments; it should be appropriate for reading level and content.

HOMEWORK

Homework is an integral part of your education at SCS. It is intended to reinforce and extend learning begun in the classroom, and it builds skills that require mastery and allows students more time to demonstrate learning. SCS students can expect homework each evening. Homework may also include assignments not completed during class time or assignments not completed correctly.

Homework Guidelines for Students: Strive to do your best. Record homework in an assignment notebook. Understand assignments clearly before leaving class. Bring home needed materials to complete assignments. Turn in assignments on time, and manage time wisely for long-term projects. Complete missed work due to absences. Talk to your parent or teacher if you are struggling with homework.

Homework Guidelines for Parents: Check your child's assignment notebook regularly. Provide a place and time for your child to complete assignments with limited interruptions. Actively supervise the completion of homework; assist, but do not complete assignments for your child. Help your child understand time management with long-term assignments. Contact the teacher with questions concerning homework.

PARENT REQUEST FOR ASSIGNMENTS

Families should plan trips outside of the school year. If your child is absent or going to be absent, the first step is to check the teachers' websites for assignments. If a student is absent due to a vacation, assignments will be provided at the discretion of the teacher.

ACADEMIC HONESTY

Students must complete their own assignments; otherwise, their actions may be considered "cheating" and they will face consequences. Copying another person's assignments requires teacher permission; if they have not received this permission, a teacher does not have to give credit. Plagiarism also includes copying content from the Internet and submitting it as your own work. Students who willingly give their

assignments to be copied can also be punished for cheating. Those who take someone else's assignments and put their name on it will face consequences for theft.

The consequence for cheating is typically handled by each teacher. Repeat offenders will receive disciplinary action. Any student who turns in work that has been copied from a source (and not cited) will receive no credit for the assignment. Parents will be informed. A second instance of plagiarism will result in loss of privileges and further consequences. Further, the office staff verifies parent signatures; students who forge a parent's signature will face disciplinary consequences.

APPEARANCE & PERSONAL PROPERTY

UNIFORM POLICY/DRESS CODE

Sherwood Charter School administration established the uniform policy to present and maintain an educational environment conducive to learning. A uniform wardrobe helps students develop a healthy pride in their school and a sense of belonging. It also helps build a sense of community. Just as athletic team uniforms promote unity and spirit, so does a school wardrobe. Our Uniform Policy also promotes a productive instructional environment as appropriate clothing minimizes classroom distractions, sets the tone for a proper work attitude, and helps students direct their attention to learning. A prescribed student wardrobe also helps eliminate "label competition" among students, externally equalizing all students and improving self-image for some. Student safety is also improved when clothing is uniform as it distinguishes visitors to the campus. While it is the responsibility of the Sherwood Charter School administration to determine the uniform code; parents and students share the responsibility for proper dress and grooming. For the full uniform policy and the policy reminder form, please see our website.

BACKPACKS

Backpacks are a student's responsibility. Each classroom has a location to keep backpacks during the school day. Please remember that anything in your backpack is susceptible to theft, so do not bring expensive items and large amounts of cash to school. SCS takes no responsibility for lost or stolen items. Report any missing item to your teacher, and we will do our best to help you find it. School faculty can inspect backpacks to search for items that are not allowed at school. If you are found with another student's property in your possession, you will be disciplined. Thefts may be reported to the Sherwood Police Department. Be respectful of other people's property.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Our electronic device rule is simple: "Off and away." SCS requires cell phones to be silenced or turned off and away from 7:40 am – 3:30 pm. They are not to be seen in the building at any time. You may use electronic devices before school and after school. During school hours, cell phones will be kept in backpacks. Cell phones may be confiscated if students are seen with one in the building during the school day. No other personal electronic devices are permitted unless directed by the teacher.

For further information, see the School's full Personal Electronic Devices and Social Media policy, found on the School's website.

LOST & FOUND

The lost-and-found cabinet is located downstairs of the main building. Lost-and-found items will be "cleared" periodically and donated to a charity organization, be sure to check often. We highly recommend labeling all personal property with a permanent marker to help us return it to you if found; this includes backpacks, clothes, shoes, personal calculators, school supplies, and sports equipment.

SEARCH & SEIZURE

Cubbies, desks and lockers are the property of the school and are provided for the convenience of students. School staff has the authority to conduct searches of school property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe

materials. SCS may search students, backpacks, and school supplies. Keep school and personal supplies free of prohibited items.

Students have the RIGHT:

To be present, whenever reasonable, when his or her property or school property in use by such student is being searched. There may be occasions, however, when school officials believe it is in the best interest of the safety of the students or the general welfare of the school to conduct a search in a student's absence.

Students have the RESPONSIBILITY:

To cooperate with school staff, including the school resource officer, during all searches.
Not to bring upon school premises, dangerous weapons (or look alike), unlawful drugs or other prohibited substances or items, constituting a potential threat to the health or safety of any person; a student will not store contraband in a cubby, desk or locker.
Each student will maintain his/her cubby, desk and locker in sanitary manner.

PARENT/TEACHER COMMUNICATION

The success of Sherwood Charter School will be due in part to positive, open communication between parents, teachers, and students. To maintain this positive learning environment, we need to work together to communicate successes and concerns in a responsible and respectful manner. This can be done in writing, by scheduling a conference, or by phone. IT IS BEST TO BEGIN THE COMMUNICATION PROCESS VIA EMAIL, REQUESTING A MEETING. When concerns arise on the part of parents or staff members, deal with these concerns as soon as is reasonably possible AND REQUEST A MEETING VIA EMAIL by contacting the person involved first.

Discussions about problems or issues will take place during non-class time and in a confidential setting. Complex issues will require an appointment and an agenda, so time and thought can be focused on positive solutions. Staff will address students, other staff, and parents in a professional manner. All reciprocal correspondence and communications will be respectful and relayed in a businesslike and cooperative manner.

COMPLAINTS

Complaints are handled and resolved as close to their origin as possible. The board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Team meeting with Teacher and Principal

Please note that these types of problems are not escalated to the board level.

Please refer to SCS policy KL-AR (Public Complaint Procedure) for clarification at the URL:

<http://policy.osba.org/shwdcht/index.asp>

Any individual who disrupts school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language, harasses staff with frequent and abusive emails, or who has otherwise established a continued pattern of unauthorized entry on school property, will be directed to leave school property promptly by the principal. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the principal or staff member will admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the employee will verbally notify the abusing party that his/her

participation in the meeting, conference or phone conversation is terminated and, if the meeting or conference is on school premises, the offending person will be directed to leave promptly. If an individual refuses to leave upon request, the principal may notify law enforcement officials.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are an opportunity to discuss student progress. We encourage parents to contact teachers between grading reports and conferences if there is a concern about student progress. Parent/Teacher Conferences may be scheduled for the 1st and 2nd grading periods to provide better understanding and cooperation between the teacher and the parents. Parents will be given ample time to sign up for their conferences. Attending at least one conference per year is strongly recommended.

Come prepared to conferences. Make a list in advance of what you want to discuss. Let the teacher know you have some questions and be specific: give concrete details that paint an objective picture of a problem. This way you can collaborate with the teacher on solutions.

SUGGESTIONS FOR COMMUNICATING WITH TEACHERS

Our goal is to partner with you in the education of your child. These suggestions will help to achieve effective communication with your child's teachers for their ultimate success in school:

Find the right time to speak to the teacher.

The best approach to communicate with a teacher is to first contact them via email to arrange a time during the school week to discuss a situation. The best time to have non-conference meetings is after daily pickup at the end of the school day though the teacher may suggest other times as are possible. Mornings before school and during pickup are not a good time for such discussions unless agreed upon in advance.

Understand effective ways to communicate

Email is the most effective way to communicate with teachers as handwritten notes can be lost. Email between parents and teachers will be timely, courteous, and respectful. Be mindful how you communicate over email as tone can be misconstrued. Staff will reply to email during school hours; the teacher's day ends at 4 pm. Emails received after 4 pm may be responded to on the next school day between the hours of 7:30 am and 4:00 pm. If you send an email during a different time frame, your email will be responded to the next day. Our teachers will strive to reply within 24 hours when an email is sent during the week. Emails on weekends will be read and responded to on Monday (or the first day back).

Be brief for faster response time

If you want a quick response, keep your correspondence brief. A short paragraph will get the fastest response. If more conversation is needed, please find a time to discuss the situation. Be specific about the issue and ask for guidance. For example, you might say, "Lucy's been having trouble with math homework recently; she struggled for 30 minutes and then stopped. Can we speak on the phone for a few minutes at your convenience about how to help?"

Discuss what matters most.

Your teacher wants to know about how best to teach your child, so share what your child loves to learn about as well as any struggles s/he may have. This way, you can look at the whole picture of your child together. If you have a report card to review, use it to brainstorm together how you can both support your child's learning, instead of dissecting each grade. Ask how your child functions in the classroom. Does s/he make friends? How does s/he resolve conflicts?"

Accept your differences with your teacher.

Every teacher is different and has a different teaching style. Recognize that your teacher may have different educational philosophies and different communication and teaching styles from you, but that doesn't make them a bad teacher. Some teachers will be older and seasoned veterans, others will be younger and more idealistic.

Ask what you can do to help.

When discussing a problem your child may have, ask the teacher for specific ways you can help at home. Ask them to define what your role should be in the problem-solving partnership.

PARENT OVER INVOLVEMENT

"Parent over involvement," is difficult to precisely define or quantify. The board wants to encourage all families to engage with the school in a positive manner and welcomes the volunteer efforts of parents and guardians when those efforts are helpful to teachers, staff, and the school generally.

Some examples of positive school involvement include:

- Volunteering to chaperone for your child's class field trip, participating while being attentive to the needs of the kids in class while quietly helping the teacher manage the outing.
- After being invited, helping in the classroom or with classroom projects and/or helping in the school office
- Volunteering with the PAC for school-wide events like Teacher Appreciation Week, Sherwood Community Friends Church appreciation and the semi-annual Scholastic Book Fair
- Volunteering at monthly, ongoing school events like the recent SCS Carnival or the Celebration of Learning

These types of volunteerism are positive as they are focused on supporting the good work of the teacher, the student, and more generally the school, for the betterment of the community.

Negative parent over involvement occurs in instances where parents' or guardians' conduct toward teachers, staff and even other families is overly critical, disruptive and adversely impacts the learning environment and the school community generally. Such involvement may be well-intentioned, nevertheless, the effect of such conduct can create a hostile and threatening environment for SCS teachers, staff and families. The board takes seriously its obligation to fully address these concerns and will take action to stop such conduct.

Some examples of negative parent over involvement include:

- Parents arriving unannounced to 'conference' about a student, versus making an appointment in advance after classroom hours
- Entering the classroom and observing instruction unannounced and then afterward critiquing instructors publically
- Acting without teacher consultation, rather than first obtaining their opinion when it is warranted
- Discounting teachers' and staffs' authority and not treating them as professionals
- Spreading gossip, rumor and innuendo about the school or staff while volunteering in the school/classroom or to the community at large
- The use of Social Media and message board to discredit the school or the school's staff

The handbook clearly establishes guidelines and approaches that each parent, student and teacher should strive to follow and agreed to when joining the SCS family.

The school community will strive to employ and exemplify the H.E.A.R.T. (Honor, Empathy, Accountability, Respect and Teamwork) skills throughout SCS to establish a school culture that supports efforts of families, teachers and staff to work in harmony for the betterment of the school community.

RIGHTS AND RESPONSIBILITIES OVERVIEW

PARENT-STUDENT-SCHOOL EXPECTATIONS

Sherwood Charter School is committed to academic excellence. To help bring out excellence in our students and staff we need to build a strong partnership between parents, teachers and students.

PARENT/GUARDIAN AGREEMENT

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- Make sure my child attends school daily and arrives on time.
- Set aside an appropriate time and place for homework.
- Encourage positive attitudes about school.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.
- I will treat teachers and administration with courtesy, dignity and respect.

STUDENT AGREEMENT

I want to succeed in school; therefore, I will strive to do the following:

- Do my PERSONAL BEST at all times.
- Be on time for school and ready to learn.
- I will work, communicate and behave in accordance with the school's Behavioral Expectations
- I will complete all my homework every night.
- I will speak to my teachers if I have a question or problem.
- I will be respectful and cooperative toward my parents and teachers.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.

TEACHER AGREEMENT

I believe that it is important for students to achieve. Therefore, I will strive to do the following:

- Respect the varied talents and learning styles of all students so they can reach their full potential.
- Supply students and parents with clear evaluations of progress, achievement and expectations.
- Respond in a timely manner to parent requests for information about their child's progress, behavior and problems.
- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the school community.

VOLUNTEERS

Sherwood Charter School welcomes and appreciates our volunteers. To volunteer in the school or chaperone on fieldtrips, a yearly criminal background check must be submitted and approved. Please request a link from the school office for the online form. Volunteers need to sign in and out daily; be trained by staff; and come by appointment only.

Volunteer Expectations

To make volunteering a successful experience for both you and the teacher, we have created a "volunteer protocol" that outlines the best way you can help us as a classroom volunteer. Please take a few minutes to review it; feel free to ask for clarification from the teacher you are helping.

- Pursuant to ORS 326.607, you must pass the background check in order to volunteer. You may not serve as a volunteer while background check results are pending.
- Please make arrangements with the teacher 24 hours in advance via email to inform him/her that you are interested in helping in the classroom. This gives the teacher time to prepare for your help so that your time is put to good use.

- If you are unable to volunteer on the time that you have committed to being in the classroom, please notify the office so the teacher can adjust plans, if necessary.
- Depending on the day/time, the tasks that the teacher may ask of you could vary from helping an individual student on a concept, photocopying materials, creating answer keys, or working with a small group. Please be willing to do whatever is asked of you to help the teacher.
- If you are volunteering in your child's class, be sure to park in the lower lot.
- After signing in at the office, please sit in the designated spot in the classroom until the teacher can talk to you about the tasks that they would like you to perform. This way, there is minimum disruption to classroom routines. (The teacher may have a basket ready for you, but in some cases, they may need to provide direction.)
- If students engage you in a conversation, politely tell them that you are here to help the teacher and will talk to them later.
- Some students work well with their parents; others struggle to be productive with their own parent as helper. The teacher will assign a volunteer to work with her/his own child only if s/he deems it productive. This varies from student to student and decision will be made on an individual basis.
- If you do not understand a task, please wait to ask for clarification until the teacher is not directly working with students. If you disagree with a grading procedure or an instructional practice, please do NOT state that in the classroom. This is not the time or place for such a conversation since it takes away from the classroom routines. Set up a time to talk that works for both you and the teacher after school hours.
- **Keep information confidential:** Do not tell a student how any student did on a test, nor share with parents how any student is performing in a classroom.
- When finished volunteering, please leave quietly so as not to disrupt the classroom.
- Do not put yourself in a one-on-one environment with a student without teacher instruction.
- Please do not use student bathrooms; single-stall bathrooms are available upstairs for adult use IN THE MAIN BUILDING. While in the portables, parents may use the individual bathrooms when available.

PARENT ADVISORY COMMITTEE

The PAC is a volunteer organization made up of parents and guardians of SCS students with its main focus on fundraising to benefit the school.

PAC MEETINGS

Parent Advisory Committee (PAC) meetings are usually held monthly. Please visit the URL <http://sherwoodcharterschoolpac.blogspot.com> for more information.

IMPORTANT HEALTH INFORMATION

IMMUNIZATION

All students must be fully immunized in accordance with Oregon Revised Statutes and rules related to immunization or they may be excluded from school until immunization requirements are met. A

certificate or statement indicating, that for medical or religious reasons, the student should not be immunized may be presented. Copies of medical records are acceptable proof of immunization.

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

PARTIES & CELEBRATIONS

Students may have occasional classroom celebrations: Harvest Party, Winter Party, and H.E.A.R.T. WEEK. Additional parties may be held if they relate to the curriculum. Staff encourages parents to bring healthy foods for these celebrations. **Foods must be brought in store bought packaging. Homemade/baked goods are not allowed.** This is to be in compliance with Oregon State law to reduce the risk of causing illness by reason of spreading disease organisms or other contamination.

Note: If your child is having a party at home, invitations can be distributed in school only if **ALL** students in the classroom are invited.

PROCEDURES FOR MEDICATION ADMINISTRATION IN SCHOOL

Please see the full text of the following Sherwood Charter School policies on our website:

- Administering Non-Injectable Medicines to Students Policy** (JHCD)
- Administering Injectable Medicines to Students** (JHCD/JHCDA-AR)
- Students - HIV, HBV and AIDS** (JHCCA)
- Reporting of Suspected Abuse of a Child (JHFE)

Parents are encouraged to administer medication to their children before and/or after school hours. Prescriptions may be given at school only by trained staff. Parents are responsible for bringing the medication to school office and completing the required forms. Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times cannot be accepted.

PRESCRIPTION MEDICATION

- Requires written instruction from a physician; the prescription label meets this requirement. Any changes (in instructions, dosage or frequency) must also be per a physician written order.
- Requires written parent or guardian permission.
- The medication must be in the original pharmacy container.

MEDICATIONS

- May only be given as ordered by the physician on the prescription container.
- May be given within the 30-minute 'window' before or after the prescribed time.
- Cannot be dispensed at alternate times to accommodate early releases from school and/or classes.
- The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.

NON-PRESCRIPTION/OTC MEDICATIONS

- These are limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. They require written parent or guardian permission which includes the following information:
- Student name
- Name of medication
- Dosage (per manufacturer's recommendation), Route, Frequency of administration - School may only administer medications following the manufacturer's recommendations

- Other special instruction (e.g. purpose for medication – symptom specific)
- Signature of parent / guardian
- Must be commercially prepared and non-alcohol based
- Necessary for student to remain in school
- Must be in the original container or packaging with manufacturer’s recommended dosage schedule included.

COMMUNICABLE DISEASE REQUIREMENTS

Program or Service:

1. A student suspected of having a disease that would restrict him or her from attending school will be screened by an administrator or designated school staff person, who may decide the condition should be assessed by a health-care provider.
2. A student excluded due to a school-restricted disease will be re-admitted with a written statement from a physician or by a local health department nurse, school nurse, school administrator, or designated school staff person, or when the disease is no longer communicable.

Reporting:

1. The school will notify the parent/guardian of a student's need for assessment.
2. Report suspected conditions/diseases to the local health department. (Required by OAR 333-018-0005.)

Procedures:

1. Observe or screen students or staff for any signs and symptoms as noted in the Communicable Disease Guide.
2. Refer student to trained staff.
3. Designated staff will notify the parent/guardian.
4. Exclude student, as required by law.
5. Report incident to the local health department, as required by law.

COMMUNICABLE DISEASE GUIDE

Head Lice: Incidents of head lice are an on-going problem. When necessary, we will conduct spot head checks or inspect the entire student body. We need to be very strict on this matter to prevent infestation as it can get out of hand very easily. To be absolutely safe from further contamination, we maintain a "no live lice" policy. All live lice must be removed prior to re-admittance to school. Parents must bring the child into the office for a check before re-admittance to class.

Chicken Pox: What to look for: Slight fever and skin rash, which starts as solid, raised reddish spots and changes to blisters with liquid in them within a few hours. The scabs are not contagious. Usually, a person becomes sick with chicken pox 2-3 weeks (14-21 days) after exposure. A person is contagious from two days **before** the rash breaks out until about six days after the first "crop" of blisters breaks out.

Conjunctivitis (pink eye): What to watch for: The lining of the eye is red and the eye is weepy. There may be pus coming from the eye. Often, in the morning, the eye is crusted over and "glued" shut. Viruses or bacteria may cause it. Viral or bacterial conjunctivitis is contagious. Usually a person gets contagious conjunctivitis 1-3 days after being exposed.

WHEN YOUR CHILD IS SICK

Parents: Please, **do not** send your children to school when they are sick. To ensure a healthy environment at SCS, please keep your child at home if s/he has any of the following symptoms:

1. Has a **fever** over 100 degrees;
2. Has diarrhea or is vomiting;

3. Has a severe cough;
4. Has skin lesions, eye lesions, or rashes that are severe, weeping, or pus-filled;
5. Complains of a stiff neck and headache with one or more of symptoms listed above; and/or
6. Has live lice.

Our staff will be helping to check for the listed symptoms above during the school day. Also, upon your child's return to school, we will need a note stating the dates gone and the reason for the absence. We need to report excused absences to the state.

Following exclusion from school due to health reasons, the following are guidelines for **re-admittance**:

- **Fever:** 24 hours after temperature returns to normal (without the use of medication to drop temperature);
- **Diarrhea:** when diarrhea has stopped for 24 hours or with doctor's written statement that the diarrhea is due to a non-communicable cause;
- **Vomiting:** when vomiting has stopped for 24 hours;
- **Severe Cough:** when cough has stopped for 24 hours or with doctor's written statement that the cough is due to a non-communicable cause;
- **Eye Infection:** when infection is gone or after appropriate treatment(s) with doctor's written consent;
- **Rash:** when rash is gone or if doctor gives written notice that the rash is non-communicable or after appropriate treatment(s), with the doctor's written consent;
- **Chicken Pox:** when all pox have scabbed over (no new or open blisters are present) and other symptoms of illness are gone (usually 5-7 days);
- **Head Lice:** when all live lice have been removed and hair/scalp has been treated with an approved shampoo and the child has a complete clothing change (coat, hat, and underwear too). Appropriate measures should be taken to avoid re-infestation at home (i.e. laundering of personal items and bedding, use of lice spray, vacuuming, ironing or heating objects in a hot dryer and/or placing items in an airtight plastic bag for one-two weeks.) To help prevent the spread of head lice, we ask that students do **not** share combs and hats.

If for any reason, you are concerned about your child's health, please contact your physician. If your child develops a communicable disease, please call SCS so we can notify other parents that their child may have been exposed. If a child becomes ill at school, we will call the phone numbers on the emergency card. If needed, the child will be removed from contact with other children until picked up. Please call the school if you have any questions.

If a child becomes ill at school, we will call the phone numbers on the emergency card. If needed, the child will be removed from contact with other children until picked up. Please call the school if you have any questions.

CHILD ABUSE AND SEXUAL HARASSMENT

REPORTING OF SUSPECTED CHILD ABUSE

Any SCS employee who has reasonable cause or reasonable suspicion to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, by any adult or by a student with whom he/she is in contact has abused a child, is required under Oregon law

to immediately notify the Oregon Department of Human Services, Community Human Services or the local law enforcement agency. The school employee is also required to immediately inform the supervisor or school administrator. Abuse of a child by public charter school employees or by students will not be tolerated. All SCS employees are subject to this policy and the accompanying administrative regulation. If a SCS employee is a suspected abuser, reporting requirements remain the same.

For more information, please refer to the School's full child abuse reporting policy, available at the School's website.

REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS

Sexual conduct with students by SCS employees as defined by Oregon law will not be tolerated. Any and all SCS employees who have reasonable cause to believe that another public charter school employee or volunteer has engaged in sexual conduct with a student must immediately notify the public charter school administrator.

For more information, please refer to the School's full policy concerning the reporting of sexual conduct with students, as well as the School's Sexual Conduct Complaint Form, both available at the School's website.

SEXUAL HARASSMENT

The public charter school board is committed to the elimination of sexual harassment in public charter schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, public charter board members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance. All complaints about behavior that may violate this policy shall be promptly investigated.

For more information, please refer to the School's full sexual harassment policy, available at the School's website.

SAFETY POLICIES/PROCEDURES

The safety of children is our top priority at Sherwood Charter School; therefore, SCS has developed school policies and rules that help create a safe and respectful learning environment. Students are **responsible** for following all school policies; the complete set of policies can be found on the school website. A hard copy is also available in the school office for reference. If you or your student have a question about the rules and policies, please contact the principal.

Student Safety Procedures:

- Students in grades K-5 will be escorted by their teacher, or a staff member, to all specials and class activities outside of the classroom (PE, lunch, etc.).
- Students in K-3 who need to leave the portables (from class, music, art, etc.) will be escorted by a buddy.
- A stop sign will be used at the crosswalk during afternoon carline, so that all vehicles will be required to look for children before proceeding through the parking lot.
- Every teacher will teach/reinforce outdoor safety skills and proper use of the crosswalk.
- Students will check out with the teacher after all field trips and special events before leaving school property.

- If a grandparent or other family member wants to eat lunch or pick up a student, the parent needs to contact the school office and indicate their approval. All visitors must check in /out at the school office.
- Throwing pencils, shooting rubber bands and other projectiles is dangerous and is not allowed. In certain circumstances, they may be considered weapons.
- School-wide safety drills will be done on a regular basis to teach students what to do in the case of a major emergency.

ACCIDENT/EMERGENCY

Please be sure that the office has CURRENT information regarding how parents and other emergency contacts can be reached. Students should report all accidents or injuries immediately to an adult.

VISITORS TO SCS

Parents, guardians and guests are welcome to visit the classrooms at a previously arranged time. Check in at the office prior to going to the room to sign in and get a visitor badge. We must have an account of who is in our buildings/on campus at all times for the safety of our students. Students are not allowed to bring friends, relatives, or former students to visit.

SOLICITING AND DISTRIBUTION OF NON-SCHOOL SPONSORED MEDIA

Students are not allowed to bring items to school to sell without permission.

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

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials (“Non-school-Sponsored Media”) may not be sold, circulated, or distributed on district 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 school administration for review and approval before distribution 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.

The district may designate the time, place, and manner for distribution of any non-school sponsored media.

DRILLS – FIRE, EARTHQUAKE, AND OTHER EMERGENCY DRILLS

Pursuant to ORS 336.071, instruction on fire, earthquake dangers and safety threats shall be conducted for at least 30 minutes each school month. At least one fire drill for students will be conducted each month. In addition, at least two drills on earthquakes, and at least two drills on safety threats, will be conducted for students each year.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

EMERGENCY SCHOOL CLOSURES

In case of hazardous or emergency conditions, the School administration may alter school schedules as appropriate to the particular condition. Such alterations may include school closure, delayed openings, and/ or early dismissal of students.

STUDENT CONDUCT

The public charter school board expects student conduct to contribute to a productive learning climate. Students shall comply with the public charter school's written rules, pursue the prescribed course of study, submit to the lawful authority of public charter school staff and conduct themselves in an orderly manner at the public charter school during the school day or during public charter school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

Students in violation of public charter school board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to, or granted to, students may also be denied and/or revoked (e.g., special events and activities, class or club office positions, etc.). A referral to law enforcement may also be made.

STUDENT COMMUNICATION AND CONFLICT RESOLUTION

CHOOSE YOUR WORDS WISELY/USE APPROPRIATE LANGUAGE

Students are **responsible** for what they say, so they must think before they speak. Words have the power to hurt or help. Spreading rumors, for example, is hurtful and may also be considered harassment. Students should not use words with the intent to hurt someone else. Using swear words, gestures, religious, racial, or sexual slurs as well as other hate words is not allowed. When upset with someone, cool down before you say something that can get you into trouble. Words that sound like swear words or gestures that appear unacceptable are also not allowed. If we cannot tell the difference or feel that you are simply using a "sound-a-like", it will be treated the same as profanity. **Be Respectful** of others and yourself and learn to express yourself in a socially acceptable way, especially when you are angry.

In school, freedom of expression is balanced with the need to maintain a safe environment and one that is orderly for learning. Students cannot say, wear, or write anything they want in the name of free expression. As soon as such expression threatens another person, they will be subject to disciplinary consequences such as suspension. A threat is defined as placing another person in fear of imminent physical injury by word (written or verbal) or conduct.

VIOLENT LANGUAGE

Threats and violent language are taken very seriously due to school violence in recent years across the country. For this reason, **students must be careful of what they say!** If students make statements or threats to kill or hurt someone, bring a weapon or dangerous item to school, or commit any violent act, it will be taken seriously. Making comments of this nature will usually result in a suspension until the school and/or police decide whether or not a real threat exists. If you know of a student who speaks of violence, makes threats, or seems intent on hurting someone or themselves, **Be Responsible** and let an adult know right away.

TELEPHONE USE

Telephone messages from parents will be relayed to students if they are received before 3:00 pm. If students need to call home, they must ask permission to use the phone in the office. Calls from the classroom are not permitted. Please make plans and transportation arrangements prior to the start of school day.

RESOLVING PROBLEMS WITH OTHER STUDENTS

If you are having a problem with a fellow student, try to resolve the issue between the two of you. Conflict resolution is a valuable life skill that you will practice throughout your life. If you need help coming to a resolution, talk to your teacher or counselor; they are here to help you. If that doesn't work, talk to your parents. You may also request to talk with the Principal.

RESOLVING PROBLEMS WITH TEACHERS

If you have a concern about your teacher, ask to speak with them at a time that works for both your teacher and yourself. The next step is to speak to the principal.

FIGHTING

All students are entitled to attend school in an environment where fighting or physical violence of any kind does not occur. Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. Disciplinary action may include suspension and/or expulsion. Therefore, students are not allowed to fight, encourage others to fight, or be a spectator to a fight. If you see a fight about to start, **be responsible** and get an adult. Most fights start by students picking on each other. If you feel you are getting picked on, get away from the situation and see a teacher, counselor, or an administrator.

"Minor" fights (pushing, name calling, on the verge of throwing punches) may get you an in-school suspension. Fights where punches are thrown may get you suspended from school, along with additional consequences.

GETTING HELP/COUNSELOR INFORMATION

Our school counselor is available to help you and your parents with social problems, academic concerns, and personal/family problems. Information shared with a counselor is confidential. Counselors, however, are required by law to report any concerns they have regarding your safety or the safety of others. Parents may contact the office to get the counselor's email address.

CHARACTER DEVELOPMENT & BEHAVIORAL EXPECTATIONS

SCS believes that character development is as important to a child's education as other academic subjects. It operates with the philosophy that *discipline starts with prevention*. As a community, we agree that building relationships based on trust and respect is the most important part of prevention. "**The 3 Be's**" serve as our guide.

BE SAFE: Follow the rules for being safe inside and outside of the building, including recess times, arrival and dismissal times, cafeteria, and all common areas.

BE RESPECTFUL: Respect others, yourself and our environment.

- **RESPECT OTHERS:** Everyone deserves to be treated with kindness and a level of respect; even someone you may not like deserves to be treated like you would want to be treated. Value the opinions and perspectives of others. Be respectful and people will respect you.
- **RESPECT YOURSELF:** When you respect yourself, you give your best effort and are diligent in study. To move forward in your education and career, you have to do your best. Believe in yourself and strive for self-discipline, which means learning to control your behavior and emotions. Come to school prepared and ready to make positive contributions.
- **RESPECT OUR ENVIRONMENT:** Please be responsible and take care of your own belongings, our school facility, and surrounding community. Demonstrate pride in and appreciation for the community that provides us with a fantastic place to learn.

BE RESPONSIBLE: Show integrity and strong moral character. Live your life in a way that matches what you say. Be consistent with how you treat people, including yourself. When you are responsible, you will have no problem following the other school-wide rules.

These rules permeate all that we do at SCS. Specific examples may be found in the table on the following page. We hope the school-wide rules apply not only to what you do here at school but also the rest of your life.

3BE'S BEHAVIOR EXPECTATIONS

Location	Be Safe	Be Respectful	Be Responsible
Common Areas	<ul style="list-style-type: none"> • Walk facing forward • No running • Keep hands, feet, and objects to self • Get adult help for accidents and spills • Use all equipment and materials appropriately 	<ul style="list-style-type: none"> • Use kind words and actions • Wait for your turn • Clean up after self • Follow adult directions 	<ul style="list-style-type: none"> • Follow school rules • Remind others to follow school rules • Take proper care of all personal belongings and school equipment • Be honest
Gym/Cafeteria	<ul style="list-style-type: none"> • Don't share food • Sit with feet on floor, bottom on chair and facing table • Keep hands to yourself 	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices 	<ul style="list-style-type: none"> • Raise hand and wait to be excused • Clean own area when finished
Passing Areas: Halls, commons, sidewalks	<ul style="list-style-type: none"> • No running • Stay to the right, single file • Allow others to pass • Walk using safety rules 	<ul style="list-style-type: none"> • Hold the door open for the person behind you • Use quiet and kind voices • Keep body to self 	<ul style="list-style-type: none"> • Follow the rules that are presented by staff
Bathrooms	<ul style="list-style-type: none"> • Keep water in the sink • Wash hands • Put paper towels in garbage 	<ul style="list-style-type: none"> • Give people privacy • Use quiet voices • Be timely, do not hang out in the bathroom 	<ul style="list-style-type: none"> • Flush toilet after use • Wash hands • Return to room promptly
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Wait calmly • Do not use loud voices 	<ul style="list-style-type: none"> • Use kind words and actions • Follow adult directions 	<ul style="list-style-type: none"> • Arrive on time • Leave on time
Special Events and Assemblies	<ul style="list-style-type: none"> • Carry chairs properly • Walk single file 	<ul style="list-style-type: none"> • Use audience manners • Sit on bottom • Enter and exit quietly • Respect personal space 	<ul style="list-style-type: none"> • Follow directions • Remind others to follow directions
Playground/ Recess	<ul style="list-style-type: none"> • Walk to/from the playground • Stay within boundaries • Be aware of activities/ games around you • No play fighting • What's on the ground stays on the ground 	<ul style="list-style-type: none"> • Play fairly • Include everyone 	<ul style="list-style-type: none"> • Use hall/bathroom pass for leaving the area • Return equipment

♥ HEART SKILLS

In addition to “**The 3Be’s**,” another component to our character development is a program known as **H.E.A.R.T.**, and it encompasses the values of Honor, Empathy, Accountability, Respect and Teamwork. These values guide our conduct, choices, and actions. They are introduced in kindergarten and reinforced throughout each year at SCS. Some character development programs focus on what children are doing wrong. With HEART, the focus is on what a child is doing right. We aim to draw the best from our children—to help form their hearts as well as their minds.

RECESS BEHAVIOR

Indoor Recess Expectations

- Walk only and use indoor voice. Take turns and share.
- Play in open spaces; play board games at tables.
- Respect indoor recess equipment.
- Clean up after yourself before choosing another activity.
- Keep hands, feet, and objects to yourself. Be safe!

Outdoor Recess Expectations

- Walk to and from the playground; stay within cone boundaries. No pushing or shoving.
- Be aware of activities/games around you.
- No play fighting, tackling, or wrestling (no weapons).
- No climbing on the fence; no playing behind bushes or shed.
- Throw balls “to people” not “at them.”
- Play fairly; share and take turns; include everyone.
- Arguments and fighting may cancel games.
- Obey recess staff; line up quickly and quietly when whistle blows.
- Respect equipment; return equipment after use.
- Ask permission before chasing others or playing tag.
- Use building pass for leaving the playground.

The first time a rule is broken, student will receive a warning. (Parent helpers, please inform teacher first.) If a rule is broken a second time, a privilege will be lost. Extremely unsafe behavior will result in immediate removal of child to the curb for a time-out (depending on the grade level of student = amount of time-out minutes).

BUS CONDUCT/FIELD TRIP BEHAVIOR

Proper bus conduct is crucial for student safety. We rely on the bus driver to safely transport students; for this reason, the bus driver has complete authority on the bus. The school supports the driver regarding any student misbehavior on a bus.

LUNCH TIME

SCS is unable to provide hot lunch services at this time. Each student must bring an adequate, healthy snack and lunch from home each day and a water bottle (soda and candy are not allowed). Information regarding supplemental lunch programs will be distributed via email when programs are available.

Lunch is a great time to take a break from your classes and socialize with your friends. Maximize this time by following these **Lunch Room Expectations:**

- Walk when you report to lunch; runners will be asked to go back and walk.
- Keep all food to self (no sharing); keep hands to yourself at all times.
- Face the table and keep bottom on seat.
- Allow anyone to sit next to you/no saving seats.
- Clean your own area when finished; pack uneaten food back into lunch bag.
- When finished eating, prepare trash for discard; wait until dismissed to throw away trash.
- If you have a question or comment, raise hand and wait for teacher response.

If you break a rule, you will be removed to a separate eating area. If you engage in unsafe behavior, you will immediately be removed to a separate area.

RESTROOM USE

We expect you to use the restroom responsibly according to your teacher's rules. Damage or destruction of restroom facilities will result in disciplinary actions. Please follow these **bathroom expectations**:

- Always have a bathroom pass and use quiet voices.
- Flush toilet after use; keep the area clean.
- Wash hands using soap; keep water in sink. Use 1-3 paper towels; place used towels in trash can.
- Give others privacy (no peeking, no climbing).
- Return to room promptly.
- Notify an adult of problems.

ASSEMBLY BEHAVIOR/GUEST SPEAKERS

Good behavior at assemblies is very important for both safety and courtesy to those who are kindly giving of their time. Please follow these rules at all assemblies:

- Enter and exit quietly in single file line; follow directions.
- Sit on bottoms where you are assigned; respect personal space.
- Do not talk during the assembly.
- **Be Respectful** to the presenters.

Failure to follow these rules could result in disciplinary action, including removal from the current and/or future assemblies.

GUEST TEACHERS

Students are expected to treat all guest teachers with respect and courtesy.

HALLWAY, SIDEWALK & CROSSWALK EXPECTATIONS

- Walk quietly. Stay to the right, walk in a single-file line.
- Stay in crosswalk from beginning to end; allow others to pass.
- Use quiet and kind voices; keep hands and feet to self.
- Be respectful of church and school property (hands off walls, artwork, etc.).
- Follow adult directions.

STUDENT INTERVIEW BY POLICE OFFICERS

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

Parents are advised that in suspected child abuse cases, the Children's Services Division, 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.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students. Building administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. All media representatives must check in at the school office when entering school grounds during regular school hours.

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not disrupt the school programs in any unreasonable way and shall comply with Board policies and district goals. Media representatives are required to gain prior approval from the building administrator or designee before accessing students

involved in newsworthy events or instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parent approval before publication. Parents who do not want their student interviewed or photographed by the media must indicate this to the school. They should also direct their student accordingly. Parents will be advised of this policy at the time of the student's registration and each fall in the Student/Parent Handbook.

PROHIBITED OR RESTRICTED ITEMS

Students may NOT bring the following items to school; these items are prohibited:

- Aerosol Cans: The spray from aerosol containers can be harmful to your health or cause allergic reactions in others. This includes any spray bottles of perfume, hair spray, or deodorant (like Axe). If you are wearing perfume or cologne, make sure it is not strong enough to be distracting.
- Drugs, alcohol, or tobacco
- Fireworks, explosives, matches, or lighters
- Gum: If you repeatedly chew gum, it will be considered defiance.
- Laser pointers
- Pictures with drug, alcohol, or tobacco references
- Pornography or other sexually explicit items
- Stink bombs or pepper sprays
- Walkie-talkies
- Weapons of any kind or lookalikes or handcuffs
- Whiteout and/or rubber cement

SCHOOL POLICIES

The full text of SCS policies in regard to the following important topics can be found at our website:

- Corporal Punishment
- Discipline of Students with Disabilities
- Expulsion
- Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence
- Student Conduct
- Student Discipline
- Suspension
- Threats of Violence
- Tobacco-Free Environment Policy
- Use of Restraint and Seclusion
- Use of Tobacco, Alcohol Drugs, or Inhalant Delivery Systems**
- Weapons in the Schools

TOBACCO, ALCOHOL & DRUGS

Do not bring, sell, buy, hold for a friend, give, do, eat, drink, carry or anything else that involves alcohol, tobacco, or other drugs. This includes tobacco in all its forms, including electronic cigarettes and other "vaping" devices. **Be Respectful** of yourself and do not get involved in alcohol and drugs. Report any knowledge of students engaging in drug or alcohol use to an adult at school. Doing this could save a life. **Respecting others** may mean letting an adult know of a friend who might be hurting themselves. If you have a problem with these items or there is a problem at your home, we are here to help you. Our counselor is the best one to talk with, but feel free to talk with any staff member.

It is the public charter school's obligation to protect the health, welfare and safety of students. In light of scientific evidence that the use of tobacco is hazardous to health, and to be consistent with public charter school's curriculum and Oregon law, student possession, use, distribution or sale of tobacco in any form, including electronic cigarettes and other "vaping" devices, on public charter school's premises, at public charter school-sponsored activities, on or off public charter school's premises, in public charter school-owned, rented or leased vehicles or otherwise, while the student is under the jurisdiction of the public charter school is prohibited at all times.

Student substance abuse, possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, on or near public charter school grounds or while participating in public charter school-sponsored activities is prohibited and will result in disciplinary action. If possession, use, distribution or sale occurred near public charter school grounds, disciplinary action may include removal from any or all extracurricular activities and/or denial or forfeiture of any school honors or privileges (e.g., special events and activities, class or club office positions, etc.). If possession, use, distribution or sale occurred on public charter school grounds, at public charter school-sponsored activities or otherwise while the student was under the jurisdiction of the public charter school, students will be subject to discipline up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student may be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

WEAPONS

SCS has a "zero-tolerance" philosophy regarding any type of weapon in or around school grounds/facilities. **Possessing or using weapons (including "look-alikes" or any other inappropriate item) that is a threat to the safety or effective operation of the school is strictly prohibited.** Students who promote or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and/or legal action being taken against them or their families. Disciplinary action will include suspension and expulsion.

Exceptions to the forgoing rules to possession of weapons or look-alikes as used in dramatic productions, athletic events, classroom instruction or school clubs/activities are only permitted with prior written administrative approval and under direct staff supervision.

If you find a potentially dangerous item, tell the office or a teacher immediately. Do not touch bullets, weapons, syringes, or other dangerous items if you find them.

BULLYING & HARASSMENT

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This link describes the definition of bullying in detail: <https://www.stopbullying.gov/what-is-bullying/index.html>

The tactic of making another student's life miserable, or making him or her feel intimidated or threatened, will not be tolerated. This includes groups of people making another group of people feel smaller or inferior. **Be Respectful** and treat others the way you want to be treated. If you bully another student physically, verbally, or even non-verbally, you will receive harsh consequences such as suspension or expulsion. In addition to bullying someone at school, you can also face consequences for cyberbullying. This is bullying someone via text messages, emails, social media like Facebook, or over the phone.

It is NOT okay to:

- **Make a threatening gesture or statement.**
- Call names, spread rumors or lies. Say nasty or swear words.

- Push, poke, trip, or punch others; block someone’s movement or progress.
- Stare, glare, or give mean looks with the intent to intimidate or provoke.
- Take or destroy someone’s property.
- Lie to an adult with the intent to get someone else in trouble.
- Make unkind remarks about someone, their friends, or family; call someone fat, short, or other things with the intent to hurt feelings.
- Make sexual, racial, or religious slurs.

All of these are forms of harassment or bullying. The extent, number of offenses, and severity of any of these will result in anything from a warning to an expulsion

If someone is harassing you follow this plan:

1. Ask them to stop.
2. Tell a school staff member and/or a parent.
3. If you feel in danger, you should let an adult know immediately.

SCS students, parents and volunteers or third-party, non-school individuals who engage in such activities can expect to be held responsible for their actions in addition to the possibility of civil and legal action being taken against them and their families. In addition to school or district disciplinary consequences, any student involved in a harassment incident or incidents can be required by the district to have a psychological assessment prior to returning to school. The student’s family or guardian will incur the cost of this assessment.

Bullying and harassment are now criminal offenses in the state of Oregon. Depending on the extent of the infraction, local police officials may be called in order to issue a citation along with a referral to juvenile authorities. Reports should be made to the school principal or counselor. For additional information regarding school investigation and disciplinary action, please contact the school administrator/principal.

For more information, please refer to the School’s full Harassment/ Intimidation/ Bullying/ Menacing, Cyberbullying/ Teen Dating Violence/ Domestic Violence policies, found at the School’s website at Resources > SCS Policies (<http://policy.osba.org/shwdcht/index.asp>).

ELECTRONIC COMMUNICATION SYSTEMS USE POLICY

Students may be permitted to use the school’s electronic communications system only for educational purposes consistent with the school’s mission or goals. The school’s electronic communications system meets the following federal Children’s Internet Protection Act requirements:

- Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or with respect to the use of the computers by students, harmful to students;
- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The online activities of students are monitored. Students do not have a reasonable expectation of privacy when using the school’s electronic communication systems;
- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using e-mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited;
- Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
- Measures designed to restrict students’ access to harmful materials have been installed.

The school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the school's information system are the school's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited.

To maintain system integrity, monitor network etiquette and ensure that those authorized to use the school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail, sent or received, generated or stored on school servers are not private and may be subject to monitoring. By using the school's system, individuals consent to have that use monitored by authorized school personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on school computers and district-owned e-mail system.

CONSEQUENCES & DISCIPLINE

STUDENT DISCIPLINE POLICY

Discipline in the public charter school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the public charter school's discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The public charter school board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The public charter school administrator will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others will be offered corrective counseling and be subject to disciplinary sanctions.

The public charter school shall enforce consistently and fairly all student conduct policies, administrative regulations and school rules. A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended or expelled in accordance with Board policies and administrative regulations. Such policies and regulations will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

SUMMARY OF DISCIPLINE

The full text of Sherwood Charter School's Policies and Procedures on Discipline can be found in the school office and on the School's website.

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.

5. Off school premises when such conduct involves threats or harm to students, staff and/or school or district property.

The student may be referred to a school counselor, the principal, or Threat Assessment Team. The staff at SCS strives to create a safe and positive learning environment where students feel accepted and valued by their peers and the staff. Student behavior plays a large role in creating the type of school environment that we desire. Our discipline system is designed to support your child's educational rights by directing students to make responsible decisions about appropriate behavior.

The variety of discipline consequences at SCS are described here. **An actual consequence for misbehavior will depend on the seriousness of the problem, severity of the problem, attempts to change the student's behavior, the student's prior discipline history, and other subjective factors like attitude.**

For minor behavior infractions, all teachers, staff and administration follow the following discipline protocol. **Minor Infractions include:** being out of seat without permission; interrupting; arguing/defiance/uncooperative behavior; minor safety issues; being disrespectful to peers/teachers; and profanity.

1. **Gentle Reminder:** The words "Gentle Reminder" are used to calmly bring to the group and the student's attention that they are breaking rules. This is to inform them that they are taking away from the learning of others.
2. **Verbal Warning:** If the behavior continues, a warning will be given. It will be given specifically to one child and directly stated.
3. **Processing Form:** If the student's misbehavior continues, the child will be processed. Processing involves the student being moved to another area to take a moment to reflect on their misbehavior while filling out an age-appropriate problem-solving form. During this time students are asked to think about their behavior. The teacher, staff member, or administrator giving the process will add their explanation of the situation to the processing form prior to sending it home for a parent signature.
4. **Parents:** Parents are sent an email that indicates a process form was filled out. The form needs to be returned with a parent signature the following school day. Parents are encouraged to discuss the form and process with their child.

Listed below are examples of infractions that may result in one or all of the discipline steps. **Steps in the discipline protocol may be skipped due to the severity of the misbehavior or prior disciplinary actions.** These exceptions will be made at the teacher's or principal's discretion. Parents will be notified in a timely fashion of any behavior leading to immediate process, detention, suspension, or expulsion.

Major infractions result in an automatic office referral and are handled by the principal. These infractions are not limited to on-school property or school hours. **Major Infractions include:** Threatening, fighting or harming another person; vandalizing anyone else's property; bullying or harassment; a pattern of continual classroom minor infractions; any illegal act; and unexcused absences.

CLASSROOM CONSEQUENCES

The teachers at SCS dedicate their time and talents to your education. When your behavior makes it difficult to provide good instruction, you will find yourself facing consequences. Individual teachers handle most disruptions. Here are some of the things that teachers may do:

- Change where you sit.
- Contact your parents by phone, note, or email.
- Arrange a meeting with you, your parents, and administration.
- Remove you from class activities.
- Have a student report to their room for lunch.
- Refer you to the principal's office.

APOLOGY

Students are often required to write or offer a verbal apology to students, staff, substitute teachers, or others they have offended. Those with **Integrity** are willing to say they are sorry.

LOSS OF YOUR FREE TIME

Misbehavior often results in the loss of student's free time before school, passing time, lunch time, or time after school. All of these are a form of detention. You will be given specific instructions as to when and where you are to report if you lose some of your free time.

RESTITUTION

Damaging someone else's property will result in restitution. This means paying for damaged or ruined property. This also includes the school's property as well, like desks, books, walls, and chairs.

MENTAL HEALTH ASSESSMENT

When a student makes threats of harm or violence, an investigation is done before the student is allowed back to school. One of the pieces of that investigation may be a mental health assessment. This tool allows us to have a professional psychologist or health related person give an evaluation to determine whether it is safe to allow the student to return to school.

DISCIPLINE OF OTHERS

Staff members have the responsibility to take action when they see a student breaking a rule or creating an unsafe environment. Many times, students feel the need to stand-up for their friends. Please do not interfere with another student's discipline. If you feel your friend is being wrongly accused, wait for the appropriate time and place to state your concern. Making fun of a student who is receiving a disciplinary consequence is disrespectful and may result in a consequence of its own.

When you receive disciplinary consequences, we only talk about you. It is not up to you to tell us what should happen to others, and **we cannot tell you what will happen to them**. We only work on your behavior, and that should be your only concern. The same **respect and confidentiality** is provided to you as well when talking to other students.

SUSPENSION

The Board has authorized student suspension for one or more of the following reasons:

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members; and,
4. Willful conduct which endangers public charter school property.

Suspension temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the administration. The administrators issuing the suspension will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Depending upon the circumstances and the infraction, attempts to notify parents should begin as quickly as possible when a suspension is imminent.

The principal, or his/her designee, may suspend students. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents are notified and a procedure for reinstatement and appeal is explained. A conference may be required for the student and/or the student's parents before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form and contained in the suspension letter.

In-School Suspension

Students may be assigned In-School Suspension. Students will have your assignments brought to them, and eat lunch there. Some of the reasons for receiving In-School Suspension (ISS) are: Repeated detentions or referrals; Defiance; Abusive language. For every fourth FYI (For Your Information) in one academic year, you will receive an in-school suspension (excluding uniform policy violations).

Out-of-School Suspension

Students may be suspended for up to ten days for major misconduct or repeated misconduct. Serious misconduct includes but is not limited to: Physical abuse or assault; Threatening behavior; Fighting; Possession of drugs, alcohol, or other illegal items; Harassment or verbal abuse; Theft; Arson; Profanity towards a staff member; Vandalism; Blatant defiance; Bringing a lighter, matches, or other flame-creating item to school; Bringing a weapon to school.

If you are suspended from school, you are not allowed on the SCS School campus or any Sherwood School District Property. You also may not attend any Sherwood School District event during your out-of-school suspension.

If your suspension is a short one, it will be your **responsibility** to make up assignments missed after school upon returning to school. You will not get additional days to complete assignments due to a suspension. If your suspension is a longer one and assignments are provided for you, they will be due upon return. If they are not completed, they will be considered late.

Suspension from an Area

Sometimes you might be banned or suspended from certain areas or events. This suspension could be for a day, week, or the rest of the school year. Some of the places or things include: computers/laptops; lunch dismissal time; access to hallways during class time.

Suspension from School Activities

A suspension can be from any or all school activities. This could mean not being allowed to attend assemblies or field trips.

EXPULSION

The charter school administrator, after reviewing available information, may recommend to the Board that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. At that time, the child may be reinstated to the class if space is available. If the class enrollment is at maximum capacity, the student will be added to the school wait list. 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 agree to abide by the findings of a hearing officer.

Expelled students do not have the automatic right of re-enrollment into SCS, and will be enrolled into the student's applicable non-charter district school upon reentry to the school system.

CORPORAL PUNISHMENT POLICY

The use of corporal punishment in any form is strictly prohibited in the public charter school. No student will be subject to the infliction of corporal punishment. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

DISCIPLINE OF STUDENTS WITH DISABILITIES

When considering the discipline of students with disabilities, SCS follows all applicable special education procedures, and ensures the parent and the student are afforded the procedural safeguards of the Individuals with Disabilities Education Act (IDEA) if (1) the student is receiving IEP services, or (2) the student has not yet been identified as a student with a disability, but the School has knowledge of the student's disability and need for special education.

For student conduct violations, SCS may suspend students with disabilities from their current educational placement for up to 10 school days in a school year to the same extent, and with the same notice, as for students without disabilities. The school is not required to provide services to special education students unless services are provided to students without disabilities during this time.

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parent/guardian will be notified of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability. This meeting is called a Manifestation Determination meeting. During the Manifestation Determination meeting, the IEP team will determine whether the misconduct is a manifestation of the student's disability. If the misconduct was not caused by or was not substantially related to the student's disability, the student may be disciplined in the same manner as would other students.

Should the IEP team conclude the misconduct was caused by or had a direct and substantial relationship to the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The school may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

For a drug or weapon violation, or if the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function, a student may be removed from the current educational placement to an Interim Alternative Educational Placement for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year. Additionally, the school may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

OFFENSES AND PROGRESSIVE SEQUENCE OF CONSEQUENCES

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.
<p>Assault, Physical – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.</p>	<ul style="list-style-type: none"> • A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been completed. • Contact with parent. • Suspension for up to 10 school days. • Restitution • Referral to law enforcement • Continuing suspension and recommendation for expulsion. • Evaluation (mental health, counseling) at parent’s expense.
<p>Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.</p>	
<p>Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.</p>	
<p>Harassment/Intimidation/Bullying/Menacing/Cyber-bullying/Teen Dating Violence – These acts will not be tolerated. Students may report concerns by completing a confidential student report form located in school office. Parents, guardians, and community members may file a complaint by meeting with the school principal or by the procedure for resolving formal complaints. A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff, but such review will not disclose confidential student discipline information. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of school policy. A student found to have falsely accused another as a means of reprisal, retaliation, harassment, intimidation, bullying, cyberbullying or menacing, shall be disciplined.</p> <p>Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person’s education and/or a person’s participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.
Insubordinate Behavior – These behaviors include but are not limited to: disobeying or defying the authority of school personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.	<ul style="list-style-type: none"> ● Removal from classroom or any district activity. ● Contact and conference with parent. ● Detention, in-school suspension. ● Suspension for up to 10 school days. ● Continuing suspension and a recommendation for expulsion.
Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> ● Confiscation of item related to offense. ● Contact and conference with parent. ● Referral to law enforcement authority. ● Continuing suspension with recommendation for expulsion. ● Suspension for up to 10 school days
Look-alike Weapons - Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement, which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> ● Confiscation of item related to offense. ● Contact and conference with parent. ● In-school suspension. ● Suspension for up to 10 school days. ● Referral to law enforcement. ● Continuing suspension with recommendation for expulsion.
Alcohol and Other Drugs – Possessing, buying, selling, distributing, or possession with the intent to sell, use of, or being under the influence of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or of any other drug as defined by but not limited to, the Uniform Controlled Substance Act (ORS 475.005), including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.	<ul style="list-style-type: none"> ● Confiscation of item related to offense. ● Contact and conference with parent. ● Referral to law enforcement authority. ● Suspension, in or out of school, for up to 10 days. ● Continuing suspension with recommendation for expulsion. ● Referral to IEP Team, if special education student. ● A referral to community resources and/or cessation programs designed to help the student overcome alcohol or unlawful drug use, the cost to be borne by parents.
Misuse of Computer Network and Internet – Any misuse or use of any network and/or Internet system to threaten damage to district property or personnel or in any way sabotages or modifies school programs, the school’s computer network or Internet system.	<ul style="list-style-type: none"> ● Contact with parent. ● Suspension or revocation of system privileges for minimum of 30 calendar days. ● In-school suspension. ● Suspension for up to 10 school days. ● Permanent revocation of system privileges. ● Referral to law enforcement. ● Continuing suspension and recommendation for expulsion.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.
<p>Property Damage/Vandalism and Theft – The willful or malicious destruction or defacement of public or private property. Vandalism includes the abuse of any school property, including items such as textbooks, desks, computers, and other school equipment or materials. Vandalism to school property constitutes criminal conduct under the laws of the State of Oregon.</p>	<ul style="list-style-type: none"> • Restitution to SCS for damage incurred. (This may include payment and/or community service.) Students and their parents/guardians will be held financially responsible for any materials lost or willfully damaged. • Suspension, expulsion, or other appropriate discipline. • Referral to law enforcement officers for investigation and civil action.